

PRELIMINARY EQUIVALENT SKETCH PLAN APPLICATION

Date Submitted/Accepted _____ DPZ File No. _____

SITE DESCRIPTION

The site is located at the intersection of _____ and _____, in the _____ area of _____, Maryland. The site is bounded by _____ to the north, _____ to the south, _____ to the east, and _____ to the west. The site is currently zoned _____ and is being proposed for _____ use. The site is approximately _____ feet in length and _____ feet in width. The site is currently vacant and is being proposed for _____ use. The site is bounded by _____ to the north, _____ to the south, _____ to the east, and _____ to the west. The site is currently zoned _____ and is being proposed for _____ use. The site is approximately _____ feet in length and _____ feet in width. The site is currently vacant and is being proposed for _____ use.

APPLICANT/CONSULTANT INFORMATION

Applicant Name: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone: _____
 Email: _____
 Applicant Name: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone: _____
 Email: _____

PLAN APPLICATION REQUIREMENTS

Submission of application for subdivision plans will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plan for processing. **Plan submission applications found to be incomplete will be rejected prior to entering the County's subdivision plan processing system.**

Please be advised that all plan application submissions are ACCEPTED BY APPOINTMENT ONLY. All plan submission appointments must be scheduled with the Division of Land Development at (410) 313-2350.

Plan applications are available on the DPZ website at <http://www.co.ho.md.us/DPZ/formsfeesapplications.htm>.

I. Number of Copies Required (check appropriate location)

	<u>County Road</u>		<u>Maryland State Highway</u>		
<input type="checkbox"/>	Prel Equiv Sketch Plans	23**	<input type="checkbox"/>	Prel Equiv Sketch Plans	27**
<input type="checkbox"/>	Wetland report	3***	<input type="checkbox"/>	Wetland report	3***
<input type="checkbox"/>	APFO roads test	5/8*	<input type="checkbox"/>	APFO roads test	8
<input type="checkbox"/>	APFO mitigation plans	5/10*	<input type="checkbox"/>	APFO mitigation plans	10
<input type="checkbox"/>	Soils map	4	<input type="checkbox"/>	Soils map	4
<input type="checkbox"/>	Forest stand delineation plan	4	<input type="checkbox"/>	Forest stand delineation plan	4
<input type="checkbox"/>	Noise study	3	<input type="checkbox"/>	Noise study	4
<input type="checkbox"/>	SWM report (temp. and perm.)	3	<input type="checkbox"/>	SWM report (temp. and perm.)	5
<input type="checkbox"/>	Geotechnical report	3	<input type="checkbox"/>	Geotechnical report	3
<input type="checkbox"/>	Preliminary floodplain study	3***	<input type="checkbox"/>	Preliminary floodplain study	3***
<input type="checkbox"/>	Traffic study	5	<input type="checkbox"/>	Traffic study	9
<input type="checkbox"/>	Preliminary road profiles	5	<input type="checkbox"/>	Preliminary road profiles	9
<input type="checkbox"/>	Preliminary sight distance analysis, if applicable	3	<input type="checkbox"/>	Preliminary sight distance analysis, if applicable	4
<input type="checkbox"/>	Preliminary sediment and erosion control plan	3	<input type="checkbox"/>	Preliminary sediment and erosion control plan	3
<input type="checkbox"/>	Preliminary drainage area map and storm drainage study	3	<input type="checkbox"/>	Preliminary drainage area map and storm drainage study	3
<input type="checkbox"/>	Photographs of exist. structures	3	<input type="checkbox"/>	Photographs of exist. structures	3
<input type="checkbox"/>	Property deeds	2	<input type="checkbox"/>	Property deeds	2
<input type="checkbox"/>	Route 1 Manual Compliance (if applicable)	2	<input type="checkbox"/>	Route 1 Manual Compliance (if applicable)	2
<input type="checkbox"/>	List of Street Names	1	<input type="checkbox"/>	List of Street Names	1
<input type="checkbox"/>	Overall Scaled Composite	1	<input type="checkbox"/>	Overall Scaled Composite	1
<input type="checkbox"/>	Subdivision Plan (when subdivision involves multiple sheets)	1	<input type="checkbox"/>	Subdivision Plan (when subdivision involves multiple sheets)	1
<input type="checkbox"/>	Water and Sewer Preliminary Plans [see Item IV on next page]	4	<input type="checkbox"/>	Water and Sewer Preliminary Plans [see Item IV on next page]	4

* **Additional copies required if test involves SHA intersection**

** Includes the forest conservation plan, preliminary grading and landscape plan

*** Environmental analysis may not be required for agricultural or rural cluster subdivisions; consult Subdivision and Land Development Regulations for applicability

II. Checklists (one copy for each)

- A. The attached submission checklist must be completed and signed by the professional person responsible for the plan preparation.
- B. A DPZ Development Engineering Division checklist must be completed and signed by the professional person responsible for the plan preparation.
- C. Forest Conservation application and checklist must be completed and signed by the professional person responsible for the plan preparation.

