

Howard County Department of Planning and Zoning
Division of Land Development
SITE DEVELOPMENT PLAN APPLICATION

Date Submitted/Accepted _____

DPZ File Number _____

SITE DESCRIPTION

Project/Subdivision Name: _____

Location:

(Tax Map No.)

(Grid/Block No.)

(Parcel No.)

(Street Address and/or Road Name)

(Election District)

(Planned Use)

(Zoning District)

Liber Folio Date
(Deed Reference)

(No of Lots)

(No of Parcels)

(No of Units)

(Type of Unit)

(No. of Acres)

Proposed Sanitary Facilities: Water _____
(Private or Public)

Sewerage _____
(Private or Public)

APPLICANT/CONSULTANT INFORMATION

OWNER (Fee Simple Only)

(Name)

(Address)

(City, State, Zip Code)

(Telephone)

(Fax)

(E-mail)

Contact Person: _____

SURVEYOR/ENGINEER

(Name)

(Address)

(City, State, Zip Code)

(Telephone)

(Fax)

(E-mail)

Contact Person: _____

DEVELOPER/CONTRACT PURCHASER

(Name)

(Address)

(City, State, Zip Code)

(Telephone)

(Fax)

(E-mail)

Contact Person: _____

OTHER CONSULTANT

(Name)

(Address)

(City, State, Zip Code)

(Telephone)

(Fax)

(E-mail)

Contact Person: _____

PLAN APPLICATION REQUIREMENTS

Submission of application for site development plans will require completion of all the following 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 site development 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)

If located on:

<u>County Road</u>		<u>Maryland State Highway</u>	
___	Site Plans (includes Forest Con Plan) 25	___	Site Plans (includes Forest Con Plan) 29
___	Storm Drain Computations (if applic) 3	___	Storm Drain Computations (if applic) 5
___	Water and Sewer Plans – see Item IV next page		

If the property has not been the subject of a recently approved subdivision plan within the last 3 years, the following supplemental information will be required: (list applicable DPZ file number adjacent to item)

___	Wetland Report /Certif Letter	3	___	Wetland Report /Certif Letter	3
___	APFO Roads Test **	5/8*	___	APFO Roads Test **	8
___	APFO Mitigation Plans	5/10*	___	APFO Mitigation Plans	10
___	Traffic Study	4	___	Traffic Study	8
___	Soils Map	4	___	Soils Map	4
___	Forest Stand Delineation Plan	4	___	Forest Stand Delineation Plan	4
___	Forest Conser. Plat of Easement (if applicable)	2	___	Forest Conser. Plat of Easement (if applicable)	2
___	Noise Study (residential site only)	3	___	Noise Study (residential site only)	4
___	SWM Report (temp. and perm.)	3	___	SWM Report (temp. and perm.)	5
___	Floodplain Study	3	___	Floodplain Study	3
___	Pond Safety Computations	3	___	Pond Safety Computations	3
___	Storm Drain Computations/ Drainage Area Map	3	___	Storm Drain Computations/ Drainage Area Map	5
___	Geotechnical Study	3	___	Geotechnical Study	3
___	Retaining Wall Comps/Details	2	___	Retaining Wall Comps/Details	2
___	Sight distance analysis (if applic)	3	___	Sight distance analysis (if applic)	4
___	Percolation Plat (if applicable)	2	___	Percolation Plat (if applicable)	2
___	Photographs of existing structures	3	___	Photographs of existing structures	3
___	Property deeds	2	___	Property deeds	2
___	Route 1 Manual compliance summary (if applic)	2	___	Route 1 Manual compliance summary (if applic)	2
___	Overall Scaled Composite SDP (when SDP involves multiple sheets)	1	___	Overall Scaled Composite SDP (when SDP involves multiple sheets)	1
___	Public Water and Sewer Preliminary Construction Plans [see item IV on next page]	4			

* Additional copies required if test involves SHA intersection

** APFO road test is required for all non-residential projects

II. Checklist (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, if applicable.

- 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 Site Development Plan application fee 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
SITE DEVELOPMENT PLAN CHECKLIST**

