

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

MARYLAND

Salisbury



2010

TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

DATE

To: Consultant
Street Address
City, State, Zip Code
Tel: (area) number
Fax: (area) number

Re: Project Name
Location
Site Plan Number:
(C-1 or P-1 or P-?)

Ladies and Gentlemen:

Salisbury Public Works (SPW) offers the following comments/conditions to the plan submittal that was received by SPW on DATE. The comments contained herein may be subject to change and additional comments may be generated, as a result of review by SPW of subsequent submittals. Salisbury Public Works will grant approval of the subdivision, re-subdivision, plan contingent upon the following conditions:

INITIAL CONTACT MEETING

1. Following receipt of this letter, it may be necessary for the developer and/or his consultant to contact Mr. Clay Hall, of this office to arrange a meeting. Mr. Hall, who is responsible for the review of this project, will answer any questions regarding the contents of this letter.

RESPONSE LETTER

2. Provide a point-by-point response letter to the comments contained in this letter. The response letter must accompany additional submittal(s) to this office.

Project Name
Project Number
2

REVIEW FEE

3. The City requires a review fee of \$25.00 per subdivided acre, (\$25.00 minimum and \$200.00 maximum). Subsequent submittals, which generate additional comments, may be charged an additional fee equal to the first submittal fee but not more than \$100.00. The review fee for this submittal is **\$00.00**. This fee must accompany the next plan submittal for review.
4. Resubdivision fee is \$25.00. Subsequent submittals, which generate additional comments, may be charged an additional fee equal to the first submittal fee but not more than \$25.00. This fee must accompany the next plan submittal for review.

MISCELLANEOUS

5. Show and orient the NORTH arrow to read Maryland State Grid, 1927 NAD.
6. Include the City of Salisbury Property Map number, (**place number here**), on the plan.
7. Surveyor's Certification Block & Seal - signed and sealed by a registered land surveyor (registered in Maryland) required on each print submitted and the final original plat. The titleblock, certification, seal, and signature shall appear close to each other.

Include the following note:

“Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed land surveyor under the laws of the State of Maryland, License No. _____, Expiration Date: _____.”

(The titleblock, certification, seal, and signature shall appear close to each other.)

8. The signature of the Public Works Director will be required on the original drawing of the approved plan. For this purpose, a signature block must be provided on the original drawing sheets in the approved location, lower right hand corner.
9. Please acknowledge that the location and elevation of all existing utilities in the field have been verified.
10. Include the following note:

Water and sewer capacity exists and will be reserved for this subdivision; subject to Municipal, State and Federal laws and regulations.

Project Name
Project Number

3

11. Include the following note:

Private irrigation lines shall not be installed in City right-of-ways or easements without written approval of Salisbury Public Works.

12. The Owner(s) hereby covenant and agree, for itself (themselves), their successors and their heirs and/or assigns, to maintain all stormwater management systems in good working and operational condition and shall promptly repair and restore any and all stormwater management systems, including but not limited to ESD practices, grade surfaces, walls, drains, dams, structures, vegetation, erosion and sediment control measures and other protective devices in perpetuity. Such repairs or restoration and maintenance shall be in accordance with previously approved or newly submitted plans. In the event that the Owner(s) fail to maintain the said facility or correct any defects within thirty (30) days after being given proper notice by the City Department of Public Works, the City is hereby authorized to enter upon the aforesaid property and to perform the necessary maintenance or repairs, in which event it shall be lawful for the City to assess the Owner(s), their successors, heirs and/or assigns who may be served by this facility the cost of the work and any applicable penalties. Said costs, if unpaid, shall be a lien against all property served by the facility, on a pro rata basis, and charges so assessed shall become a lien on the property of the benefited property owner as in the case of real estate property taxes and shall be collected as ordinary real estate taxes by the City.
13. Submittal of an approved construction improvement plan is required after subdivision if improvements are to be made to this property.
(All subdivisions, major or minor, must have fully engineered stormwater management plans. The only exception is if the developer can prove that the total disturbed area from all lots will not exceed 5,000 square feet and the total impervious area will be less than 15% of the total subdivision area.) *(This note does not go on plans.)*
14. Mr. Clay Hall will contact you to request the Original(s) for approval and signature. Provide 1 set of prints with the Original(s). This will be considered a “Pre-Final” stage for the plan submittal.
15. The City will not accept public streets and utilities into the City system for permanent maintenance until deeds for the associated right of ways and easements have been executed and recorded among the Land Records of Wicomico County.
16. The recorded subdivision plat and covenants shall state: “Owner/Developer, and subsequent Owners, their successors and assigns, shall not modify the individual lot grading plans and/or the Improvements Construction Plan, as approved by the Salisbury Public Works, with construction, grading, or landscaping.”
17. A 10-foot City of Salisbury utility easement, deeded to the City, must be shown on the plat as “City of Salisbury Utility Easement” abutting to the street right-of-way. A utility

Project Name
Project Number

4

easement plat and deed must be submitted to the City for processing. The City of Salisbury Utility Easements shall be reserved for future use by the City at no cost to the City for City utility installation, sidewalks, drainage or other such public use, which may be determined by the Director of Public Works. All such easement areas shall be clearly shown with accompanying explanatory notes on the plat and maintained by individual lot owners or the owner's association. Grantor further covenants with Grantee that they will not construct any structural improvements, plant trees, shrubs or place any landscaping other than grass in or on the easement area, including in the air rights over the easement hereby conveyed, without the prior written consent of the City of Salisbury.

18. If any existing or required utilities or improvements are to be installed other than in the streets of such subdivision, then the subdivider shall show upon the plat and dedicate the necessary easements thereof. All non-City utilities, such as but not limited to, electric, telephone, gas and C.A.T.V. shall be installed outside the City of Salisbury Utility Easement. Perpendicular crossings will be allowed.
19. (ADDITIONAL COMMENTS)

PREPARATION FOR RECORDING & DISTRIBUTION

- After approval by all agencies & signatures by the Wicomico County Health Department, owner(s) and Surveyor furnish SPW with an original plat and one (1) print.
- SPW will sign the plat and then forward to P&Z for signatures.
- P&Z will contact the Surveyor after all signatures are acquired.
- Surveyor will then provide P&Z the following:
 1. A \$10.00 recording fee (per sheet) payable to the CITY OF SALISBURY.
 2. Six (6) original signed paper prints of the original plat for distribution to the appropriate agencies by P&Z.
 3. Four (4) reproducible Mylar's of the original plat.
 4. Provide a computer (ACAD drawing) CD (must be in a plastic protective case) of this approved plat.

Gary C. Hales
Development Coordinator
Tel. 410-548-3170
Fax. 410-548-3107
ghales@ci.salisbury.md.us

Project Number: 00-000
Cc: Name of Developer and/or owner
Address

Project Name
Project Number

5

E-Mail P & Z - Gloria Smith

File Copy

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