D. A DPZ, Green Neighborhood checklist must be completed and signed by the professional person responsible for the plan preparation for residential development projects requesting Green Neighborhood Allocations.

III. **Fees**

The Preliminary Equivalent Sketch Plan application fees shall be in accordance with the adopted fee schedule. All checks shall be made payable to the *Director of Finance*. **The application and plans will not be accepted for processing until fees have been paid.** For more information or questions, please contact DPZ at (410) 313-2350.

IV. **Public Water and Sewer Preliminary Construction Plans, if applicable (includes shared septic system plans)**

Submission of public water and sewer plans and DED checklist to the DPZ must be accomplished with the submission of this plan application. **This plan application will not be accepted for processing unless submission of the public water and sewer plans and DED checklist is completed**, or a detailed written justification statement must be provided and signed by a professional engineer explaining the reasons for not submitting the public water and sewer plans.

V. **Certification of Applicant**

I hereby certify that the information supplied herewith is correct and complete and authorize such periodic on-site inspections by the Department of Planning and Zoning and the Subdivision Review Committee agencies as may be necessary to review this application and any waiver petitions filed in connection herewith and to enforce the Subdivision Regulations and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted. ***If the applicant is the owner's agent, written documentation from the property owner granting that authority is required.**

(Signature of Property Owner/Agent) * (Print Name of Owner/Agent) (Date)

Owner's authorization attached *

Howard County Department of Planning and Zoning
Division of Land Development

PRELIMINARY EQUIVALENT SKETCH PLAN CHECKLIST

Project Name _____

DPZ File No. _____

PRELIMINARY EQUIVALENT SKETCH PLAN REQUIREMENTS AND PREPARATION INFORMATION

The purpose of the Preliminary Equivalent Sketch Plan is to indicate to the County the intent, scope and timing of the proposed subdivision on a detailed plan that will enable the County to determine whether the proposed layout is satisfactory, that it fulfills the requirements of the Subdivision Regulations and that it will serve the public interest. The developer will be advised of any regulatory codes which may affect the proposed subdivision and will be familiarized with County and State plans which may affect the proposed subdivision.

The Preliminary Equivalent Sketch Plan shall be sealed and signed by a registered engineer or other professional person qualified by law and licensed in the State of Maryland to prepare such plans.

Preliminary Equivalent Sketch Plans and all subsequent revisions or amendments are to be prepared in accordance with Section 16.145, Preliminary Equivalent Sketch Plan, of the Howard County Code and submitted to the Department of Planning and Zoning when required as part of the subdivision process. The following checklist is to serve as a guide in preparing the Preliminary Equivalent Sketch Plan for submittal. Compliance with the following will assure processing in an expeditious manner. **Checklist items shown with an asterisk (*) are essential items for acceptance of the plan for processing. Notice: Incomplete, incorrect or missing items may result in the rejection of the application** or require revised plans resulting in additional review time.

Legend:	<u> </u> T	Information Provided	<u> </u> X	Information Not Provided,
	<u> </u> NA	Not Applicable	Justification	Attached

GENERAL INFORMATION

___*1. PRE-SUBMISSION MEETING AND POSTING REQUIREMENTS

→→→ ___ a. **Community Meeting Requirement** – If no previous zoning or conditional use petitions were processed, a pre-submission community meeting is required for the initial plan submittal of all new residential development in accordance with Sections 16.145(b)(2) and 16.128 of the Subdivision and Land Development Regulations. The property owner/developer must provide 3 weeks advance notice regarding the community meeting's date, time and location to all adjoining property owners identified in the records of the State Department of Assessments and Taxation by first class mail and to DPZ, which will place the meeting notice on the DPZ's website and the Howard County Council (CB No. 6-2007, effective 5/8/07). **A certification that meeting notices were mailed and a summary of the community comments must be submitted to DPZ along with the initial plan application.**