Project Name _____ DPZ File No. _____

SITE DEVELOPMENT PLAN REQUIREMENTS AND PREPARATION INFORMATION

Site development plans (SDPs) are to be submitted to and approved by the Department of Planning & Zoning (DPZ) for improvement/development of any property as required by the Howard County Subdivision and Land Development Regulations, the Howard County Zoning Regulations and/or Final Development Plan Criteria, as amended, prior to the DPZ endorsing permit(s) for the improvement/development. The site development plan should indicate the location and construction specifications for buildings, structures, paved areas, grading, drainage, on-site utilities, sidewalks, required forest conservation areas, landscaping and other improvements within a site proposed for development.

The following checklist is a guide in preparing and submitting SDPs for review so that the plan may be processed. **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> Information Provided	<u>X</u> Information Not Provided, Justification Attached
	<u>NA</u> Not Applicable	

This submission is a:

- Residential Generic Footprint SDP (DPZ, Development Engineering Division, generic SDP checklist is attached)
- Conventional Residential SDP
- Non-Residential SDP

GENERAL INFORMATION

* 1. PRE-SUBMISSION MEETING AND POSTING REQUIREMENTS

→→→ a. **Community Meeting Requirement** - If no previous subdivision plans and/or zoning or conditional use petitions were processed, a pre-submission community meeting is required for the initial plan submittal of all new residential development and for new non-residential development located within 200 feet of a residential zoning district or an existing non-residential development which is located within 200 feet of a residential zoning district and proposed for a floor area expansion of more than 25% in accordance with Sections 16.156(a) and 16.128 of the Subdivision and Land Development Regulations. [See DPZ policy memo dated 3/22/04 for existing lots/parcels]. 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** - If no previous subdivision plans were processed, new residential development requires posting of the property in accordance with Section 16.156(d) of the Subdivision and Land Development Regulations. Complete the 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 all new site development plans 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 site development plan application submission.

___ * 2. **Property Deeds** - Information to confirm the legal creation or status of the property to be improved. (Copy of deeds from Howard County Land Records Office or record plat name and recording reference number). **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.**

___ 3. Site Development Plan to include a completed industrial waste survey questionnaire for industrial or commercial development. Contact Bureau of Utilities, Department of Public Works, for copies and additional information at 410-313-4900.

___ * 4. Plan sheet size must be 24" x 36" with a ½" border along all edges of the plan (see attached sheet format). No information or numbers shall be placed within the borders, except the assigned County file number. When more than 1 sheet is required, a sheet index chart shall be provided on sheet 1. All sheets in set to be numbered (ie: Sheet 1 of 5, etc.). Provide DPZ with one (1) copy of an overall composite plan of the SDP if more than one plan sheet is required to delineate the site plan.

Plans must be folded to a size no larger than 7 ½" x 12" and stapled into sets. Title block and vicinity map should be visible. Large numbers of plan sheets (excess of eight or more) may be separated and folded into stapled subsets. Supplemental plans (soils maps, forest stand delineation plans, etc.) shall be folded separately and not assembled into the sets of 25 or 29 plans. Supplemental reports or studies (traffic studies, SWM reports, etc.) should be bundled separately.

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.

