

DEVELOPMENT REVIEW DIVISION

CONCEPT 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 of plan and subsequent revision dates.

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

- _____ 1. Zoning district(s).
- _____ 2. Total area of site in acres.
- _____ 3. Total developed area in square feet.
- _____ 4. Tax map/block/parcel. Plat reference if applicable.
- _____ 5. Board of Zoning Appeals Case Number, request and approval date, if applicable.
- _____ 6. Location and distance to existing fire hydrant or nearest water supply used for fire protection.

C. Plan Details:

- _____ 1. County file number block in lower right corner of all sheets in plan sets.
- _____ 2. All sheets in the set numbered, i.e. Sheet 1 of 5, etc.
- _____ 3. Vicinity map located in upper right corner of plan with property outlined or shaded. Preferable scale 1" = 1 mile or 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. Field run or flown contours at 2' intervals, to 20' beyond property line, finished proposed grades, and spot elevations shown where necessary.
- _____ 6. Zoning boundary lines.
- _____ 7. Municipal boundary lines.
- _____ 8. All yard setbacks (front, rear, and side) dimensioned and labeled.

- _____ 9. Existing environmental features, including streams, 100-year-floodplain, springheads, wetlands, ponds, rock outcrops, wooded areas, sinkholes, 15 to 25 percent slopes (outlined and shaded), and slopes of 25 percent or greater (outlined and shaded).
- _____ 10. Areas identified as rare, threatened, and endangered species habitat depicted and annotated with "RTE."
- _____ 11. Existing site development features including structures, fences, wells, and all overhead and underground gas, electric, and telephone transmission lines, pipes, and/or poles by ownership and number. Any site development feature to be razed/removed must be identified as such.
- _____ 12. Existing and proposed easements and right(s)-of-way. A recording reference must be provided for all existing easements and right(s)-of-way.
- _____ 13. Adjacent property owners, deed references, adjacent zoning.
- _____ 14. Location of all buildings located within 100' of the property lines.
- _____ 15. 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.
- _____ 16. Parking areas with parking spaces and aisles dimensioned, showing location, angle, and type of paving (include accessible spaces).
- _____ 17. Complete parking tabulations (existing and proposed).
- _____ 18. Entrance details to county, state, or municipal roads, including driveways.
- _____ 19. Existing or future roads, their names, locations, centerlines, and proposed widening with appropriate setback lines.
- _____ 20. Architectural elevations for all building sides with materials and colors noted.
- _____ 21. Location and details, including all dimensions, of all freestanding signs with materials and colors noted.
- _____ 22. Location and details of all exterior light fixtures. Pole heights must be identified for all pole-mounted lighting.
- _____ 23. Location of all retaining walls.
- _____ 24. Location of all dumpsters.
- _____ 25. Location of proposed sewage disposal area(s) and wells for private well and septic projects.
- _____ 26. On-site or off-site water impoundments or dams in close proximity to the site.
- _____ 27. Conceptual location of any required street frontage trees.
- _____ 28. Conceptual location of any required screening.
- _____ 29. Conceptual location of any required parking lot plantings.
- _____ 30. Areas proposed for forest clearing and forest retention.