→→→ ___ b. **HDC Meeting Requirement** - A pre-submission advisory meeting with the Historic District Commission is required for new development located within a Historic District or if the site is listed in the Historic Sites Inventory in accordance with Section 16.605 of the Howard County Code. Verify this requirement by checking the Historic Sites Inventory list and maps available at the DPZ public service desk. The property owner/developer must contact the DPZ, Division of Public Service and Zoning Administration for the HDC scheduling process and procedures. **The property owner/developer must submit a copy of the minutes from the HDC Advisory Meeting to DPZ along with the initial subdivision or site development plan application.**

- ___ c. **Posting Requirement** – Posters are required for public notice of new residential developments in accordance with Section 16.145(b)(4) of the Subdivision and Land Development Regulations. Complete attached form entitled, "Procedures for Public Notice of New Residential Developments".

- ___ d. **MAA Meeting Requirement** - For all proposed subdivisions or developments located within the BWI Airport Noise Zone or the Airport Zoning District (4 mile radius from the center of the airport), the review and approval by the Maryland Aviation Administration is required prior to signature approval of final plan road and SWM construction drawings and/or site development plans. Please contact the MAA at P.O. Box 8766, BWI Airport, Maryland, 21240-0766, or (410) 859-7100. A copy of the MAA approval letter must accompany the submission of the final road/SWM construction plan original drawings and/or site development plan original.

- ___ e. **Design Advisory Panel (DAP)** – A pre-submission advisory meeting with the Design Advisory Panel is required for sketch and preliminary equivalent sketch plans that are submitted on or after November 3, 2008 for new development or redevelopment projects on parcels located in the U.S. Route 1 corridor that are zoned 'CE', 'CAC' or 'TOD' or that adjoin the Route 1 right-of-way and that are subject to the Route 1 Design Manual in accordance with Sections 16.1501 and 16.1504 of the Howard County Code (CB Nos. 24-2008 and 25-2008). The property owner/developer must contact the DPZ, Division of Comprehensive and Community Planning to verify this requirement and for information concerning the DAP meeting scheduling process and procedures. The property owner/developer must submit a copy of the DAP project design recommendation to DPZ along with the initial subdivision plan application submission.

___ *2. Plan size 24" x 36" with 1/2" border on all sides. When more than one sheet is required an index sheet of the same size shall be submitted showing the entire subdivision drawn to scale.

Plans must be folded to a size no larger than 7-1/2" x 12" and stapled into sets. Title block and vicinity map should be visible. Supplemental plans (soils maps, forest stand delineation plan, etc.) shall be folded separately and not assembled into the sets of 23 or 27 plans. Supplemental reports or studies (traffic studies, SWM reports, etc.) should be bundled separately. Provide DPZ with one (1) copy of an overall composite plan of the subdivision if more than one plan sheet is required to delineate the subdivision layout. **The pre-packaging of plans and supplemental reports by SRC agency will be permitted by DPZ provided that each package contains a cover letter which itemizes all plans, reports and documents included in the package.**

- ___ 3. All originals submitted for signature approval must meet the following Department of Planning and Zoning original requirements:
 - a. Be made of durable, reproducible mylar material. No sepia paper, tracing paper, etc. will be accepted.
 - b. Not be pieced, spliced, have "stick-ons" or "press-type" letters.
 - c. Have original seal and signature of Maryland registered professional engineer authorized by appropriate section of Annotated Code of Maryland to prepare subdivision plans on all sheets of the plan.
 - d. Provide the following standard Howard County approval signature block in the lower left corner of all plan sheets.

TENTATIVELY APPROVED	
DEPARTMENT OF PLANNING AND ZONING	
HOWARD COUNTY	
_____	_____
PLANNING DIRECTOR	DATE

- ___ *4. Scale of Plan: 1"=100', 1"=50', or as approved by the Department of Planning and Zoning prior to submittal. Larger engineering scales are allowed to present a well detailed plan for the higher density land uses.
- ___ 5. Provide a vicinity map indicating and identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow.
- ___ *6. Provide the owner's name(s) and deed references for all adjoining unsubdivided property. In the event that a recorded subdivision adjoins the land to be developed, the subdivision name, lot number, block number, and recording number shall be indicated with dashed lines. Indicate zoning of adjoining properties. Provide information regarding any adjoining undeveloped parcel that is landlocked or has insufficient frontage which may need access through the proposed subdivision.
- ___ 7. Title block: locate in lower right-hand corner of all plan sheets and include the following:
- Proposed subdivision name which shall not be a duplicate of any other subdivision or development name in the Baltimore Metropolitan Area;
 - Section, Area and Phase Number;
 - Scale of plan;
 - Location by election district, County and State;
 - Tax map, grid and parcel number;
 - Reference, by Department of Planning and Zoning file number, any prior submittals including Sketch Plan, Preliminary Plan, Final Plan, Waiver Petitions, and Board of Appeals or Zoning Board cases, etc.; and
 - Date.
- ___ *8. Name and address of the owner, developer (corporation and seal if corporate developer), and registered engineer or other professional person licensed in the State of Maryland responsible for the preparation of the Plan, signature and seal of engineer, or other professional person qualified by law and licensed in the State of Maryland to sign and seal the Preliminary Equivalent Sketch Plan.
- ___ 9. North arrow.
- ___ 10. General Notes to include:
- Existing zoning designation and FDP reference, if applicable;
 - Gross area of property tract;
 - Net area of property tract;
 - Area of proposed lots or parcels;
 - Area of proposed roads and open space dedication;
 - Number of lots or parcels proposed (indicate number by land use; i.e. buildable, open space, preservation, other);
 - Statement regarding water and sewer systems proposed, either public or private;
 - Description of any Board of Appeals or Zoning Board cases and Waiver Petitions, etc., and
 - Open Space required and provided.

PLAN REQUIREMENTS

- ___ 11. Boundary of proposed subdivision clearly indicated by a heavy line with bearings and distances.
- ___ *12. All existing pertinent features both on-site and those within 200 feet of the property line, that may influence the design of the subdivision. Include natural and man-made features: floodplains; streams; non-tidal wetlands; 25 foot buffer for wetlands; water courses; applicable 50, 75 or 100 foot streambank buffers; soil characteristics; forest or important trees; utility rights-of-way, including maintenance easements; road rights-of-ways; individual well and septic systems and shared sewage disposal systems; existing buildings and structures (approximate age and if they are to be retained or removed); quarries, springs, ponds, sinkholes, rubble landfills and rock out-crops, etc.; and any burial grounds or cemetery sites. Verify the cemetery sites by checking the cemetery inventory list and maps available at the DPZ

public service desk. A cemetery boundary documentation and accommodation plan shall be submitted, if applicable.

- a. Environmental analysis are not required for agricultural preservation and rural cluster subdivisions, if the owner/developer submits a certification by an authorized professional which meets the standards of the Soil Conservation District and states that the residential lots, driveways and roads will not impact wetlands, streams, wetlands and stream buffers. Floodplain delineation is not required for these subdivisions if the floodplain is obviously not critical to the proposed development (based on the standards of the Design Manual) and if it is not necessary for forest conservation calculations.
- b. Provide detailed written justification and any supporting plans or documents for any proposed impacts to environmentally sensitive features or buffers that are to be considered as a **“necessary or essential disturbance”** by DPZ and the Soil Conservation District in accordance with Section 16.116(c) of the Subdivision and Land Development Regulations.
- c. Submit 3 sets of photographs for all existing on-site structures.

___ *13. The layout of all proposed public streets, use-in-common driveway easements, alleys, sidewalks and path systems, and general location of street trees (Section 16.136 Subdivision and Land Development Regulations). Provide public road or access connections to adjoining undeveloped properties in accordance with Section 16.119(a)(8) of the Subdivision Regulations. All proposed street names, rights-of-way widths, and pavement widths will be indicated. Pathways or bollard markers will be part of fee simple connections from the public rights-of-way to the open space property. Sidewalks will be provided and indicated where applicable in accordance with Section 16.134 Subdivision and Land Development Regulations.

___ *14. Location, widths, and names of all existing or proposed streets adjoining the subdivision. Existing easements and streets which have been approved or recorded but remain unimproved shall be indicated with dashed lines. Indicate public or private ownership. Identify all scenic roads abutting the site. Verify this requirement by checking the scenic roads inventory list and map available at the DPZ public service desk. Indicate, identify and dimension the public road frontage where “vehicular ingress/egress is restricted” per the Subdivision Regulations.

___ *15. Existing topography at two (2) foot contour intervals shall be shown. Contour lines shall be indicated two hundred (200) feet beyond subdivision boundary. Indicate source of topography, if not field run, provide spot elevations from the field to verify.

Identify by shading or cross hatching, slopes of 15-24.9% and slopes exceeding 25%. Indicate the square foot area of contiguous slopes 25% or greater, including both the on- and off-site portions of the contiguous stretch.

___ *16. The layout of all proposed and existing lots or parcels with appropriate dimensions and minimum area in square feet (acres if lot size is greater than 60,000 square feet); section number and area number, and required front, side and rear setbacks except in the New Town zoning district. If the project is a resubdivision of a previously recorded subdivision, the existing lot lines, lot numbers and road rights-of-way lines must be shown in phantom.

___ *17. For lots with pipestems, provide a minimum lot size tabulation as follows:

MINIMUM LOT SIZE CHART

LOT NO	GROSS AREA	PIPESTEM AREA	MINIMUM LOT SIZE
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___ *18. Identify the zoning district classifications governing the subject property and all the adjoining properties.

- ___ 19. All subdivisions shall be tied to the Maryland State Plane Coordinate System (minimum 3 coordinate points) if control points and information are within one mile of proposed subdivision. Coordinate values needed on all boundary points as required by the Department of Planning and Zoning shall be presented in tabular form. Original monument references may be obtained from the Department of Public Works, Surveys and Drafting Division.
- ___ 20. Lot numbers in numerical order throughout the entire subdivision for single family lots including open space lots. The proposed numbering system should follow the proposed phasing of development to ensure lot consecutive order. Apartment, condominium, commercial, industrial and bulk parcels will be designated by letters in alphabetical order.
- ___ *21. The approximate location, dimensions, and area of all property proposed to be reserved or temporarily reserved for public use, or reserved for the use of all property owners in the subdivision. Indicate the location, dimensions, and purposes of any proposed easements including recreation, park and conservation areas.
- ___ 22. Location of existing and proposed utilities and easements with recording references on or adjoining the tract with approximate pipe sizes and directions of slopes indicated. (Shall include electric and telephone poles or towers, street lights, and fire hydrants. If no hydrants, indicate provisions for fire protection).
- ___ *23. Proposed drainage and stormwater management systems including the type of facilities, drainage easements, proposed changes in topography, the 100 year floodplain and any deviations from standards. Justification shall be provided for rejecting preferred stormwater management measures in favor of less preferred methods unless predetermined by the Department of Planning and Zoning, after consultation with the Director of Public Works, and in accordance with the Design Manual.
- ___ *24. If a private sewage or water supply system or shared sewage disposal system is to be used, location and results of soil percolation tests and locations of water wells are to be indicated in accordance with the specifications of the Maryland Department of the Environment. Signature block of the County Health Officer shall be provided on the plan sheets showing required well and septic information. No other sheets require the Health Officer's signature.
- ___ 25. For subdivisions with multiple sections, provide an index map showing location and relationship of each section to the project entirety.
- ___ 26. Density Tabulation: provide data on density when clustering or multi-family developments are proposed.
- ___ *27. Project phasing diagram and APFO schedule to establish milestone dates and assignment of housing unit allocations for the subdivision, if project is to be phased. Provide the phasing diagram and APFO schedule on the plan cover sheet.
- ___ 28. Open Space Calculations: provide data and calculations when open space is required by zoning classification. Indicate the amount and type of recreation open space provided in area and as a percentage of the required open space in accordance with Section 16.121(a)(4) of the Subdivision and Land Development Regulations.
- ___ *29. For apartment, multi-family, commercial, or industrial subdivisions, the following information will be indicated in addition to the above:
- a. Approximate location of each building, including setbacks from all streets (public or private) and environmental features (if applicable), common parking areas, property lines and distances between buildings.
 - b. Number of units in apartment buildings and square feet area for commercial or industrial buildings.
 - c. Number of parking spaces in each off-street parking area, and total thereof. Calculation for parking requirement. Show and calculate handicap parking spaces.
 - d. Interior road or street access, whether public or private, and total area of each.

- ___ *30. Forest Stand Delineation and Preliminary Forest Conservation Plan as required by the Forest Conservation Manual (forest conservation application and checklist must be attached to this application) prepared by a qualified professional. **The forest conservation plan shall be included as part of the signed plan set.**
- ___ *31. Preliminary landscape plan which identifies landscape obligations including: a) a plan labeled with required perimeters and buffer types; b) notes about the intended method of fulfilling perimeter obligations (ie: preservation of existing vegetation, planting, or other alternatives); and c) the responsibility of the developer (at final plan) or the builder (internal landscaping at site development plan) **This plan must be included as part of the signed plan set.**
- ___ 32. If the project is a resubdivision of a previously recorded subdivision, the existing lot lines, lot numbers and road rights-of-way lines must be shown in phantoms.
- ___ 33. Locate and label any on-site easements for an overhead or underground high volume and pressure transmission main or high tension power line including location of towers or poles that would conflict with proposed landscaping or forest buffers, if any.
- ___ *34. For cluster subdivisions in the RR or RC zoning district, state the purpose of the preservation parcel(s) and provide a written explanation of how the proposed design meets the objectives set forth in Sections 104.F.2 or 105.F.2 of the Zoning Regulations. Identify and label the preservation parcels and community sewage disposal areas for cluster subdivisions.
- ___ 35. Additional information which may be required by the Subdivision Review Committee to properly evaluate the plan. Contact the DPZ, Development Engineering Division, for additional checklist requirements and the Soil Conservation District for any additional SCD checklist requirements.

