HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING
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"ORIGINALS ONLY" PROCEDURE FOR REVISION OR CORRECTION PLATS

Updated July, 2011

What is an "Originals Only" Submission?

The "Originals Only" procedure has been established as an expedient process to review and re-record previously recorded plats where only **minor revisions or corrections** are being made. Minor revisions may consist of such items as: corrections to drafting errors, changes to building restriction lines to comply with present day zoning regulations, and re-subdividing lots to adjust property lines for land exchanges or to accommodate certain house models, etc. The "Originals Only" process is not meant to be used for resubdivision plats where additional lots or parcels are being established and if new or amended developer's agreements may be required.

How to Apply for an "Originals Only" Request

Written authorization to submit an "Originals Only" revision plat must be issued by the Howard County Department of Planning and Zoning (DPZ), Division of Land Development (DLD) before the submission will be accepted for processing. To request authorization to proceed with this process, the applicant must submit a letter to the DLD Division Chief at the address listed above clearly explaining the requested changes and/or revisions, along with two (2) copies of the previously recorded plat indicating the proposed changes highlighted in red.

Review of Proposal by the Division of Land Development & Real Estate Services Division

The DLD Division Chief will make a determination on the proposal as to whether the applicant may proceed with an "Originals Only" submission. The DLD Division Chief will assign a DLD plan reviewer to review the proposed plat changes and forward the proposal to the Department of Public Works, Real Estate Services Division (RES) for their review and comments. A response letter will be prepared by the DLD plan reviewer to serve as guidance in preparing the revision plat. If approval is given, the letter will list the required application information, processing and recording fees, and any pertinent comments which must addressed on the original mylar plat submission.

What are the Original Plat Submittal Requirements?

All "Originals Only" revision/correction plats submitted to DPZ shall be prepared in accordance with the following minimum requirements to ensure acceptance for processing:

1. A Maryland registered surveyor must prepare the revision or correction plat.
2. A copy of the DPZ letter of authorization must be submitted with the plat original.
3. A completed and signed DLD *Final Plat Application for Originals Only Processing* and Development Engineering Division (DED) *Final Plat* application and checklist are required. The applications and checklists are available online at www.howardcountymd.gov
4. One (1) original mylar plat with an original surveyor's seal and original signatures, and containing no stick-on or press-type lettering, and three (3) paper plat copies with highlighted revisions. A paper copy of the previously recorded plat must accompany the submission for properties utilizing private well and septic systems.

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5. Please verify the submission requirements as outlined in the "Originals Only" approval letter. Additional requirements may be required on a case-by-case basis. A 60 day deadline date is normally assigned within the approval letter for submission of the plat original and final plat application. An extension to the deadline date for submission of the plat original may be granted upon a written request from the applicant.

An appointment to submit an "Originals Only" plat submission must be scheduled. Please contact Carol Stirn at 410-313-2350 to schedule an appointment. Plan submission appointments are scheduled from 8:15AM to 11:00AM, Monday through Friday.

What is the Processing Fee?

The fee for "Originals Only" processing is based on the Schedule of Fees adopted each year by Resolution of the County Council. Current fees are in accordance with the following:

1. The following fees are to be submitted to DPZ for payment to the Director of Finance:
    - A DPZ processing fee of **$300.00** per plat sheet;
    - A DED Engineering Plat Review fee of **$200.00** per plat for revision plats, or **$50.00** per lot (open space lots included) **$100.00** minimum**/$1,000.00** maximum for a resubdivision plat.
    - A printing cost fee of **$23.00** per final plat sheet or **$16.00** for a Plat of Easement.
2. The following fees are to be submitted to DPZ for payment to the Clerk of the Court:
    - A recording fee of **$5.00** per plat sheet
    - If applicable, a Use-In-Common Driveway Maintenance Agreement document fee of **$60.00** for 1 thru 9 sheets, or **$115.00** for 10 plus sheets.

What is the Processing Time?

After submission and review of the plat original by the DLD plan reviewer, the original mylar is forwarded to DED, the Department of Environmental Health, DPW Real Estate Services Division, and the DPZ Director for signature approval. Status calls regarding the plat original may be directed to the assigned Planner or Julia Boone at 410-313-2350. Once the signature process is completed a DPZ staff member will record the plat at the Land Records/Clerk of the Court's office. The processing time generally takes one to two weeks. Once the revision plat has been recorded, copies may be ordered through the DPZ, public service desk. The applicant will be notified in writing as to the recording date and recording reference number(s) for the revision or correction plat.

For More Information, Contact:

The Howard County Department of Planning and Zoning at 410-313-2350 or www.howardcountymd.gov or visit the DPZ public service desk on the first floor of the George Howard Building, 3430 Court House Drive, Ellicott City, Maryland 21043. Office hours are Monday thru Friday, 8:00 a.m. to 5:00 p.m.

KS/JB/T:DPZ/shared/DLD/originalsonlyprocedure