- ___ 5. All originals submitted for signature approval must meet the following Department of Planning & Zoning SDP 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" lettering.
 - c. Have original seal and signature of Maryland registered professional engineer/surveyor/architect authorized by appropriate section of Annotated Code of Maryland to prepare SDPs on all sheets of the plan.
 - d. Have the original signature of owner/developer/engineer on required certificates that are to be on appropriate sheets of plan.
 - e. All required signatures and seals on the original drawings shall be in permanent ink. Water soluble felt tip pens and similar instruments shall not be used.
- ___ * 6. Scale of drawings: 1" = 10' to 1" = 50' or as approved by the Department of Planning and Zoning prior to submittal. Accurate match lines to be indicated and identified if the site is drawn on two (2) or more sheets. If only a portion of a large property is being developed, show relationship of proposed development area to total property on overall property outline (1" = 100' or 1" = 200'). Single Family Detached and Single Family Attached SDPs are requested to use 1" = 10' to 1" = 30' for clarity.
- ___ 7. Title block shall be placed in the lower right corner on all sheets of the plan and contain the following information:
- a. If a deeded property, indicate the owner's name as the title. If the property is part of a recorded subdivision, then the record plat name, section, area, parcel, lot, block, etc, is used as the title.
 - b. Deed or record plat recording reference number(s).
 - c. Indicate the improvement to the property, i.e., building addition, office, warehouse, restaurant, apartments, single family units, etc. If a revision or addition to a previously approved SDP, state previous file number and name, if different.
 - d. Election District No. ____, Howard County, Maryland.
 - e. Tax Map, Grid and Parcel Numbers
 - f. Scale
 - g. Date
 - h. Plan sheet number
 - i. Indicate by bold letters if the project is for 'Age Restricted Adult Housing'
- ___ 8. The property owner's and project engineer's/surveyor's or architect's full names, mailing addresses and telephone numbers shall be placed on all plan sheets.

STANDARD CHARTS, SIGNATURE BLOCKS AND CERTIFICATIONS

- ___ * 9. "**Site Analysis Data Chart**" is to be placed on the SDP sheet #1 to include the following information (if applicable):
- a. Total Project Area: acres and square feet. (Indicate area as shown on final plat or deed).
 - b. Area of Plan Submission (if different from total project area).
 - c. Limit of Disturbed Area.
 - d. Present Zoning Designation.
 - e. Proposed uses for site and structures.
 - f. Floor space on each level of building(s) per use (retail, office, warehouse, etc.)
 - g. Total number of units allowed for project as shown on final plat (residential only).
 - h. Total number of units proposed on submission (residential only).

- i. Maximum number of employees, tenants on site per use.
- j. Number of parking spaces required by Howard County Zoning Regulations and/or FDP Criteria.
- k. Number of parking spaces provided on site (include number of handicapped parking spaces).
- l. Open Space on site: _____ acres and _____% of gross area, if applicable.
- m. Area of recreation open space required by Subdivision and Land Development Regulations
Acres required _____ Acres provided _____ (residential only).
- n. Building coverage of site: _____ acres and _____% of gross area, if applicable.
- o. Applicable DPZ file references: _____
(include any related case numbers for Zoning Board, Board of Appeals, Waiver Petitions, Administrative Adjustments, etc. If in the New Town district, also state the FDP number, type of land use and any Planning Board case numbers).
- p. Any other information which may be relevant.
- q. Floor Area Ratio (FAR) (include if required by Zoning District Regulations)

10. The following Address and Permit Information Charts shall include all lots/parcels indicated on the plan and shall be added to the first plan sheet above the title blocks.

ADDRESS CHART	
LOT/PARCEL #	STREET ADDRESS

PERMIT INFORMATION CHART					
Subdivision Name			Section/Area		Lot/Parcel No.
Plat # or L/F	Grid #	Zoning	Tax Map No.	Elect Distr	Census Tract

11. Provide the following standard Howard County approval signature blocks in the lower left corner of all plan sheets for signature of the Departments of Health, if required, and Planning and Zoning. The following standard Planning Board Approval block shall be provided on each plan sheet directly adjacent to the signature blocks, if applicable.

APPROVED: DEPARTMENT OF PLANNING AND ZONING	
_____ Chief, Development Engineering Division	_____ Date
_____ Chief, Division of Land Development	_____ Date
_____ Director	_____ Date

**APPROVED: FOR PUBLIC OR PRIVATE [pick only one] WATER
AND PUBLIC OR PRIVATE [pick only one] SEWERAGE SYSTEMS**

County Health Officer
Howard County Health Department

Date

**APPROVED
PLANNING BOARD OF HOWARD COUNTY**

DATE _____

[Note: Health Department signature block required for all plans with private water and sewage systems and the following plans with public water and sewer: Mobile Home Parks, Public (commercial) Swimming Pools and Spas, including Bathhouses, Food Service Facilities (restaurants, taverns, markets), Food Processing/ Warehousing Facilities (bottlers, canneries, etc.), Gasoline Service Stations with carwash, Animal Shelters or Kennels and all Private Schools].

- ___ * 12. The following Soil Conservation Service signature blocks and certifications shall be provided on all sediment and erosion control sheets.

This development plan is approved for soil erosion and sediment control by the HOWARD SOIL CONSERVATION DISTRICT

Howard SCD

Date

ENGINEER'S CERTIFICATE

"I certify that this plan for sediment and erosion control represents a practical and workable plan based on my personal knowledge of the site conditions and that it was prepared in accordance with the requirements of the Howard Soil Conservation District."

Signature of Engineer (print name below signature)

Date

=====

DEVELOPER'S CERTIFICATE

"I/We certify that all development and construction will be done according to this plan for sediment and erosion control, and that all responsible personnel involved in the construction project will have a Certificate of Attendance at a Department of the Environment Approved Training Program for the Control of Sediment and Erosion before beginning the project. I also authorize periodic on-site inspection by the Howard Soil Conservation District."

Signature of Developer (print name below signature)

Date

REQUIRED GENERAL NOTES

[select the appropriate notes as applicable to the project]

- ___ 13.a. The subject property is zoned _____ per the _____ (indicate date adopted) comprehensive zoning plan.
- b. In accordance with Section 128 of the Howard County Zoning Regulations, bay windows, chimneys or exterior stairways not more than 16 feet in width may project not more than 4 feet into any setbacks, porches or decks, open or enclosed may project not more than 10 feet into the front or rear yard setback (applies for residential SDP's).
- c. In accordance with FDP Phase _____, bay windows or chimneys not more than 10 feet in width may project not more than 4 feet into any setbacks, porches or decks may project not more than 3 feet into the front or rear yard setbacks. Exterior basement areaways/stairways may not encroach into any BRL (applies to New Town residential SDP's).
- d. No grading, removal of vegetative cover or trees, paving and new structures shall be permitted within the required wetlands, stream(s) or their buffers, forest conservation easement areas and 100 year floodplain.
- e. Driveways shall be provided prior to issuance of a use and occupancy permit for any new dwellings to insure safe access for fire and emergency vehicles per the following minimum requirements:
 - ▶ Width – 12' (16' serving more than one residence);
 - ▶ Surface – 6" of compacted crusher run base w/tar and chip coating (1-1/2" min.);
 - ▶ Geometry – Max. 14% grade, max. 10% grade change and min. 45' turning radius;
 - ▶ Structures (culverts/bridges) – capable of supporting 25 gross tons (H25 loading);
 - ▶ Drainage Elements – capable of safely passing 100-year flood with no more than 1 foot depth over driveway surface;
 - ▶ Maintenance – sufficient to insure all weather use.
- f. The 65dBA noise contour line drawn on this development plan is advisory as required by the Howard County Design Manual, Chapter 5, revised February, 1992, and cannot be considered to exactly locate the 65 dBA noise exposure. The 65 dBA noise line was established by Howard County to alert developers, builders and future residents that areas beyond this threshold may exceed generally accepted noise levels established by the U.S. Department of Housing and Urban Development.

LANDSCAPING AND FOREST CONSERVATION NOTES

- g. This plan has been prepared in accordance with the provisions of Section 16.124 of the Howard County Code and the Landscape Manual.
- h. Financial surety for the required landscaping has been posted as part of the DPW developer's agreement in the amount of \$_____ for ___ shade trees, ___ evergreen trees and ___ shrubs.

