



**St. Mary's County Department of Land Use and Growth Management**

23150 Leonard Hall Drive, Leonardtown, MD 20650

Phone (301) 475-4200, ext. 71500 Fax (301) 475-4672

**DEVELOPMENT REVIEW APPLICATION**



**Instructions to Applicant:**

**Please complete the information below prior to your submission. This application will be required in order to accept and process your submission. All plans must be folded or of a size which will fit into a standard legal folder. ALL INFORMATION MUST BE COMPLETE OR SUBMISSION WILL BE RETURNED TO APPLICANT.**

CONTROL NUMBER: \_\_\_\_\_ (To be completed by LUGM personnel)

PROJECT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**DIGITAL SUBMISSIONS ARE REQUESTED FOR ALL TEC AND RECORDING DOCUMENTS**

REQUEST: Check appropriate block(s)

DEPT. OF LAND USE AND GROWTH  
MANAGEMENT REVIEW ONLY:

- Confirmatory Plat
- Boundary Line Adjustment Plat
- Forest Stand Delineation
- Forest Conservation Plan
- Planning Commission
  
- Forest Conservation Plan Amendment
- Plat Exempt Division by Deed
- Resubmission
- Other (Specify) \_\_\_\_\_

TEC/PLANNING COMMISSION REVIEW:

- Preliminary review of \_\_\_\_\_ lot minor/major subdivision
- Final review of \_\_\_\_\_ lot minor/major subdivision
- Concept Site Plan review for \_\_\_\_\_ sq. ft. for \_\_\_\_\_ (use type)
- Site Plan review for \_\_\_\_\_ sq. ft. for \_\_\_\_\_ (use type)
- Zoning Map Amendment from \_\_\_\_\_ Zone to \_\_\_\_\_
- Amendment to CWSP from category \_\_\_\_\_ to \_\_\_\_\_

DESCRIPTION OF PROPOSED PROJECT: \_\_\_\_\_

OWNER/CONTRACT PURCHASER \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**PROPERTY LOCATION:** Address if known. If not known, then *directions* as follows:

Describe location as N-S-E-W side of (Street Name), approx. (feet) N-S-E-W of Intersection with State/County) Road

\_\_\_\_\_  
\_\_\_\_\_

**PARCEL IDENTIFICATION:**

TAX MAP: \_\_\_\_\_ GRID: \_\_\_\_\_ PARCEL: \_\_\_\_\_  
 LAND USE: \_\_\_\_\_ ZONING: \_\_\_\_\_ ZONING OVERLAYS: \_\_\_\_\_  
 ACREAGE: \_\_\_\_\_ ELECTION: \_\_\_\_\_ TAX ID ACCT #: \_\_\_\_\_  
 \_\_\_\_\_ DISTRICT: \_\_\_\_\_  
 CWSP WATER/SEWER SERVICE CATEGORY: \_\_\_\_\_ USE TYPE #: \_\_\_\_\_

- I hereby request that EDUs for this application be allocated at: (choose one below)  
 Concept Site Plan Approval       Final site Plan Approval  
 Preliminary Subdivision Approval       Final Record Plat Approval

I hereby swear or affirm that I am the property owner, and that this application is correct:

PROPERTY OWNER/AUTHORIZED AGENT’S SIGNATURE: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

I hereby swear or affirm that I have received authority from the property owner to make this application and that this application is correct (See attached “Limited Power of Attorney”).

**REVIEW FEES:**

# Of Lots/Sq. Ft. of Site Plan/Acres Disturbed	Type of Project:	Initial Submission Fees	Resubmission Fees
	Minor Subdivision 1-7 Lots	\$750 + \$100 per lot + Application Fee	
	Major Subdivision 8+ Lots	\$1900 + \$100 per lot + Application Fee	
	Concept Site Plan	\$920 + Application Fee	
	Major Site Plan	\$1500 per acre of disturbed area + Application Fee	
	Minor Site Plan LUGM	\$125 – Less than 500 sq. ft.+ Application Fee \$250 – Over 500 sq. ft.+ Application Fee	
	Minor Site Plan DPW&T	\$125-Cumulative Soil Disturbance Over 5,000 sq. ft. or Traffic Review	
	Application Fee	\$20.00	
	Soil Conservation Fees	\$500- Less than 5 acres \$500- 5 acres or greater \$75-Exemption Fee \$75-Standard ESC Plan for Subdivisions w/E&S plans \$150-Dev. Rev. Application Fee (Minor Subdivisions, Concept Site Plans, Major Subdivisions and Minor Site Plans)	
	BLAP, Confirmatory Plats, Plat Exempt, FCP, FSD, Transfer Development Rights	\$80.00 (includes the application fee)	
	Health Department Plat Fee	\$140.00 per lot or site plan	
	MetCom Fees	\$60.00 No public water and sewer	
	TEC Review/Concept Site Plan	\$120.00 Public water and/or sewer	
	Recording Package	\$60 LUGM Review Fee \$5 Per Plat Recording Fee (Clerk of the Court)	
	Additional Recording Documents	\$30 DPWT Review 1-10 lots \$60 more than 10 lots \$60 Recording Fee (each) (Clerk of the Court)	

**Resubmissions – \$25 each after first resubmission**

Other fees may apply; see the Schedule of Fees for St. Mary’s County, Effective July 1, 2025

**Total**


**NUMBER OF PRINTS REQUIRED FOR REVIEW:**

TEC Committee – **5** Prints

Non-TEC Site Plans – **1** Print, for each agency that requires a hard copy.

Forest Stand Delineation – **1** Print

Forest Conservation – **1** Print

In addition to the prints listed above, a **digital copy** of the plans is required.

Planning Commission – **9** Prints

Resubmissions – **1** Print, for each agency that requires a hard copy.

Recording Package – **3** Mylar **4** Paper

**FOR RECORDING DOCUMENTS PLEASE MAKE CHECKS PAYABLE TO THE CLERK OF THE COURT Also Please make the \$60.00 check and the \$5.00 two separate checks. The Courthouse will not accept one full check. Thank you. FOR ALL OTHER SUBMISSIONS, PLEASE MAKE CHECKS PAYABLE TO THE COMMISSIONERS OF ST. MARY'S COUNTY.**