

Department of Planning and Zoning
Town of Greensboro
PO Box 340
Greensboro, MD 21639
410-482-6222

The following information is required when submitting a Land Subdivision Application:

- 1- A completed Land Subdivision application.
2. A preliminary plat containing:
 - A. Proposed subdivision name.
 - B. Description of the proposed subdivision's location
 - C. Names and addresses of the owner of record, the sub-divider, and the surveyor preparing the plat.
 - D. Scale, date, North Point, and small scale key map showing proposed subdivision.
 - E. Boundaries of the land being subdivided in heavy outline, with the approximate dimensions of the property and the approx. acreage contained therein.
 - F. The names and locations of adjacent subdivisions and the location of adjoining parcels of unplatted land, with the names of owners of record.
 - G. Topographic contours at five foot intervals and referenced to US Geological Survey Data, except that where the average slope is less than three percent a contour interval of 2ft. shall be used.
 - H. Location of existing property lines, streets and alleys, easements, buildings, utilities, wooded areas, watercourses and any other significant natural or man-made physical features affecting the proposed subdivision.
 - I. Present zoning classification.
 - J. Layout, widths and names of all streets, alleys, crosswalks and easements proposed to be dedicated for public use, with the tentative center line grade of each.
 - K. Layout, numbering, approx. dimensions and areas of all proposed lots or parcels.
 - L. Proposed building lines along all streets with the minimum amt. of setback required.
 - M. Designation of parcels of land conveyed or reserved for public use for common use of property owners within the subdivision.
 - N. Tentative locations for all utilities and drainage facilities with easements indicated where necessary.
3. Supporting statements explaining how and when the sub-divider proposes to provide and install required water supply, sewers, street pavements, curbs, gutters, and drainage structures, as well as, any proposed deed restrictions.
4. Critical Area information if the property is in the Critical Area. (see Town staff)
5. A fee will be charged per lot.

**TOWN OF GREENSBORO
LAND SUBDIVISION APPLICATION**

PERMIT # _____
DATE REC'D _____
APP. FEE _____ DATE PD _____

APPLICATION FOR: LOT LINE ADJUSTMENT _____ SUBDIVISION PLAT _____

PROPERTY OWNER NAME _____

ADDRESS _____

PHONE # _____

PROPERTY LOCATION _____

CRITICAL AREA ? YES _____ NO _____

FLOODPLAIN ? YES _____ NO _____

ATTORNEY (IF ANY) _____

ADDRESS _____

PHONE # _____

REGISTERED ENGINEER/SURVEYOR _____

ADDRESS _____

PHONE _____

**ATTACH (3) BLACK OR BLUE LINE PRINTS OF THE PRELIMINARY PLAT
SUPPORTING STATEMENTS ON REQUIRED IMPROVEMENTS
PROPOSED DEED RESTRICTIONS OR COVENANTS
PROPOSED HOME OWNERS AGREEMENT (IF ANY)**

PLANNING COMMISSION MEETING DATE AND TIME _____

SIGNATURE OF APPLICANT

DATE

SUBDIVISION APPROVAL :

PRELIMINARY PLAT _____ DATE _____

FINAL PLAT _____ DATE _____

SUBDIVISION
BUILDING PERMIT PROCEDURE
Article III 135-30.

- A. **Preliminary Conference:** Subdivider will consult with Town Office to go over details needed and / or wanted by both parties according to the code.
- B. **Submission of Preliminary Plat:** Subdivider submits Preliminary Plat to the Planning Commission for their review and approval. Copies of Plat shall be referred to the Engineer, Health Officer and other appropriate officials for review and approval.
- C. **Preliminary Plat Approval:** A Planning Commission Hearing will be held within 90 days of receipt of the Preliminary Plat. At that point the Commission will tentatively approve or disapprove the Plat.
- D. **Installation of Improvements:** Following tentative approval of the Preliminary Plat, the subdivider shall prepare and submit plans for the installation of those improvements required under the provisions of this Chapter.
- E. **Submission of Final Plat:** After completion of the required improvements to the satisfaction of the appropriate public officials or following the posting of a performance bond or cash deposit in lieu of such completion, the subdivider shall prepare a Final Plat of the subdivision.
- F. **Final Plat Approval and Recording:** Providing the required improvements are completed or the posting of a cash deposit or performance bond has been made, the Planning Commission shall consider approval of the Final Plat at its next regular meeting.

The steps above are from the Land Subdivision Ordinance Article III 135-30. Plat Submission and Approval.

The detailed Submission Process of Article III 135- 30 is attached.

ARTICLE III
Plat Submission and Approval

§ 135-30. Submission Process.

