

MAJOR SUBDIVISIONS

A development proposal on existing lots of record that are creating more than five (5) lots, including the remaining lands, a development proposal on existing lots of record that has exceeded the Minor Subdivision lot limit of the lot of record (as described above), or a development proposal that includes a new road or street must proceed through the Major Subdivision review process. The approving authority for Major Subdivisions is the Cecil County Planning Commission. They must review and approve all new development to ensure it meets the minimum standards outlined by the Cecil County Subdivision Regulations, the Cecil County Road Code and all other applicable rules and regulations. Prior to review by the Planning Commission, all major subdivisions must be reviewed by the Technical Advisory Committee.

Major Subdivision Procedure

Concept Plan:

- mandatory if development proposal involves more than ten (10) units and /or twenty-five (25) acres of land
- voluntary if the project is smaller, however it is highly recommended that the applicant proceed through this stage.
- Concept Plan stage determines the maximum number of units allowed on the parcel, as well as the general layout of the development before the applicant incurs extensive engineering cost.
- submittal of nineteen (19) copies of required materials for Technical Advisory Committee, and submittal of sixteen (16) copies of required material for the Planning Commission (please contact Office of Planning & Zoning, OPZ for list of required material checklist. See Section 4.0.13 – Cecil County Subdivision Regulations.)
- all fees must be paid upon submittal.
- scheduled for REVIEW BOARD hearings, (see below).

Preliminary and Preliminary / Final Plan:

- mandatory for all Major Subdivisions.

- submittal of nineteen (19) copies of required materials for Technical Advisory Committee, and submittal of sixteen (16) copies of required materials for the Planning Commission (please contact OPZ for list of required material checklist. See Section 4.1.22 and 4.1.23 – Cecil County Subdivision Regulations.)
- all fees must be paid upon submittal.
- scheduled for REVIEW BOARD hearings (see below).

Final Plan:

- mandatory for all Major Subdivisions.
- submittal of sixteen (16) copies of required materials for the Planning Commission, (please contact OPZ for list of required material checklist. See Section 4.2.13 – 4.2.16 of the Cecil County Subdivision Regulations.)
- all fees must be paid upon submittal
- scheduled for Planning Commission hearing, (see below).

Review Boards

Technical Advisory Committee (TAC)

The Technical Advisory Committee is a board of representatives from various departments, agencies and organizations that provide technical input to the developer and to the Planning Commission. The TAC board is comprised of representatives from:

Office of Planning and Zoning
 Department of Public Works
 Department of Environmental Health
 Dept. of the Environment – Water Rights Division
 USDA Soil Conservation District
 Board of Education
 Firemen’s Association
 Army Corps of Engineers

Citizen Representative
State Highway Administration
Verizon & Armstrong Telephone Companies
Delmarva Power
Baltimore Gas and Electric
Emergency Management
Critical Area Commission

The duties of the TAC are to present, hear and address technical concerns from the respective members of TAC. They will review and provide technical advice to the applicant and the Planning Commission. They will forward their recommendation to the Planning Commission regarding particular proposals.

Planning Commission (PC)

The Cecil County Planning Commission is a board appointed by the Board of County Commissioners. The Planning Commission is granted power and duties by Article 66B of the Annotated Code of Maryland. The powers and duties are also described in the Cecil County Zoning Ordinance, Section 295. This board has the authority to approve or disapprove major subdivisions.

The duties and responsibilities of the Planning Commission are established to ensure the health, safety and welfare of the County citizens. The Planning Commission shall provide time to adequately hear the concerns of governmental agencies, organizations and citizens. They shall also solicit recommendations from agencies, departments, and organizations as deemed necessary.

The Planning Commission meets on the third Monday of every month. They hear the subdivision proposals in the afternoon and the rezoning and special exceptions in the evening. For more details about monthly agendas, please call OPZ at 410-996-5220, Monday – Friday, 8:00 a.m. to 4:30 p.m. or visit www.ccgov.org

Recordation

Submittal requirements

- thirteen (13) copies of the approved Final Plan must be submitted to the Office of Planning & Zoning with all

necessary revisions, amendments and conditions fulfilled as required by the Planning Commission.

- six (6) mylar and seven (7) paper “diaz” copies are required. Contact the Office of the Clerk of the Court at 410-996-5375 for the type of mylars acceptable for recordation.
- all fees must be paid upon submittal.

Department Approval

- review of record plans and signature by the Department Directors is necessary prior to the recording of the subdivision plat in the Land Records of Cecil County.
- The Director of the Department of Environmental Health shall affix his/ her signature when the department is satisfied with the plans and the conditions placed on the development by the Planning Commission, in regards to their Department, are fulfilled.
- The Director of the Department of Public Works or Senior Engineer shall affix his/her signature when the department is satisfied with the plans and the conditions placed on the developments by the Planning Commission, in regard to their Department, are fulfilled.
- The Director of the Office of Planning and Zoning shall affix his/her signature when the department is satisfied with the plans and the conditions placed on the development by the Planning Commission, in regard to their Department, are fulfilled.
- Once all signatures are placed on the plat, the plat may be recorded in the Land Records of Cecil County. The Office of Land Records is in Room 108, Cecil County Courthouse. The applicant will be notified that all signatures are received and he/she may record the plat.

(Revised 1/5/07)