OR

Financial surety for the required _____(no.) of trees in the amount of \$_____ is part of the builders grading permit application for Lot(s) _____. [If no developer's agreement required]

- i. This project is exempt from the requirements of Section 16.1200 of the Howard County Code for Forest Conservation because _____

_____ [explain reasons for exemption]

OR

This project is conditionally exempt from the requirements of Section 16.1200 of the Howard County Code for Forest Conservation with the filing of a Declaration of Intent for _____

_____ [explain type of DOI]

OR

This project complies with the requirements of Section 16.1200 of the Howard County Code for Forest Conservation by _____

_____ [provide explanation on compliance]

PLAN REQUIREMENTS -- EXISTING CONDITIONS INFORMATION

- ___ 14. Provide a Vicinity Map indicating and identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow.
- ___ * 15. Indicate all existing topography at 2-foot contour intervals on-site and within 50 feet of the site. Indicate monument reference for topography.
- ___ 16. Accurately plotted lot(s) or parcel(s) showing property lines with bearings and distances, including coordinate grids and ticks, and the lot(s) or parcel(s) identification number or letter and area. Also, delineate wetland limit with bearings and distances.
- ___ 17. Howard County survey control stations shall be plotted accurately, identifying any that require relocation.
- ___ * 18. The following environmental information is required:
- a. Indication of slopes 15-24.9% and those 25% or greater by different shading or crosshatching. Indicate the square foot area of contiguous slopes 25% or greater (including both on- and off-site contiguous stretches).
 - b. Delineation of 100-year floodplain, non-tidal wetlands, the 25-foot wetlands buffer, streams and the 50', 75' or 100' streambank buffer (as appropriate). Wetlands report or professional certification letter that wetlands are non-existent on the property.
 - c. 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.
 - d. Soils Map at the same scale as the Site Development Plan. Submit as a separate sheet with a tabular chart of soil types and highlighting of hydric soils, soils with hydric inclusions and soils with slopes of less than 15% having significant erosion potential.
 - e. Existing vegetation (unless previously provided with Sketch or Preliminary Plan):
 - 1) Locate on the plan existing vegetative communities and specimen trees (unusual size, species or prominent location).
 - 2) Chart which includes:
 - i) Description of vegetative communities (e.g., hardwood forest, open field, hedgerow and wetlands). If wooded, give dominant species and typical caliper of trees.
 - ii) Maturity and general condition of each community.
 - iii) Specimen trees - species, size and condition.
- ___ 19. Indicate a north arrow on all drawings (oriented to top of plan).

- ___ * 20. Indicate, identify and dimension the location, length and width of all existing buildings and structures, including sewage pretreatment structures on-site. Indicate all vicinal structures within 50 feet of site. Indicate on the plan if existing on-site structures are to be retained or removed and approximate age of structure.

- ___ * 21. Delineation of the boundaries of any burial grounds, cemetery sites or historic structures. A certification by the owner/developer is required stating that the burial grounds have not and will not be disturbed except as permitted by State law, or a certification that there are no burial grounds on the property being developed. 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, pursuant to the requirements of Subtitle 13, "Cemetery Preservation" of the Subdivision and Land Development Regulations. **Submit 3 sets of photographs for all existing on-site structures.**

- ___ * 22. Show, label, shade-in and dimension all existing easements of record with recording references, utilities and fire hydrants (shall include electric and telephone poles or towers, street lights and underground pipelines, etc.).

- ___ * 23. Indicate, identify, and dimension all existing rights-of-ways, and roads on, adjacent to, or within 200 feet of the property. Indicate if public or private and County or State owned. Indicate and dimension paving widths and centerline. 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.

- ___ 24. Indicate and identify existing and proposed County parks, schools, or other public facilities.

- ___ * 25. Indicate the owner's name(s), subdivision identification, including lot or parcel references and plat no., and zoning classifications of all adjacent properties. **For non-residential development projects, verify whether all adjoining properties are non-residential uses or identify the adjoining residential use properties in accordance with Section 16.156(e) of the Subdivision and Land Development Regulations.**

- ___ 26. Indicate, identify, and dimension all appropriate setback and building restriction lines on the SDP.

