



BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND

CHECKLIST FOR PLAN REVIEW POLICY

PROJECT/PLAN NAME: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Please check the following type of plan you are submitting to the Town of Middletown for review. All plans and fees must be submitted by 12:00 noon on the Monday two weeks before the monthly Planning Commission meeting. Printed plans should be folded.

CONCEPT PLAN:

- CONCEPT PLAN – 3 PRINTED COPIES ARE NEEDED WHEN SUBMITTING
- \$300.00 + \$400.00 Engineering Fee + \$300 base consultation fee + any additional consultation fee invoiced to the Town above the \$300 base fee + \$15/sheet electronic filing fee check payable to the Town of Middletown at time of submission.

SITE PLAN:

- RESIDENTIAL SITE PLAN - 4 PRINTED COPIES ARE NEEDED FOR 1ST SUBMISSION
- \$250.00 Standard + \$10.00/unit fee + \$300 base consultation fee + any additional consultation fee invoiced to the Town above the \$300 base fee + \$15.00/sheet electronic filing fee check payable to the Town of Middletown at time of submission.

_____ # of units
- ALL OTHER SITE PLANS - 4 PRINTED COPIES ARE NEEDED FOR 1ST SUBMISSION
- \$350.00 Standard + \$50.00/acre + \$200.00 Engineering fee + \$300 base consultation fee + any additional consultation fee invoiced to the Town above the \$300 base fee + \$15.00/sheet electronic filing fee payable to the Town of Middletown at time of submission.

_____ # of acres

PRELIMINARY PLAN:

- SUBDIVISION - 4 PRINTED COPIES ARE NEEDED FOR 1ST SUBMISSION**
- \$350.00 Standard + \$50.00/lot +\$200 Engineering fee + \$300 base consultation fee + any additional consultation fee invoiced to the Town above the \$300 base fee + \$15.00/sheet electronic filing fee payable to the Town of Middletown at time of submission.**

_____ # of lots

MASS GRADING PLAN:

- MINOR SUBDIVISION - 4 PRINTED COPIES + 4 COPIES OF SWM COMPUTATIONS ARE NEEDED FOR 1ST SUBMISSION**
- \$250.00 Standard + \$400.00 Engineering fee + \$300 base consultation fee + any additional consultation fee invoiced to the Town above the \$300 base fee + \$15.00/sheet electronic filing fee payable to the Town of Middletown at time of submission.**

***NOTE: Once the cost estimates have been approved by DPW and town engineer, you will be billed by the Town of Middletown for Town review services.**

IMPROVEMENT PLAN:

- 4 PRINTED COPIES + 4 COPIES OF SWM COMPUTATIONS ARE NEEDED FOR 1ST SUBMISSION**
- \$300.00/sheet + \$400.00 Engineering fee + \$300 base consultation fee + any additional consultation fee invoiced to the Town above the \$300 base fee + \$15.00/sheet electronic filing fee payable to the Town of Middletown at time of submission.**

***NOTE: Once the cost estimates have been approved by DPW and town engineer, you will be billed by the Town of Middletown for Town review services.**

FORESTRY PLAN REVIEW:

- SIMPLIFIED FOREST PLAN -3 COPIES ARE NEEDED FOR 1ST SUBMISSION**
- \$200.00 Standard payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.**
- PRELIMINARY FOREST PLAN - 3 COPIES ARE NEEDED FOR 1ST SUBMISSION**
- \$200.00 Standard + \$4.00/gross acre payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.**

_____ # of acres

- FINAL FOREST PLAN – 3 COPIES ARE NEEDED FOR 1ST SUBMISSION
- \$200.00 Standard + \$4.00/gross acre payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of acres

- INSPECTION FEE – 1% of Total Cost Estimate + \$50.00 per site inspection

PLAT REVIEW:

- COMBINED PRELIMINARY/FINAL PLAT - 4 COPIES ARE NEEDED FOR 1ST SUBMISSION
- \$250.00 Standard + \$50.00/lot + \$400.00 Engineering fee payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots

- CORRECTION PLAT - 4 COPIES ARE NEEDED FOR 1ST SUBMISSION
- \$100.00 Standard + \$10.00/lot payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots

- ADDITION PLAT - 4 COPIES ARE NEEDED FOR 1ST SUBMISSION
- \$100.00 Standard + \$10.00/lot payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots

- FINAL PLAT - 4 COPIES + 5 MYLARS FOR SIGNATURE ARE NEEDED FOR 1ST SUBMISSION
- \$300.00 Standard + \$25.00/lot + \$200 Engineering fee payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots

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- RE-SUBMISSION:** - 50% of original **STANDARD** fee + 25% original legal fee and/or engineering fee + \$15.00/sheet electronic filing fee + consultation fees invoiced to the Town payable to the Town of Middletown upon **EACH** re-submission of ANY plan(s).

- NOTE:** - Same number of plans as originally submitted + applicable electronic filing fee + additional plan for each agency being addressed – include comps (where applicable) and a response letter to address each agency’s comments.
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CONSTRUCTION INSPECTION FEE – 5% of total construction cost estimates.

Note: Developer is responsible for payment of ALL agency fees directly to the applicable agencies at time of submission.

TOTAL TOWN FEES ENCLOSED

\$ _____

SUBMITTED BY: _____