

Detailed Site Plan (DET) Submittal Checklist

Submittal Date: _____

Project Name & Number: _____

Companion Case Number (if applicable): _____

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 or direct digital file share link of all documents/plans required for acceptance (PDF files)
- Detailed site plan (scale specified in plan requirements)
- Landscape plan (same scale as Detailed Site Plan)
- Architectural elevations of facades with dimensions and materials labelled for all sides of all proposed buildings (color copy; print & digital), key map showing the location of the elevations with acceptance submission for Planning Board
- Preliminary floor plans for structure parking included in the building design, and other illustrative drawings, photographs, or renderings deemed appropriate by the Planning Director
- Property Boundary Survey with bearing distances (in feet) outlined in red; and either the subdivision lot and block, or liber and folio numbers
- Proposed sign plans (construction details, attachment details, and method of illumination)
- Existing Conditions plan (for redevelopment only)
- Zoning Sketch Map with subject property outlined in red (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, prepared in conformance with Division 2 of Subtitle 25 and The Woodland and Wildlife Habitat Conservation Technical Manual, or a 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 addresses
- Stormwater Management Concept Plan and Approval Letter and any other documentation relating to any stormwater management facilities located off-site of the proposed development but which will serve the proposed development
- 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 (for 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 and public right-of-way dedications (if applicable, how to be provided)
- Cemeteries on or contiguous to the property (yes or no)

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 or other appropriate)
- Graphic scale
- Plans equal or greater that 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, public ways, or interchanges
- Legal description of all existing easements and rights-of-way on or adjacent to property (including liber - folio), such as railroad, utility, water, sewer, access, and storm drainage
- 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)
- Drainage area map
- Existing topography at two-foot contours with labels

- 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

- Adjoining property: ownership, zoning, legal description (Liber- Folio or Plat Number), description of existing uses, and locations and types of major improvements within 50 feet of the property line
- Proposed lot and parcel lines and the dimensions (including bearings and distances, in feet) and the area of each lot
- For private well and septic, show proposed well locations and septic fields
- Land dedication area
- Open space set-aside plan or exhibit
- 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
- Exact location, size, and height of proposed buildings and structures
- Existing and proposed uses of all buildings, structures, and land
- Proposed grading, using one- or two-foot contour intervals, and any spot elevations that are necessary to describe high and low points, steps, retaining wall heights, and swales
- Water/Sewer lines (existing and proposed) and how the development is to be served
- Any requested security exemption plans in accordance with [Sections 27-6610](#) and [27-6709](#)
- A noise (and vibration, if near metro tracks) study prepared by a qualified professional to demonstrate compliance with [Section 27-6810](#)
- Identification of all proposed green building standards in accordance with [Section 27-61603](#)
- Any other pertinent information

Parking Requirements:

- A circulation plan in accordance with [Section 27-6204](#)
- A parking plan in accordance with [Section 27-6303](#)
- Parking and loading schedule (required and proposed)
- 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 including rights-of-way and pavement widths
- Exact location and size of all sidewalks, paved areas, parking lots (including striping)
- 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 in accordance with [Section 27-6703](#)
- 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 including size at time of planting, botanical and common names (including description of any plants that are not typical of the species), and planting method
- Exact location and type of accessory facilities such as paths, walks, walls, fences (including widths or height, as appropriate), entrance features, and gateway signs
- Exact location, size, type, and layout of all proposed recreation 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
- Applicable Landscape Manual schedules
- Tree Canopy Coverage table, or explanation of exemption per [Section 25-127](#)

Statement of Justification that Indicates:

- How the property conforms to the requirements of the Zoning Ordinance and Subdivision Regulations, as applicable, including all conditions of approval in any development approvals and permits to which the detailed site plan is subject
- How the proposed design preserves and restores the regulated environmental features in a natural state to the fullest extent possible, in accordance with the requirements of [Subtitle 24](#): Subdivision Regulations
- How any land intended for public use, but not proposed to be in public ownership, will be held, owned, and maintained for the indicated purpose (including any proposed covenants or other documents)
- How the development proposed in the detailed site plan can exist as a unit capable of sustaining an environment of continuing quality and stability

APPLICATION DEFICIENCIES:

Technician Comments:

Supervisor Comments:

SCHEDULE FOR SDRC

All Sections: Please place an X in the box if the review is deficient and require correction and re-review.

Subdivision Section:

Environmental Planning Section:

Geotechnical review:

Reviewer Comments:

Transportation Planning Section:

Historic-Archeology Section:

Community Planning Division:

Special Projects: