

**BUREAU OF DEVELOPMENT REVIEW**

**FINAL SITE DEVELOPMENT PLAN REQUIREMENTS CHECKLIST**

Project Name: \_\_\_\_\_ File Number: \_\_\_\_\_

**A. Title Block (to be shown on Sheet 1 of all site development plans):**

- \_\_\_\_\_ 1. Title to include existing and proposed use.
- \_\_\_\_\_ 2. Owner's name, address, and phone number.
- \_\_\_\_\_ 3. Developer's name, address, and phone number.
- \_\_\_\_\_ 4. Surveyor's or engineer's address, phone number, seal, and signature.
- \_\_\_\_\_ 5. Town, election district, County, State.
- \_\_\_\_\_ 6. Scale at 1" = 10' to 1" = 50'.
- \_\_\_\_\_ 7. Date plan prepared.

**B. Required General Notes (to be shown on Sheet 1 of all site development plans):**

- \_\_\_\_\_ 1. Existing zoning: \_\_\_\_\_
- \_\_\_\_\_ 2. Total area of site: \_\_\_\_\_ acres
- \_\_\_\_\_ 3. Total developed area: \_\_\_\_\_ square feet
- \_\_\_\_\_ 4. The property shown hereon is owned by \_\_\_\_\_,  
by deed dated \_\_\_\_\_, recorded among the Land Records of Carroll County in Liber  
\_\_\_\_\_, Folio \_\_\_\_\_.
- \_\_\_\_\_ 5. Tax Map/Block/Parcel \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_. Plat reference if applicable.
- \_\_\_\_\_ 6. Topography shown hereon is \_\_\_\_\_, dated \_\_\_\_\_, and  
(field run, flown, etc.)  
prepared by \_\_\_\_\_ (engineer/surveyor).
- \_\_\_\_\_ 7. Location of the nearest water supply available for fire protection: \_\_\_\_\_
- \_\_\_\_\_ 8. The location of existing utilities shown hereon are approximate only. Contractor shall verify the  
existence, location, and depth of any existing utilities and shall notify the engineer of any  
discrepancies prior to beginning work.
- \_\_\_\_\_ 9. The contractor shall notify "Miss Utility" at 1-800-257-7777 three working days prior to beginning  
any work in the vicinity of existing utilities.
- \_\_\_\_\_ 10. The contractor shall note that in case of a discrepancy between the scaled and figured dimensions  
shown on these plans, the figured dimensions shall govern.
- \_\_\_\_\_ 11. Any changes to this plan will require an amended site development plan to be approved by the Carroll  
County Planning and Zoning Commission.
- \_\_\_\_\_ 12. This site plan shall become void eighteen months after the date of approval if no building permit or  
zoning certificate has been issued for this project, unless an extension of this time limit is issued by the  
Director of the Department of Planning.
- \_\_\_\_\_ 13. Board of Zoning Appeals Case Number, request and approval date, if applicable.

**C. Site Development Plan Inspection Sequence Notes (to be shown on Sheet 1 of all site development plans):**

- \_\_\_\_\_ 1. Contractor shall notify the Carroll County Bureau of Permits and Inspections at 410-386-2674, at least one day prior to beginning any work.
- \_\_\_\_\_ 2. Site compliance inspections are required at the following stages during construction:
  - \_\_\_\_\_ (a) Proposed structures staked out in proper locations as shown on these approved plans.
  - \_\_\_\_\_ (b) Proposed foundations installed for all buildings shown on these approved plans.
  - \_\_\_\_\_ (c) Sub-grades established for all drives, parking lots, and surrounding grading.
  - \_\_\_\_\_ (d) Completion of all drives, parking lots, and surrounding grading.
  - \_\_\_\_\_ (e) Completion of all work shown on plans.

It is the Contractor's responsibility to contact the Carroll County Bureau of Permits and Inspections at 410-386-2674 upon completion of each phase of construction.

- \_\_\_\_\_ 3. Contractor shall notify Carroll County Bureau of Resource Management, Environmental Inspection Services Division at 410-386-2210 prior to beginning any work. All forest conservation plan devices must be in place prior to any construction.
- \_\_\_\_\_ 4. Final landscaping inspection shall be arranged through Bureau of Resource Management, Environmental Inspection Services Division at 410-386-2210 by the contractor/developer or agent. Written approval from the Landscape Review Specialist, Bureau of Resource Management, must be obtained for any deviations from the landscaping or forest conservation plans or modifications in the plant material.
- \_\_\_\_\_ 5. The contractor shall not proceed to the next phase of construction until given approval of prior phases.

**D. Plan Details:**

- \_\_\_\_\_ 1. County file number block in lower right corner of plans.
- \_\_\_\_\_ 2. All sheets in the set numbered, i.e. Sheet 1 of 5, etc.
- \_\_\_\_\_ 3. Vicinity map (minimum scale - 1" = 2000').
- \_\_\_\_\_ 4. North point (oriented to top of plan) with the datum identified. Coordinates for site development plans and supporting plans must be based on the Maryland Coordinate System, North American Datum of 1983 (NAD83).
- \_\_\_\_\_ 5. Elevations and topography for site development plans and supporting plans must be based on the North American Vertical Datum of 1988 (NAVD88).
- \_\_\_\_\_ 6. Field run or flown contours at 2 foot intervals, finished proposed grades, and spot elevations shown where necessary.
- \_\_\_\_\_ 7. Coordinate and elevation values provided in feet.
- \_\_\_\_\_ 8. Four Maryland Coordinate System tick marks.
- \_\_\_\_\_ 9. One or more corners accurately tied by bearing and distance to a monument of the Carroll County Control System.
- \_\_\_\_\_ 10. Bearings and distances of property lines.

