

Howard County Department of Planning and Zoning
Division of Land Development
SKETCH 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)

_____ Liber Folio Date
(Election District) (Planned Use) (Zoning District) (Current Deed Reference)

_____ (No. of Lots) _____ (No. of Parcels) _____ (No. of Units) _____ (Type of Unit) _____ (No. of Acres)

Proposed Sanitary Facilities: Water _____ Sewerage _____
(Private or Public) (Private or Public)

APPLICANT/CONSULTANT INFORMATION

OWNER (Fee Simple Only) DEVELOPER/CONTRACTOR PURCHASER

(Name)

(Name)

(Address)

(Address)

(City, State, Zip Code) (City

, State, Zip Code)

(Telephone) (Fax) (E-mail) (T

elephone) (Fax) (E-mail)

Contact Person: _____

Contact Person: _____

SURVEYOR/ENGINEER OTHER

CONSULTANT

(Name)

(Name)

(Address)

(Address)

(City, State, Zip Code) (City

, State, Zip Code)

(Telephone) (Fax) (E-mail) (T

elephone) (Fax) (E-mail)

Contact Person: _____

Contact Person: _____

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):

If located on:	<u>County Road</u>		<u>Maryland State Highway</u>	
<input type="checkbox"/>	Sketch Plans	21	<input type="checkbox"/> Sketch Plans	25
<input type="checkbox"/>	Wetland report/cert. letter **	3	<input type="checkbox"/> Wetland report/cert. letter **	3
<input type="checkbox"/>	Forest stand delineation plan	4	<input type="checkbox"/> Forest stand delineation plan	4
<input type="checkbox"/>	Soils map	4	<input type="checkbox"/> Soils map	4
<input type="checkbox"/>	APFO roads test	5/8*	<input type="checkbox"/> APFO roads test	8
<input type="checkbox"/>	APFO mitigation plan, if applicable	5/10*	<input type="checkbox"/> APFO mitigation plan, applicable	10
<input type="checkbox"/>	Preliminary sight distance analysis, if applicable	3	<input type="checkbox"/> Preliminary sight distance if applicable	4
<input type="checkbox"/>	Preliminary SWM report	1	<input type="checkbox"/> Preliminary SWM report	1
<input type="checkbox"/>	Prelim. drainage area map	1	<input type="checkbox"/> Prelim. drainage area map	1
<input type="checkbox"/>	Traffic study, if P.B. required	5	<input type="checkbox"/> Traffic study if P.B. required	9
<input type="checkbox"/>	Noise study, if P.B. required	3	<input type="checkbox"/> Noise study, if P.B. required	4
<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"/>	Rt 1 Manual compliance summary	2	<input type="checkbox"/> Rt 1 Manual compliance summary	2
<input type="checkbox"/>	List of street names	1	<input type="checkbox"/> List of street names	1
<input type="checkbox"/>	Overall Scaled Composite Plan	1	<input type="checkbox"/> Overall Scaled Composite Plan	1
<input type="checkbox"/>	Subdivision (when subdivision involves multiple sheets)	1	<input type="checkbox"/>	1

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

** Environmental analysis may not be required for agricultural or rural cluster subdivisions; consult the 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.

III. Fees

The Sketch 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. 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 Property Owner/Agent)

(Date)

Owners authorization attached *

**Howard County Department of Planning and Zoning
Division of Land Development
SKETCH PLAN CHECKLIST**

Project Name _____ DPZ File No. _____

SKETCH PLAN REQUIREMENTS AND PREPARATION INFORMATION

The purpose of the sketch plan is to indicate to the County the intent, scope and timing of the proposed subdivision and to familiarize the developer with County and State plans which may affect the proposed subdivision. The developer will be advised of any regulatory codes which may affect the proposed subdivision.

NOTE: Sketch plans cannot be submitted for development of properties zoned **RC, RR or R-ED**. Those properties require the submission of a Preliminary Equivalent Sketch plan at the initial plan stage (except for minor subdivisions and resubdivisions).

Sketch plans and all subsequent revisions or amendments are to be prepared in accordance with Section 16.145, 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 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> T </u> Information Provided <u> X </u> Information Not Provided, <u> NA </u> 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.
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 plans, etc.) shall be folded separately and not assembled into the sets of 21 or 25 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" lettering.
 - c. 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" = 200', 1" = 100' or 1" = 50', or as approved by the Department of Planning and Zoning prior to submittal.
- ___ 5. Name and address of developer, fee simple owner, engineer, and/or surveyor (include all applicable).