- ___ * 27. Provide Howard County reference numbers to information from other approved plans, such as water and sewer contracts, road construction plans, capital projects, etc.

- ___ 28. For subdivisions with multiple sections, provide an index map showing location and relationship of each section to the project entirety.

- ___ 29. Indicate, identify and dimension all existing and proposed areas of "Vehicular Access Restrictions" on the plan as indicated on the record plat, FDP plans and/or required by Howard County and/or State Highway Administration requirements.

- ___ 30. Provide a legend of all symbols shown on plan.

PROPOSED IMPROVEMENTS INFORMATION

- ___ * 31. Indicate, identify, and dimension the location, length and width of all proposed structures, overhangs, protrusions, pavement, fences, retaining walls, signs, sewage pretreatment structures, etc. located on site. Location dimensions shall be from proposed structures to all property lines, rights-of-way lines and be indicated as perpendicular and/or radial to the property or rights-of-way lines at the closest points.

- ___ * 32. Indicate a schematic profile (detail/elevation) for all proposed structures, fences, retaining walls, signs, etc. on site and clearly dimension the mean heights of buildings, roofs, etc., from the average adjoining ground elevation and the top and bottom elevation heights for retaining walls. For residential site development plans, provide a footprint of all house model types with dimensions, including all options such as sunrooms, porches, decks, bay windows, chimneys, etc, and the lot coverage for each house model in zoning districts that require coverage information.
- ___ * 33. Indicate, identify and dimension all proposed rights-of-ways, roads, private access places, driveways and trails. Indicate if public or private. Indicate and dimension paving widths and centerline. Indicate and detail all proposed entrances and pavement specifications on the plan in accordance with DPZ, Development Engineering Division and/or State Highway Administration requirements.
- ___ * 34. For development of a site abutting a scenic road, 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, unless this information was submitted during the subdivision process.
- ___ * 35. Indicate all pathways, sidewalks, open spaces, exterior lighting devices, landscaping, berming, screening, etc., on the SDP. Open Space areas will be designated in accordance with the minimum requirements of the applicable zoning classification and any proposed County parks, schools or other public facilities.
- ___ * 36. Indicate locations, dimensions, invert elevations, type, class and size of proposed and existing water, sewerage and storm drain facilities. Construction details of all channels and storm drainage structures to be in accordance with Howard County Standard Specifications, including cross section profiles and hydraulic data. Contact DPZ, Development Engineering Division, for additional checklist requirements. (Storm water management, developer's agreements, bonds, fees, etc.)
- ___ * 37. Proposed grading with all pertinent elevations, proposed contours, drainage areas, stormwater management measures, drainage flow arrows and wetlands creation, if any. Include letters of permission for any off-site grading. Indicate any topographic features to be retained.
- ___ 38. Show, label, shade-in and dimension all proposed easements including utility, private access place or use-in-common driveway maintenance easements.
- ___ * 39. Indicate, identify and dimension the size of all proposed utilities, including fire hydrants, fire lanes or provisions for a static fire protection system if required to be on-site or in the vicinity of the site. Contact the Department of the Fire Administrator and the DPZ, Development Engineering Division, for requirements and details. Indicate if buildings will have an automatic fire protection sprinkler system.
- ___ * 40. If a private sewage or water supply 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. Also, 2 copies of a percolation plat approved by the Health Department are to be provided.
- ___ * 41. Soil erosion and sediment control plan as required by the Soil Conservation District:
- a. Proposed plan and detail of soil erosion and sediment control in accordance with the requirements, standards and specifications of the Soil Conservation District.
 - b. Certifications by the developer and engineer for the plan for control of silt and erosion.
 - c. Schedule of implementing phases of plan for control of silt and erosion.

- d. Howard County Soil Conservation District signature blocks. Contact the Soil Conservation District for any additional Soil Conservation District checklist requirements.