A. Preliminary Conference

1. Before undertaking the preparation of a subdivision plat the subdivider shall have prepared a sketch of the property in question, drawn to approximate scale, showing the boundaries, general topography, important physical features, and other significant information, as well as the proposed scheme for development of the property, including the proposed street and lot locations, areas to be reserved for public use, and proposed improvements.
2. The subdivider shall then consult with the Planning Commission or its staff to ascertain the location of proposed major streets, highways, parks, playgrounds, school sites and other planned public improvements and to determine the zoning regulations and other requirements relating to, affecting, or applying to the proposed subdivision. The subdivider shall also consult with the Town Engineer and the Health Officer on the proposed street layout and the proposed facilities for sanitary sewage disposal, storm drainage, and water supply to serve the proposed subdivision. The purpose of these consultations is to assist the subdivider by furnishing information and advice in order to expedite matters for the subdivider, save unnecessary expense, and promote the best coordination between the lands of the subdivider and those of the town.

B. Submission of Preliminary Plat

1. The subdivider shall then prepare a Preliminary Plat of the proposed subdivision conforming to the requirements for the preparation of such plat as set forth in Article V. At least two weeks prior to a regularly scheduled meeting of the Planning Commission at which action on such plat is desired, the following items shall be filed with the Planning Commission: three black-line or blue-line prints of the Preliminary Plat; supporting statements on required improvements and proposed deed restrictions as set forth in Article V; and an application for the approval of the plat on a form to be supplied by the Planning Commission.
2. The Preliminary Plat shall be checked by the Planning Commission for its conformity with the Comprehensive Plan of the Town, the applicable zoning and other regulations, and the design principles and standards and requirements for submission as set forth in this Chapter. Copies of the Preliminary Plat shall be referred to the Engineer, Health Officer, and other appropriate public officials concerned with public improvements or health requirements for review and approval.

C. Preliminary Plat Approval

1. A Planning Commission hearing on the Preliminary Plat shall be held within 90 days of receipt of the Preliminary Plat. No hearing shall be held by the Planning Commission until notice thereof shall have been sent to the subdivider and to such other interested parties as may be determined by the Planning Commission. At the hearing, the Planning Commission shall submit its findings and recommendations, together with those of the other public officials to whom copies were referred. The Planning Commission shall either tentatively approve or disapprove the Preliminary Plat, or it may approve the plat subject to specific changes or modifications. One copy of the Preliminary Plat, with any comments, shall be returned to the subdivider, with other copies retained in the files of the Planning Commission.
2. Tentative approval of a preliminary plat shall be valid for not more than six months. Unless a Final Plat, substantially in accordance with the approved Preliminary Plat and including any required changes or modifications shall be filed with the Planning Commission six months from the date of approval of the Preliminary Plat, the Planning Commission's approval thereof shall be deemed canceled. However, a Final Plat may include only a portion of the area of the Preliminary Plat and Final Plats for remaining portions may be filed within one year without a new Preliminary Plat, but subject to any changes in the regulations contained herein made after such six-month period

D. Installation of Improvements

Following tentative approval of the Preliminary Plat, the subdivider shall prepare and submit plans for the installation of those improvements required under the provisions of this Chapter. Copies of such improvement plans shall be submitted to appropriate public officials for approval. Upon being notified that such improvement plans have been approved, the subdivider shall proceed with the installation of such improvements prior to filing a Final Plat for the subdivision with the Planning Commission, except that in lieu of completing the required improvements prior to such filing, the subdivider may furnish the town with a cash deposit or performance bond executed in accordance with the provisions of Article VI of this Chapter.

E. Submission of Final Plat

1. Following completion of the required improvements to the satisfaction of the appropriate public officials or following the posting of a performance bond or cash deposit in lieu of such completion, the subdivider shall prepare a Final Plat of the subdivision. Such Final Plat may be for all the property included in the Preliminary Plat or it may be limited to any portion thereof which is intended to be developed as a unit. Additional Final Plats covering additional units of the property may be submitted later, provided that the Preliminary Plat is valid. Every Final Plat shall be substantially in accordance with the tentatively approved Preliminary Plat, including any changes or additions required by the Planning Commission as a condition for its tentative approval, and it shall conform in every respect to the requirements for the preparation of such plat as set forth in Article VII.

2. At least two weeks prior to a regularly scheduled meeting of the Planning Commission at which action on the Final Plat is desired, the subdivider shall file the following items with the Secretary of the Planning Commission: two copies of the plat on dimensionally stable plastic film; six black-line or blue-line prints of the plat; a properly executed statement of dedication of all streets in the subdivision of the appropriate jurisdiction, constituting an irrevocable offer to dedicate for a period of not less than five years from the date of its filing with the Planning Commission; and an application for approval of the plat on a form to be supplied by the Planning Commission

F. Final Plat Approval and Recording

1. Upon receipt by the Planning Commission of evidence of the satisfactory completion of required improvements or the posting of a cash deposit or performance bond therefor, the Planning Commission shall consider approval of the Final Plat at its next regular meeting. If the Final Plat is found to comply with the requirements of this Chapter and with the Preliminary Plat as approved, the Planning Commission shall approve said plat and shall endorse the fact of such approval on each of the several copies submitted by placing the signature of its Chairman thereon.