- ___ *6. Provide all adjoining property owner names, parcel or lot numbers, deed references and/or recorded subdivision names, recording references and adjoining property structures within two hundred (200) feet of the proposed property line. Also, provide information regarding any adjoining undeveloped parcel that is landlocked or has insufficient frontage which may need access through the proposed subdivision.
- ___ 7. Provide a vicinity map indicating and identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow.
- ___ 8. North arrow.
- ___ 9. Title block: locate in lower right-hand corner of the plan and include the following:
 - a. Proposed subdivision name which shall not be a duplicate of any other subdivision or development name in the Baltimore Metropolitan Area;
 - b. Section, Area and Phase Number;
 - c. Scale of plan;
 - d. Location by election district, County and State;
 - e. Tax map, grid and parcel number;
 - f. 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
 - g. Date.
- ___ 10. General Notes to include:
 - a. Existing zoning designation;
 - b. Gross area of property tract;
 - c. Net area of property tract;
 - d. Area of proposed lots or parcels;
 - e. Area of proposed roads;
 - f. Number of lots or parcels proposed (indicate number by land use, i.e. buildable, open space preservation, other);
 - g. Case numbers, if any, of related Board of Appeals or Zoning Board cases;
 - h. Statement regarding water and sewer systems proposed, either public or private; and
 - i. Open space required and provided.

PLAN REQUIREMENTS

- ___ *11. Locate and label all existing on-site structures and any burial grounds or cemetery sites, their approximate age, historic value, use and if they are to be retained or removed. Verify this requirement 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. **Submit 3 sets of photographs for all existing on-site structures.**
- ___ *12. Topography. Indicate the basis and date for topography. Extend topography contours 200 feet off-site.
- ___ *13. Proposed lot or parcel layout with lots numbered consecutively throughout entire subdivision in anticipated order of development, including open space lots. Apartment, condominium, commercial, industrial and bulk parcels will be designated by letters in alphabetical order.
- ___ *14. Development data on-site and within 200 feet of the property line including existing land characteristics, availability of public utilities, existing and proposed wells, septic systems and shared sewage disposal facilities, existing and proposed open space including proposed recreation, park and conservation areas.
 - a. Approximate delineation of 100-year floodplain, streams and non-tidal wetlands; 25 foot buffer for wetlands; applicable 50, 75 or 100 foot streambank buffers; existing and proposed stormwater management systems. 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. Steep topography: differentiate by shading or crosshatching slopes of 15-24.9% and slopes of 25% or greater. Indicate the square foot area of contiguous slopes 25% or greater, including both on- and off-site portions of the contiguous stretch.
- c. Show existing land features; i.e. quarries, springs, ponds, sinkholes, rubble landfills and rock outcrops, etc.
- d. Show all existing recorded easements with recording references, such as water, sewer, utility, storm drain and access, etc.
- e. 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.

- ___ *15. Existing and proposed public or private street systems with rights-of-way widths. Existing streets will indicate proposed rights-of-way width as shown on the General Plan and as determined by the DPZ, Development Engineering Division. Provide public road or access connections to adjoining undeveloped properties in accordance with Section 16.119(a)(8) of the Subdivision Regulations. 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.
- ___ *16. Forest Stand Delineation (forest conservation application and checklist must be attached to this application), prepared by a qualified professional.
- ___ 17. Density tabulation required when clustering or multi-family developments are proposed.
- ___ *18. 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.
- ___ 19. Multiple zoning within the site must be shown with the zoning district lines on the plan identifying each zoning.
- ___ 20. 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.
- ___ 21. 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.
- ___ *22. For cluster subdivisions in the RR or RC zoning districts, 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.
- ___ 23. 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 contact the Soil Conservation District for any additional Soil Conservation District checklist requirements.

SUPPLEMENTAL INFORMATION

The following additional information shall accompany the submission of the sketch plan:

- ___ *24. Soils map at the scale of the 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 and characteristics. Highlight hydric soils, soils with possible hydric inclusions and soils with less than 15% slopes with significant erosion potential. Submit on a separate 24" x 36" sheet as supplemental data.
- ___ *25. Traffic study: required if criteria of the Howard County Design Manual (Chapters 4 and 5, Volume III) is met or upon request for projects of lesser size that could adversely affect the levels of service/capacity of existing roads. Adequate Public Facilities road test and mitigation plan for all subdivisions meeting the requirements of Chapters 4 and 5 of the Design Manual, Volume III. Consult with plan review staff of the DPZ, Development Engineering Division, if in doubt.
- ___ *26. Whenever the sketch plan covers only a part of an applicant's contiguous holdings, 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.
- ___ *27. 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 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.
- ___ *28. For apartment or other multi-family subdivisions, the following information will be indicated on the sketch plan in addition to the above:
- Approximate location of each building, setbacks from all streets (public or private) and environmental features (if applicable), common parking areas, property lines and distances between buildings.
 - Number of apartment units in each building.
 - Number of parking spaces in each off-street parking area, and total thereof.
 - Interior road or street access, whether public or private, and total area of each.
- ___ *29. For projects in zoning districts that require Planning Board approval of 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.
- Schematic grading plan indicating grading for roads, structures, stormwater management and other improvements with clear indication of the limits of disturbance.
 - Traffic study.
 - Noise study.
 - Building elevations.
 - Cross sections of the site indicating building(s) in relationship to topography, vicinal properties, roads and screening.
 - Written narrative answering the Planning Board's consideration criteria as indicated in the Zoning Regulations for applicable Zoning District.
- ___ *30. For development of a site abutting a scenic road, the following are required:
- Location of views and viewsheds as seen along the entire frontage of the scenic road indicated on the plan.
 - 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.
 - 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.
 - Location of overhead utility line maintenance easements that would conflict with proposed landscaping or forest buffers, if any.
- ___ *31. Wetlands report or professional certification that wetlands are non-existent on the property. Verify the content requirements for the wetlands report or certification with the Howard Soil Conservation District.

- ___ 32a. **Moderate Income Housing Units (MIHU)** are required for projects in the PSC (Planned Senior Community), R-A-15, R-SA-8, R-SI (Residential-Senior Institutional), 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.
- ___ 32b. **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.
- ___ *33. **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.
- ___ 34. **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.**
- ___ 35. **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

___ 36. **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.

___ 37. 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 of Plan Preparer

Howard County Department of Planning and Zoning B Division of Land Development
SKETCH PLAN WORKSHEET
(For DPZ Use Only)

Project Name _____ **DPZ File Number** _____
 DPZ Plan Reviewer _____ Submission Date _____
 Plan Consultant Representative _____ Time _____

I. Submittal Requirements *Indicate Yes, No or N/A*

- a. DPZ, Division of Land Development, application and checklist are complete _____
- b. DPZ, Development Engineering Division, checklist is complete _____
- c. Required number of plans are provided _____
- d. Required number of supporting documents are provided _____
- e. Certification of pre-submission community meeting for new residential development is provided and three week notice given to DPZ and County Council *** _____
- f. Minutes of pre-submission HDC advisory meeting for new projects in Historic District or listed on Historic Sites Inventory _____
- g. Photographs of existing structures (for Historic Preservation Review) _____
- h. Written summary of Route 1 Manual compliance (if applicable) _____
- i. DAP project design recommendation for Route 1 projects _____

II. Fee Computation **Fee**

- (a) Per sheet of **subdivision layout plans** to be signed (1st 3 sheets each x \$400 ea) (a) _____
 - (a) (___ additional sheets x \$300 ea) (a) _____
 - ** [see (m) below for supplemental sheet fees]
 - (b) Per SFD lot (___ lots x \$15 ea) (b) _____
 - (c) Per acre of residential area for SFA/APT/MH residential use
 (___ acres* x \$15) plus (c) _____
 - (d) Per unit SFA, APT, MH (___ units)
 \$350 first 100 units (d) _____
 \$270 next 100 units (d) _____
 \$185 each additional 100 units (d) _____
 - (e) Per acre commercial/industrial (___ acres* x \$100) (e) _____
 - (f) Per acre open space lots with subdivision plan (___ acres* x \$10) (f) _____
 - (g) Per acre open space or public facilities without subdivision plan
 (___ acres* x \$15) (g) _____
 - (h) Per acre for public road dedication (___ acres* x \$20) (h) _____
 - (i) N/A (i) N/A
 - (j) N/A (j) N/A
 - (k) Poster fee for new residential development: (___ \$20 per poster, if applicable) (k) _____
 - (l) Forest Conservation Review Fee:
 \$100 for first sheet of forest stand delineation plan (l) _____
 (___ additional sheets x \$30 ea) (l) _____
 [A separate FSD sheet fee is not required if part of supplemental plans]
 - ** (m) Per sheet of supplemental plans (cover sheet, environmental, grading, and landscape plans) to be signed (___ sheets x \$100 ea) (m) _____
- TOTAL** _____

* All fractions will be rounded up to the nearest acre
 *** Meetings are required for all new residential developments

III. Certification

Cash receipt number _____ Account #011-005-4201
 Check issued by _____
 ___ Plan submission is accepted for processing.
 ___ Plan submission is rejected.
 Reason(s): _____
 ___ Resubmission is accepted Date _____ Staff Initials _____
 ___ SRC meeting date/comments due date.

Comments/Notes _____