

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 name, address, and phone number.
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 the site in acres.
3. Total developed area in square feet.
4. Tax map, block, parcel number.
5. Board of Zoning Appeals Case Number, request and approval date, if applicable.
6. Location of nearest water supply available for fire protection.

C. Plan Details:

1. County file number in lower right corner of plan.
2. All sheets in the set numbered, i.e. Sheet 1 of 5, etc.
3. Vicinity map (minimum scale - 1" = 2,000').
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, side) dimensioned and labeled.
9. Existing environmental features, including 100 year floodplain, wetlands, wooded areas and 25% slopes.
10. Existing site development features, including all existing electric and telephone poles by number.
11. Any existing easement or right-of-way over the property.
12. Adjacent property owners, deed references, adjacent zoning.
13. Location of all buildings located within 100' of the property lines.

14. 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.
15. Parking areas with parking spaces and aisles dimensioned, showing location, angle, and type of paving (include handicapped spaces).
16. Complete parking tabulations (existing and proposed).
17. Entrance details to county, state or municipal roads, including driveways.
18. Existing or future roads, their names, location, centerlines and proposed widening with appropriate setback lines.
19. Building elevations with exterior materials and colors noted.
20. Location and details, including dimensions, of all freestanding signs with materials and colors noted.
21. Location and details of all exterior light fixtures. Pole heights must be identified for all pole-mounted lighting.
22. Location of all retaining walls.
23. Location of all dumpsters.
24. Location of proposed sewage disposal area(s) and wells for private well and septic projects.
25. On-site or off-site water impoundments or dams in close proximity to the site.
26. Conceptual location of any required street frontage trees.
27. Conceptual location of any required screening.
28. Conceptual location of any required parking lot plantings.
29. Areas proposed for forest clearing and forest retention.