2. The Planning Commission shall approve or disapprove the Final Plat within thirty days after the filing of such plat with the Planning Commission; otherwise, such plat shall be deemed to have been approved and a certificate to that effect shall be issued by the Planning Commission on demand; provided, however, that the subdivider may waive this requirement and consent to an extension of such period. The grounds for the disapproval of any Final Plat shall be stated upon the record of the Planning Commission.

3. Upon approval of the Final Plat by the Planning Commission, the two signed copies of the plat on plastic film shall be filed by the subdivider with the Clerk of the Circuit Court. The signed black-line or blue-line prints shall be forwarded by the Planning Commission to the Supervisor of Assessments, the State Department of Health, the Health Officer, and the Town Engineer, with one print retained by the Planning Commission and one print returned to the subdivider.

§ 135-31. Filing Fees.

Fees shall be set by the Town Council.

Basic Residential Zoning Information

The following information is provided as basic assistance only. Details and exceptions are found in the Zoning Regulations and they are used as the final authority. Town staff will help you work through any complications that may arise.

Lot Sizes

Zone	Lot Minimum Area St. Ft.	Sizes - Minimum Width Ft.	Maximum percentage of Lot Area that may be covered by buildings
Residential (R1)	75% of lots 12000Sf 25% of lots 10000Sf	12000sf lots - 80Ft. 10000sf lots - 75Ft.	50%
Residential (R2)	12000sf	65Ft	40%.
Residential (R3)	7500sf	65Ft	30%
Central Commercial	None	0	100%

Setbacks

Zone	Front Setback	Side Setback	Rear Setback	Max. Height (Ft.)	Max. # of stories
Residential (R1)	25 Ft.	8Ft.	10Ft.	35Ft.	2 1/2
Residential (R2)	25 Ft.	8Ft.	10Ft.	35Ft.	2 1/2
Residential (R3)	25 Ft.	8Ft.	40Ft.	35Ft.	3
Central Commercial	0	0	10Ft	40Ft.	3

TOWN OF GREENSBORO

NOTICE TO ALL PROPERTY OWNERS/BUILDERS/CONTRACTORS

Effective September 5, 2002 The Town of Greensboro, will no longer make water and sewer connections. It will be the responsibility of the Property Owners/Builder/Contractor to obtain the services of a Licensed Plumber to make the connection. The property owners/builder/contractor must supply the Town of Greensboro with the name and license number of the person/company making the connection prior to or at the time of obtaining a connection permit from the Town of Greensboro.

The water meter pit used must meet the specifications of the Town of Greensboro. The Town uses a Mid State Pit with all piping and valves attached. The meter pit may be purchased through the Town of Greensboro or you may purchase them at a supplier; the supplier that the Town uses is US Filter, 302-653-9096.

It is the responsibility of the Contractor/Property Owner to contact the Public Works Department to arrange for an inspection of the Water and Sewer connections. 410-482-6222

The Town of Greensboro will install the water meter in the pit; 36 hours notice must be given.

The Owner/Builder/Contractor is responsible for the repair of the roadway, sidewalk or other item disturbed during the connection of the water/sewer line. A Use and Occupancy Permit will not be issued until all repairs are made to the satisfaction of the Town of Greensboro.

FOR OFFICE USE ONLY

BUILDING PERMIT NUMBER _____

DATE ISSUED _____

MINIMUM YARD REQUIREMENTS:

SIDE SETBACK	FRONT SETBACK	REAR SETBACK	SIDE ST.	HEIGHT

APPROVALS:

TYPE	APPROVED	DENIED
BUILDING		
ZONING		
SEDIMENT		
SWR & WTR		
SW MANAGEMENT		
CRITICAL AREA		
FLOOD PLAIN		
ENTRANCE		
WETLANDS		
OCCUPANCY		
OTHER		

Application having been made for a building permit and the proposed structures and usage being in conformity with the Code of the Town of Greensboro, Maryland, I hereby issue this building permit for a period of 12 months from the date hereof or upon prior completion of work and issuance of a Zoning Occupancy Permit.

Subject to the following conditions :

Date _____ Zoning Inspector _____

An occupancy permit is to be obtained prior to use of the structure for which this permit is issued. Please notify the Zoning Office when ready for final inspection.