___ 42. Additional information which may be required by the Subdivision Review Committee to properly evaluate the plan.

FOREST CONSERVATION AND LANDSCAPING REQUIREMENTS

___ * 43. Forest conservation easement areas (for projects that were the subject of a forest conservation plan at time of subdivision).

___ * 44. A forest stand delineation and forest conservation plan including the locations and specifications for forest retention, reforestation or afforestation, if applicable. A forest conservation application and checklist and any required notarized Declaration of Intent applications must be included with the SDP application as prepared by a qualified professional.

A 18" x 24" forest conservation plat of easement is required for any on-site or off-site retention, reforestation or afforestation areas (contact DPZ for details). **The forest conservation plan shall be included as part of the signed plan set.**

___ * 45. Landscaping plan in accordance with the Howard County Landscape Manual prepared by a qualified professional, including schedules of required landscaping, location and type of plant material, planting legend and typical planting details, unless landscaping requirements were met and surety was posted during subdivision. Any requests for alternative compliance of the landscaping requirements shall be submitted to DPZ at the time of plan submission. For projects in the New Town zoning district, a letter from Howard Research and Development (HRD) stating that the plan has been prepared in accordance with their guidelines must be submitted with the plan application. All landscape schedules, plant lists, notes and details shall be shown on the Landscape Plan sheet.

ADDITIONAL COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY RESIDENTIAL REQUIREMENTS

___ * 46. In addition to the above, all commercial, industrial and multifamily residential site development plans will provide the following information:

___ a. Identify each building with a numerical or alphabetical designation, when there is more than one building indicated on a parcel/lot.

___ b. Indicate off-street parking details (additional parking data may be requested after initial review).

1) Indicate and dimension all existing and proposed parking spaces, areas, and driveways.

2) Indicate the number of spaces in each area.

3) Indicate the location and number of car stacking spaces if required for certain commercial uses such as a bank drive-thru, fast-food restaurant and carwash.

___ c. Indicate dumpster locations and refuse removal details. Contact the DPZ, Development Engineering Division, for additional information.

___ d. Traffic study: for submissions meeting the criteria of the Howard County Design Manual (Chapters 4 and 5, Volume III) or upon request for lesser projects if potential exists for adverse effect on the levels of service or capacity of existing roads and pursuant to the requirements of the Adequate Public Facilities Act. Adequate Public Facilities road test and mitigation plan for all projects meeting the requirements of Chapters 4 and 5 of the Design Manual, Volume III, unless this information was submitted during the subdivision

process. Consult with plan review staff of the DPZ, Development Engineering Division, if in doubt.

____ e. Noise impact study for residential sites adjacent to higher volume roads, railroads, etc., to indicate noise contour for areas with 65 dBA or greater. Indicate measures for reducing noise impact (site design, grading, landscaping, etc.) for noise source other than aircraft.

____ f. Indicate all outdoor lighting in non-residential zoning districts and in residential districts for parking lots and loading areas and in certain conditional use sites where required by the Board of Appeals. Outdoor lighting shall be in compliance with the outdoor lighting requirement standards specified in the zoning regulations. Indicate the location and type of all new exterior light fixtures including pole or post mounted lights, spotlights and light fixtures mounted or attached to the sides or top of existing or proposed structures. Dimension the location of light fixtures in non-residential zoning districts from adjacent residential zoning districts.

____ g. **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 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.

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. A "Universal Design Standards" chart shall be placed onto sheet 1 which describes in detail all of the universal design standards that are to be installed/incorporated by the builder into the proposed development project.

____ h. **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.

____ i. **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

j. **Green Neighborhood Site Requirements and Checklist**

The site plan shall show and label all applicable Green Neighborhood checklist items. For residential projects requesting Green Neighborhood Allocations, the site 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 approval signature block for the Planning Director; Chief, Development Engineering Division; and Chief, Division of Land Development on the lower left corner of all plan sheets, as required per the applicable Department of Planning and Zoning checklists.
- Provide the Howard County approval signature block on the lower left corner of the Green Development Plan Sheet(s). Approval indicates that the plan has achieved the minimum points required for Green Neighborhood for Sites and qualifies for Green Neighborhood allocations.