- \_\_\_\_ 11. All yard setbacks (front, rear, and side) dimensioned and labeled.
- \_\_\_\_ 12. Existing environmental features, including 100-year floodplain.
- \_\_\_\_ 13. Existing site development features including underground utilities, tanks, etc. and all existing electric and telephone pipes or poles by number.
- \_\_\_\_ 14. Any existing easement or right-of-way over property.
- \_\_\_\_ 15. Adjacent property owners, deed references, adjacent zoning.
- \_\_\_\_ 16. Locations and dimensions of existing and/or proposed buildings on site, including height details, all access doors, proposed use, and building area in square feet.
- \_\_\_\_ 17. Parking areas with parking spaces and aisles dimensioned, showing location, angle, and type of paving (include handicapped spaces).
- \_\_\_\_ 18. Complete parking tabulations (existing and proposed).
- \_\_\_\_ 19. Entrance details to County, State, or municipal roads, including driveways.
- \_\_\_\_ 20. Existing or future roads, their names, locations, centerlines, and proposed widening with appropriate setback lines.
- \_\_\_\_ 21. Typical paving section details.
- \_\_\_\_ 22. Stormwater management, sediment control, and storm drainage computations, profiles, and details including 100 year floodplain, if any, with metes and bounds description of limits.
- \_\_\_\_ 23. Drainage area maps, including all off-site and on-site tributary areas, zoning, soil types, and flow arrows.
- \_\_\_\_ 24. Details, computations, and profiles of any public water and/or sewerage facilities.
- \_\_\_\_ 25. Location and details of fencing or accessory structures with materials and colors noted.
- \_\_\_\_ 26. Location of dumpsters and a detail of the dumpster enclosure with materials and colors noted.
- \_\_\_\_ 27. Location and a profile for all retaining walls and a retaining wall detail with materials and colors noted.
- \_\_\_\_ 28. Architectural elevations for all building sides with materials and colors noted.
- \_\_\_\_ 29. Location and details of all exterior light fixtures and the type illumination (i.e. metal halide, high pressure sodium), to include any flagpole, wall pack and pole-mounted lights. Pole heights must be identified for all pole-mounted lighting.
- \_\_\_\_ 30. A photometric plan indicating the foot-candle ratings for the entire site and ten feet beyond the property line.
- \_\_\_\_ 31. Location and details, including all dimensions, of all freestanding signs with materials and colors noted. If the sign is to be illuminated, the means of illumination must be identified.
- \_\_\_\_ 32. Landscaping plan with details and appropriate certifications.

- \_\_\_\_33. For uses where an outside public address system or sound speakers are typical, a note under General Notes addressing whether or not an outside public address system or sound speakers are proposed.
- \_\_\_\_34. For amended plans, a purpose note placed near the title block.
- \_\_\_\_35. Any items as may be required by review agencies.

**E. Required Signature Blocks:**

Signature blocks and certifications required on Sediment Control Plans:

<b><u>CARROLL SOIL CONSERVATION DISTRICT</u></b>	
The Development Plan is approved for Soil Erosion and Sediment Control by the Carroll Soil Conservation District.	
Approved _____ Carroll S.C.D./Date	
<b><u>OWNER/DEVELOPER</u></b>	
I certify that this plan of Soil Erosion & Sediment Control will be implemented to the fullest extent, and all structures will be installed to the design and specifications as spelled out in this plan and that any responsible personnel involved in construction of this project will have a certification of attendance at a Department of the Environment approved training program for the control of soil erosion and sediment before beginning the project. I also authorize periodic on-site evaluation by the Carroll Soil Conservation District personnel and cooperating agencies.	
_____ Developer	_____ Date
_____ Printed Name of Developer	
_____ Developer Company Name	
_____ Developer Phone Number	

<b><u>ENGINEER</u></b>	
I certify that this plan of Sediment Control is designed with my personal knowledge of the site condition and has been designed to the Standards and Specifications adopted by the Carroll Soil Conservation District.	
_____ Engineer/Date	

Signature blocks and certifications required on Site Development Plans:

<p style="text-align: center;"><b><u>OWNER'S CERTIFICATION</u></b></p> <p>I/We hereby certify that all proposed work shown on these construction drawing(s) has been reviewed by me/us and that I/we fully understand what is necessary to accomplish this work and that the work will be conducted in strict accordance with these plans. I/We also understand that any changes to these plans will require an amended plan to be reviewed and approved by the Carroll County Planning and Zoning Commission before any change in the work is made.</p> <p>_____ Name(s) Printed/Date</p> <p>_____ Signed/Date</p>
---

<p style="text-align: center;"><b>CARROLL COUNTY PLANNING AND ZONING COMMISSION</b></p> <p>BY _____ DATE _____</p>
--

<p style="text-align: center;"><b>CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS BUREAU OF ENGINEERING</b></p> <p>BY _____ DATE _____</p>
--

<p style="text-align: center;"><b>CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS BUREAU OF UTILITIES</b></p> <p>BY _____ DATE _____</p>
--

<p style="text-align: center;"><b>CARROLL COUNTY HEALTH DEPARTMENT</b></p> <p>BY _____ DATE _____</p>
---