

ZONING REGULATIONS  
297 Attachment 17

**Appendix G**  
**Model Certifications and Forms**

The following are model documents for dedication, engineer's certificate, agreement forms and bond form. These documents are sample forms only and are subject to modification and adaptation on an individual case-by-case basis for all projects undertaken in the County. They may be amended at any time by the County.

**G-1: Dedication for Individuals.**

We, \_\_\_\_\_ and \_\_\_\_\_, his wife, owners, and \_\_\_\_\_, Mortgagee, and \_\_\_\_\_, Trustee, hereby adopt this plan of subdivision; establish the minimum building restriction lines; and dedicate the streets, alleys, walks and parks to public use.

There are no suits, actions at law, leases, liens, mortgages, trusts, easements or rights-of-way affecting the property included in this plan of subdivision except the following:

\_\_\_\_\_  
\_\_\_\_\_  
and all parties in interest thereto have hereunto affixed their signatures indicating their assent to this plan of subdivision.

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_  
\_\_\_\_\_  
(Printed Name) Signature \_\_\_\_\_ (SEAL)

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_  
\_\_\_\_\_  
(Printed Name) Signature \_\_\_\_\_ (SEAL)

**G-2: Dedication for Corporations.**

(Same as foregoing form for individual except as indicated below)

\_\_\_\_\_ (insert name of corporation), a \_\_\_\_\_ (name of state) corporation, by \_\_\_\_\_ (insert name), President, \_\_\_\_\_ (insert name), Secretary, owners of the property, etc., etc.

Date: \_\_\_\_\_, 20\_\_

Attest: \_\_\_\_\_  
\_\_\_\_\_  
(Name of Corporation)

(Corporate Seal) By: \_\_\_\_\_  
President

**G-3: Engineer's Certificate.**

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I hereby certify that the plan shown hereon is correct; that it is a subdivision of \_\_\_\_\_ (part of or all of) the lands conveyed by \_\_\_\_\_ (insert name of former owner) to \_\_\_\_\_ (insert name of present owner) deed dated \_\_\_\_\_, and recorded in the land records of \_\_\_\_\_, in Liber \_\_\_\_\_ at Folio \_\_\_\_\_; and that the stones, marked thus: \_\_\_\_\_ and iron pipe, marked thus: O, having been placed as indicated to the approved finish grade; and that the requirements of the Charles County Subdivision Regulations and the Annotated Code of Maryland have been complied with.

Date: \_\_\_\_\_, 20 \_\_\_\_ Signature: \_\_\_\_\_

**G-4: Agreement.**

This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by and between \_\_\_\_\_ hereinafter referred to as DEVELOPER and the County Commissioners of Charles County, Maryland, a body corporate, hereinafter referred to as the COUNTY.

WHEREAS, DEVELOPER has presented to the Charles County Planning Commission a final plat of a subdivision known as \_\_\_\_\_ in the \_\_\_\_\_ Election District of Charles County, Maryland, and

WHEREAS, the DEVELOPER has likewise presented to the Charles County Planning Commission plans and specifications for all required improvements in the subdivision as required by any applicable County law or ordinance or any other law, a copy of which said plans and specifications are on file in the County Engineer's Office, and

WHEREAS, as a condition precedent to the approval of said final plat, the DEVELOPER is required to agree to construct said improvements within two years of the date hereof.

NOW, THEREFORE, this Agreement witnesseth that for and in consideration of the sum of \$10, receipt of which is hereby acknowledged, the mutual covenants and promises herein contained, the approval of said final subdivision plat by the Charles County Planning Commission and other good and valuable considerations, the DEVELOPER hereby agrees to construct all required improvements as described in the attached plan and specifications and in accordance with all applicable laws and regulations, within two years from date hereof.

Witness the hands and seals of the DEVELOPER:

WITNESS: \_\_\_\_\_ (SEAL)  
\_\_\_\_\_ (SEAL)

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STATE OF MARYLAND, CHARLES COUNTY, TO WIT:

I hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, the subscriber, a notary public of the State and County aforesaid, personally appeared \_\_\_\_\_ and made oath in due form of law that the foregoing Agreement is his act.

As witness, my hands and notarial seal.

\_\_\_\_\_  
Notary Public

**G-5: Bond.**

KNOWN ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_, as Principal, and \_\_\_\_\_, as Surety, are held and firmly bound unto the County Commissioners of Charles County, Maryland, a body corporate, in the sum of \_\_\_\_\_, lawful money of the United States of America, for which payment well and truly to be made, we bind ourselves, our heirs, personal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bound \_\_\_\_\_ has presented to the Charles County Planning Commission a final plat of a subdivision located in the \_\_\_\_\_ Election District of Charles County, Maryland, known as \_\_\_\_\_, and is the owner of the property, and

WHEREAS, under the provisions of the Charles County Subdivision Regulations and Road Ordinance, the Charles County Soil and Sediment Control Regulations and other applicable laws and ordinance, the above bound \_\_\_\_\_ is required to complete certain improvements to said subdivision prior to the final approval thereof or to furnish to County Commissioners of Charles County, Maryland, an acceptable bond to guarantee construction of said improvements, and

WHEREAS, by Agreement dated the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, the above bound \_\_\_\_\_, has agreed to construct said improvements within two years from the date hereof, a copy of said Agreement, and the attachments thereto, being hereby specifically incorporated, by reference, into the terms hereof, and

WHEREAS, the parties hereto have agreed to execute this bond for the purpose of guaranteeing the construction of said improvements in accordance with the aforesaid Agreement and all applicable laws and regulations.

NOW, THEREFORE, the condition of this obligation is such that if the above bound \_\_\_\_\_ shall construct said improvements as specified in the aforesaid Agreement in accordance with the above referenced plans and specification and the applicable Ordinances and Regulations of Charles County, Maryland, within two years from the date hereof and upon inspection and approval of said improvements by the County, this obligation shall be null and void; otherwise this obligation to remain in full force and effect.

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WITNESS the hands and seals of said Principal and Surety this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST: \_\_\_\_\_ (SEAL)  
Principal

ATTEST: \_\_\_\_\_ (SEAL)  
Surety

**G-6: Bonding Procedure – Note: The following description is provided for convenience only and is not binding upon the County. This procedure may be amended by the County at any time to conform to its then-applicable subdivision and land development rules and regulations.**

- A. Anyone required to submit a bond to the County Commissioners relative to any subdivision matter shall file a written request with the Zoning Officer of Charles County for the Determination of the amount of bonding required.
- B. Upon the determination of the necessary amount of bonding, the bond must be posted in a form satisfactory to the County Commissioners.
- C. If the bond is secured through a bonding company, is in the proper form, is accompanied by the required power of attorney and a certificate from the Insurance Commissioner that the surety is licensed to do business in Maryland as an insurer, the bond may be approved by the County Commissioners.
- D. If any other type of bonding arrangements are desired, a written request must be made to the County Commissioners. The written request should be accompanied by a financial statement and any other information which might be helpful to the County Commissioners in determining whether or not to accept the bonding arrangement.
- E. After consideration of the request for bonding, the applicant will be notified of the County Commissioners’ decision. If the County Commissioners approve the bonding agreement, the County Attorney’s Office will prepare the necessary documents which will be submitted to the applicant by the Zoning Officer for execution.
- F. Upon receipt of the executed document they will be referred to the County Commissioners for their review and final approval. If the bond is approved by the County Commissioners, the bond will be returned to the Zoning Officer, and the Planning Commission’s records relative to bonding requirements will then show that the bond has been accepted.
- G. Any inquiries relative to bonding procedure or the status of particular bonds should be directed to the Zoning Officer.