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

k. **Compliance with Green Buildings Law**

A site development plan application for a project that is required to comply with the Howard County Green Buildings Law set forth in Title 3, Subtitle 10 of the Howard County Code, shall comply with Section 3.1005(A) of the Code prior to plan approval. The following documentation is required for new construction subject to the above subtitle at the time of plan application submission.

- 1) registration with the Green Building Council and that the applicable LEED registration fee has been paid, and
- 2) a checklist that must be prepared, signed and dated by the project LEED accredited professional.

The following new construction shall comply with the Green Building requirements (please verify with DPZ and DILP before submitting your SDP for processing):

- 1) **New construction of a publicly funded building** (a building for which Howard County finances at least 30% of the cost of new construction or a lease for the use of new construction for a period of greater than 20 years) **with 10,000 square feet or more of gross floor area.**

2) **New construction of buildings that are not publicly funded and have 50,000 square feet or more of gross floor area in the following occupancy categories:**

- ◆ **Assembly Group ‘A’** - may include, but not be limited to, the following: movie theaters, banquet halls, stadiums, restaurants and bars, funeral parlors, libraries, museums, exhibition halls, swimming pools, etc.
- ◆ **Business Group ‘B’** - may include, but not be limited to, the following: professional and business offices, banks, post offices, animal hospitals, clinics, barber and beauty shops, etc.
- ◆ **Institutional Group ‘I’** – may include, but not be limited to, the following: assisted living facilities, group homes, hospitals, nursing homes, prisons, day care facilities, etc.
- ◆ **Mercantile Group ‘M’** – may include, but not be limited to, the following: department stores, markets, retail/wholesale store, etc.
- ◆ **Residential ‘R-1’ and ‘R-2’** – may include, but not be limited to, the following: apartments, dormitories, hotels, motels, boarding houses, etc.
- ◆ **Mixed Occupancies** – if the building is 2 stories or more and a majority of the use is an occupancy included in the above groups.

3) **Exceptions** – The Green Building requirements shall not apply to the following (please verify with DPZ and DILP before submitting your SDP for processing):

- ◆ **New construction of a publicly funded building in the ‘E’ (educational structures) or ‘I-3’ (prisons, jails, detention centers) occupancy categories.**
- ◆ **New construction of a non-publicly funded building in the ‘R-2’ occupancy that is made up of only residential dwelling units and is less than 5 stories in height.**
- ◆ **New construction of a building that does not have an HVAC system.**
- ◆ **Other new construction as may be set forth by regulations of the Director of DILP.**

I. **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.

____ m. Please complete the following:

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

If applicable.

Prepared by:




(Signature)

(Date)

(Firm)

(Print Name)

STANDARD SITE DEVELOPMENT PLAN SHEET

 1/2" Border			
1/2" Border 	NORTH ORIENTED TO TOP OF PLAN	LEGEND	VICINITY MAP (sheet 1 only)
	ALL SITE DEVELOPMENT PLAN SHEETS MUST BE 24" X 36" IN SIZE	GENERAL NOTES 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
	SEAL		SITE ANALYSIS DATA CHART (Sheet 1 only)
STANDARD COUNTY SIGNATURE BLOCKS	ENGINEER/SURVEYOR NAME AND ADDRESS TELEPHONE NUMBER (All Sheets)	OWNER/DEVELOPER NAME AND ADDRESS TELEPHONE NUMBER (All Sheets)	ADDRESS AND PERMIT INFORMATION CHARTS (Sheet 1 only)
		TITLE BLOCK (All sheets) Sheet ____ of ____	
 1/2" Border			

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

Effective January 8, 2002, Howard County Council Bill No. 52 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]

** Meetings are required for all new residential developments and for new non-residential development located within 200 feet of a residential zoning district or an existing non-residential development which is located within 200 feet of a residential zoning district and proposed for a floor area expansion of more than 25%.

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: _____