SUPPLEMENTAL INFORMATION

The following additional information shall accompany the submission of the Preliminary Equivalent Sketch Plan in accordance with the requirements contained in the Design Manual. The plan information will be indicated on separate 24"x36" plan sheets, at the same scale as the Preliminary Equivalent Sketch Plan.

- ___ *36. Tentative profiles of each street centerline and typical cross section of each type street.
- ___ *37. Preliminary drainage area map and preliminary storm drainage study for the entire area covered by the Preliminary Equivalent Sketch subdivision plan. The storm drainage study shall include an evaluation of drainage structures and/or drainage systems, both upstream and downstream, affected by the drainage from the area covered by the Preliminary Equivalent Sketch Plan as required by the Design Manual and by Section 16.133 of the Subdivision Regulations. Justification shall be provided for rejecting preferred stormwater management systems.
- ___ *38. Preliminary grading plan showing limits of disturbance, grading for subdivision improvements and mass grading, if proposed. Schematic grading for residential lots smaller than 20,000 square feet in area shall be shown to demonstrate that units can be accommodated without adverse drainage impacts or disturbance of floodplains, wetland and stream buffers, or proposed forest conservation easements. Differentiate between existing trees and trees to remain. **This plan must be included as part of the signed plan set.**
- ___ *39. Soils map at the scale of the Preliminary Equivalent Sketch Plan with the parcel boundary, roads and lots plotted and the soil symbols indicated within the soil boundaries as found in the Soil Survey of Howard County, Md. Provide a tabular listing of soil types. Highlight hydric soils, soils with hydric inclusions and soils with less than 15% slopes with significant erosion potential.

- ___ 40. Approximate location and extent of proposed erosion and sediment control measures, as required by the Howard County Soil Conservation District shall be shown.
- ___ *41. Adequate Public Facilities Roads Test and Mitigation Plans for all submissions meeting the requirements of Chapters 4 and 5 of the Design Manual Volume III. Traffic study for all submissions meeting the requirements of the Howard County Design Manual (Chapters 4 and 5, Volume III). Consult with the plan review staff of the DPZ, Development Engineering Division, if in doubt.
- ___ *42. Noise impact study for sites adjacent to higher volume roads and/or railroads. Show noise contour for areas with 65 dBA or greater on the plan. Indicate measures for reducing noise impact (lot design, grading, landscaping, etc.). Consult with the plan review staff of the DPZ, Development Engineering Division, if in doubt.
- ___ *43. For projects in zoning districts that require Planning Board approval of preliminary equivalent sketch plans, the following information is generally required depending on the scope, size and location of the proposed development. Inclusion of this information with the initial submission is helpful. Alternately, such information may be requested on revised plans prior to scheduling review by the Planning Board.
- a. Building elevations.
 - b. Cross sections of the site indicating building(s) in relationship to topography, vicinal properties, roads and screening.
 - c. Written narrative answering the Planning Board's consideration criteria as indicated in the Zoning Regulations for applicable Zoning District.
- ___ *44. For development of a site abutting a scenic road, the following are required:
- a. Location of views and viewsheds as seen along the entire frontage of the scenic road indicated on the plan.
 - b. Photographs, perspective sketches or elevations of the property as necessary to adequately portray the visual character of the scenic road rights-of-way and the site as viewed from the scenic road.
 - c. Perspective sketches, elevations or cross-sections of the proposed development as viewed from the scenic road showing the relationship of development to the scenic character of the landscape as viewed from the road.
 - d. Location of overhead utility line maintenance easements that would conflict with proposed landscaping or forest buffers, if any.
- ___ *45. Wetlands report or professional certification that wetlands are non-existent on the property. Verify the content requirements for the wetland report or certification with the Howard Soil Conservation District.
- ___ *46. Whenever the preliminary equivalent sketch plan covers only a part of an applicant's contiguous holding, the applicant shall submit, at the same scale as above, a sketch of the proposed subdivision area, and an indication of the probable future street and drainage system of the remainder of the tract.
- ___ *47. List of street names which, if approved by the Department of Planning and Zoning, will be reserved for that subdivision. Submit on separate letterhead, not on the preliminary equivalent sketch plan. Submit the names in order of preference to be used. The Department of Planning and Zoning will assign the approved names based on the number of streets proposed.
- ___ 48a. **Moderate Income Housing Units (MIHU)** are required for projects in the PSC (Planned Senior Community), R-A-15, R-SA-8, R-SI, POR, CCT, TOD and CAC zoning districts, for projects in the R-MH zoning district (when the SFA or the apartment option will be used), for projects using the MXD overlay, and for Conditional Uses for Age Restricted Adult Housing. Please be advised that a MIHU Agreement and MIHU Covenants will be required for the project. These documents and their required content are described in Section 13.402 of the County Code. They are to be compiled in a format dictated by the Department of Housing and Community Development (DHCD) and will have to be reviewed/approved by the DHCD and the Office of Law.

___ 48b. **Age Restricted Adult Housing** is permitted in the PSC, CCT, R-SI and POR zoning districts and as a Conditional Use within the RC, RR, R-ED, R-20, R-12, R-SC, R-SA-8 and R-A-15 zoning districts. The age restrictions are to be enforced/monitored by the HOA or a Condominium Association. Please be advised that HOA/Condominium documents and Covenants will be required for the project. These documents are to be reviewed by the Office of Law for legal sufficiency and recorded by the developer. Age Restricted Adult Housing must incorporate Universal Design Standards to facilitate ease of use by an elderly population.

___ 49. **Route 1 Manual**
Compliance with the Route 1 Manual is required for new development and some alterations or enlargements located in the CE, TOD and CAC zoning districts and for other zoning districts located within the Route 1 corridor. All plan submissions, beginning with the initial subdivision or site development plan, shall show all applicable streetscape, site and building designs responding to the Route 1 Manual's requirements and recommendations. All plan submissions shall provide a written summary of how the proposed design achieves the objectives of the Route 1 Manual. Also, building design and schematic architectural elevation details must be included with the initial subdivision or site development plan submission.

___ 50. **Property Deeds**
Information to confirm the legal creation or status of the property to be subdivided. (Copy of deeds from Howard County Land Records Office). **A complete chronological deed history is required for all deeded residential properties. Provide 2 copies of the recorded deeds for the subject property tracing its history back to 1960.**

___ 51. **BGE Overhead Electric Utility Lines/Underground Gas Lines**
Show and label any existing BGE overhead electric utility lines and underground gas lines located within the subject property on the plans. For safety and service reliability reasons, BGE has requested that this Division strictly enforce a clear "wire zone" located at the top of each utility pole for all new development projects. BGE is requiring that any street trees, perimeter landscaping trees or forest conservation plants proposed on new development plans be shorter varieties. BGE has implemented a "Planting Zone Guide" for guidance in selecting trees located beneath or nearby their electric utility lines. A "Green Zone" is required for a 40' wide area located directly beneath the utility line where no trees or mature trees less than 25 feet in height are allowed and a "Yellow Zone" is required for a 25' wide area on each side of the "Green Zone" where mature trees of 25' to 40' are allowed. Please contact William Rees, Jr., Supervisor for Forestry and Right-of-Way Management, BGE at the following address to coordinate this development plan and to obtain written authorization for any proposed **street trees, scenic road or perimeter landscaping and forest conservation easements** located in the vicinity of their power lines and underground gas lines, if applicable. BGE authorization must be provided with the final and site development plan submissions for this project.

William Rees, Jr. -- Supervisor, Forestry and Right-of-Way Management
BGE
1068 Front Street
Front Street Complex, Room 301
Baltimore, MD 21202
(410) 685-0123 or 1-800-685-0123 or (410) 291-3479
or by email at william.t.rees@bge.com

___ 52. **Green Neighborhood Site Requirements and Checklist**
The subdivision plan shall show and label all applicable Green Neighborhood checklist items. For residential projects requesting Green Neighborhood Allocations, the subdivision plan must demonstrate how the project will comply with the Green Neighborhood site portion of the Green Neighborhood checklist. For additional processing information and the checklist eligibility requirements, please contact DPZ, Resource Conservation Division. The GN Plan Sheet must include the following:

- **Green Neighborhood Site Compliance Checklist.** The Compliance Checklist that shall be used to demonstrate compliance is available in printed and digital format from the Department of Planning and Zoning or on the DPZ web site. The Compliance Checklist must be signed by the LEED Accredited Third Party Certifier.
- **Vicinity Maps or Diagrams.** Maps and Diagrams shall be numbered to correspond with the credit number (B-1, B-2, B-3, etc.). Maps should be at the scale of 1"=600' or 1"=1000'.
- **Notes.** Notes shall be numbered to correspond with the credit number. If notes explaining the credit compliance are extensive (more than a few sentences), a narrative should be provided in the Green Neighborhood Report instead.
- **Tables.** Tables shall be numbered to correspond with the credit number (B-1, B-2, B-3, etc.).
- **Signature Blocks.** Signature blocks shall be provided for the Director, Department of Planning and Zoning; the Chief, Resource Conservation Division; and the LEED Accredited Professional team member.
- Provide the standard Howard County tentative approval signature block for the Planning Director on the lower left corner of all plan sheets. [See Checklist Item 3]
- Provide the following Howard County tentative approval signature block on the lower left corner of the Green Neighborhood Plan Sheet(s). Tentative approval indicates that the plan is expected to achieve the minimum points required for Green Neighborhood for Sites at the time that permanent Green Neighborhood allocations are granted.

TENTATIVELY APPROVED	
Howard County Department of Planning and Zoning	
Green Neighborhood Plan for Sites	

Chief, Resource Conservation Division	Date

- Provide a LEED Accredited Professional signature block on the lower right corner of the Green Neighborhood Plan Sheet(s).

LEED ACCREDITED PROFESSIONAL CERTIFICATE		
Green Neighborhood Plan for Sites		
I hereby certify that this plan represents a practical and workable plan for achieving the targeted credits and point total shown on _____ the Green Neighborhood for Sites Compliance Checklist.		

Signature of (insert printed name)	LEED Accreditation No.	Date

___ 53. **Receiving Development Requirements**

Residential development rights derived from neighborhood preservation sending parcels may be received as bonus density for developments on parcels in the R-SA-8, R-A-15 and CAC districts. Residential development rights derived from neighborhood preservation sending parcels may be received as bonus density for developments on parcels at least 11 acres in size in the R-20 and R-12 districts.

An application for the use of the bonus density on a receiving parcel shall be made to the Department of Planning and Zoning and shall include a calculation of the proposed density and the number of development rights to be obtained from one or more sending parcels.

___ 54. Please complete the following:

*A pre-submission meeting was held with DPZ on _____ and the attendees were
[date]
_____, if applicable.
[DPZ – Director & DLD Division Chief and other SRC representatives]*

Prepared by:

Signature of Plan Preparer Date Firm _____

Print Name

**PROCEDURES FOR PUBLIC NOTICE OF NEW RESIDENTIAL DEVELOPMENTS
COUNCIL BILL 52-2001**

Effective January 8, 2002, Howard County Council Bill No52 requires the posting of a public notice regarding any subdivision or site development plan for new residential development. The developer (or agent) shall erect the posters within three (3) County working days from the date of plan submission in accordance with the following:

- a. Posting is required for all **new residential development**.
- b. Posting will occur at the sketch or preliminary equivalent sketch plan phase of the subdivision process, except for plans which require no sketch plan shall be posted as part of the minor subdivision or resubdivision plan submission. Projects not involving subdivision must be posted with the SDP submission.
- c. The Department of Planning and Zoning (DPZ) will verify the number and location of the poster(s) proposed by the project applicant. The Department of Planning and Zoning will provide and prepare the poster(s). A fee of \$20.00 for each poster must be paid at the time of submission.
- d. Posters shall be placed at the location of all proposed roadway entrances at the existing public rights-of-way line.
- e. The poster(s) shall be erected at each proposed roadway entrance using two wooden stakes, one on each side of the poster and at an elevation providing clearance over existing vegetation, so as to be noticeable by local residents.
- f. The poster(s) shall remain erect, well maintained, and noticeable for a minimum of 30 days.

The applicant must complete the following:

___ I have received ___ poster(s) and agree that they will be posted in accordance with the above procedures.

[Date] [Applicant] _____ (or Agent) Signature]

[Print Name]

[File Number] [Subdivision] _____ Name]

III. Certification

Cash receipt number _____

Account #**011-005-4201**

Check issued by _____

_____ Plan submission is accepted for processing.

_____ Plan submission is rejected. Reason: _____

_____ Resubmission is accepted Date _____ Staff Initials _____

_____ SRC meeting date/comments due date.

Comments/Notes: _____
