

# Detailed Site Plan/Specific Design Plan Submittal Checklist

Submittal Date: \_\_\_\_\_

Project Name & Number: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Technician Review Date: \_\_\_\_\_ Date to Supervisor: \_\_\_\_\_

Date to Reviewer: \_\_\_\_\_ Date Returned to Technician: \_\_\_\_\_

Date Comments Transmitted to Applicant: \_\_\_\_\_

Application and Posting Fee \$: \_\_\_\_\_

Date Revised Plans/Documents Received: \_\_\_\_\_

## DOCUMENTS REQUIRED

- Signed application form
- CD of all documents/plans required for acceptance
- Detailed site plan/specific design plan
- Landscape plan - scale is specified in plan requirements
- Architectural elevations-all sides exterior structure (color copy; print & digital) with acceptance submission for Planning Board.
- Property Survey with bearing distances outlined in red
- Proposed sign plans (details)
- Existing conditions plan (for redevelopment only)
- Zoning sketch map (no older than 6 months)
- Conditions of all previous approvals, including comments from M-NCPPC Permits Office (if applicable)
- State Ethics Commission Affidavit(s) Form
- Type 2 Tree Conservation plan, at same scale as site and landscape plan or Standard Letter of Exemption
- Approved Natural Resource Inventory or NRI Equivalency Letter
- Typed and signed Statement of Justification addressing all specific and general requirements
- Informational Mailing with Affidavit, Receipt and list of addressees
- Stormwater Management Concept Plan and Approval Letter
- WSSC Payment Receipt and all applicable pre-assessment checklists and scoping agreements
- Point-by-point response to initial review comments

## SITE PLAN REQUIREMENTS

### General Notes:

- Subdivision or project name
- Total acreage (broken down by all zones)
- Existing zoning
- Proposed use of property
- Number of lots, parcels, outlots & outparcels
- Breakdown of proposed dwelling units by type
- Gross floor area of existing and proposed (commercial/industrial only)
- 200-foot map reference number (WSSC)
- Tax map number and grid
- Aviation policy area number and airport name/MIOZ
- Existing water/sewer designation
- Proposed water/sewer designation
- Stormwater management concept plan number
- 10-foot Public Utility Easement along all rights-of-way
- Mandatory park dedication (if applicable, how to be provided)
- Cemeteries on or contiguous to the property (indicate yes no)
- Historic sites on or in the vicinity of the property (indicate yes or no)
- Streams and wetlands (indicate yes or no) for each
- 100-year floodplain (indicate yes or no) source of delineation
- Chesapeake Bay Critical Area overlay (indicate yes or no)
- Source of topography
- Applicant (indicate either owner or contract purchaser)

Plan Requirements:

- Table of required site data
- North arrow
- Vicinity map
- Title block/QR Code
- Revision box
- Approvals blocks
- Location map
- Scale (1-inch equals 20 feet)
- Graphic scale
- Plans equal or greater than 3 sheets require: cover sheet, composite plan and key plan
- Cover sheet of residential plans show all models footprints with gross floor area
- Approval sheet for certificates of approval
- Match lines for each sheet
- Names and addresses of record owner(s), subdivider, and surveyor
- Subdivision, lot and block of adjacent properties
- Existing uses of adjacent properties
- Existing and proposed ownership of parcels and easements
- Parcel, lot, outlot, or outparcel designation
- Area of each lot, parcel, outlot or outparcel
- Aviation policy area location/MIOZ
- Seal and signature of land surveyor, architect or engineer and property line surveyor
- Existing and proposed locations, names, and present rights-of-way widths of adjacent streets, alleys or public ways
- Legal description of all existing easements and rights-of-way on or adjacent to property (including liber - folio)
- Center line or base line of existing rights-of-way with name of right of way
- Street grading concept: percent slopes/flow arrows and right-of-way for proposed roads
- Interchanges within and adjacent to the site
- Subdivision name and proposed street names, (if any)
- Adjoining property: ownership, zoning, legal description (Liber- Folio or Plat Number), description of existing uses, and major improvements within 50 feet of the property line
- Lot and parcel line dimensions and bearings and distances
- Existing topography at two-foot contours with labels
- Drainage area map
- For private well and septic, show proposed well locations and septic fields
- Land dedication area
- Location of entrance feature or gateway sign, if proposed
- Historic resources within or adjacent to the proposed site
- Dimension lines from townhouse block to project boundaries
- Location and details for fences and retaining walls
- Location, size and height and number of stories of existing structures and fences to remain and coverage calculations (if applicable)
- Location of proposed storm drains, water and sewer lines (if outside the public right-of-way) and house connections
- Size and height of proposed buildings

- Existing and proposed uses of structures
- Proposed grading and spot elevations
- Water/Sewer lines (existing and proposed) and how the development is to be served

Parking Requirements:

- Parking and loading schedule
- Layout of parking facilities
- Size and location of loading areas
- Typical parking space size
- Proposed striping
- Location of handicap parking
- Width of drive aisles
- Location of access roads and drive aisles
- Location of waste collection areas and proposed screening
- Proposed system of internal streets and right-of-way widths
- Right-of-way improvements (sidewalks, ramps, etc.)
- Lighting information for multifamily and townhouse, and for all nonresidential with parking compounds that will be in use at night.
- Ensure that lighting information is added to landscape plans only.
- Lighting may be placed with landscape to be titled Landscape and Lighting Plans (if applicable)
- Photometric plan
- Location, height of pole, and luminaire (1.25 lumens minimum, per BOCA requirements)
- Detail and specifications of fixture type

Environmental Requirements:

- Existing tree line as shown on the submitted TCP2
- Areas of woodland conservation as shown on the submitted TCP2
- Limits of disturbance as shown on the submitted TCP2
- Steep slopes (greater or equal to 15% less than 25% on highly erodible soils) and severe slopes (greater or equal to 25%)
- One-hundred-year floodplain; streams and their associated buffers; wetlands and their associated buffers and the full extent of the regulated area (expanded stream buffer or primary management area)
- Location of existing and/or proposed stormwater management facilities.

Landscape and Recreation Requirements:

- Keyed location of landscape materials proposed
- Planting schedule
- Planting details and specifications
- Location and layout of proposed recreational facilities
- Listing of proposed recreational facilities
- Proposed construction schedule for recreation facilities
- Construction specifications and details for recreation facilities
- Manufacturer and model numbers for recreational facilities
- Tree Canopy Coverage table

**APPLICATION DEFICIENCIES:**

Technician Comments: @

1.

Supervisor Comments:

**SCHEDULE FOR SDRC**

Reviewer Comments: