

**Howard County Department of Planning and Zoning  
Division of Land Development  
PRELIMINARY 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  
(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)

\_\_\_\_\_  
(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 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: **County Road**

<input type="checkbox"/> Preliminary Plans *	21
<input type="checkbox"/> Noise study	3
<input type="checkbox"/> SWM report (perm. and temp.)	3
<input type="checkbox"/> Geotechnical report	3
<input type="checkbox"/> Preliminary floodplain study **	3
<input type="checkbox"/> Traffic study	4
<input type="checkbox"/> Preliminary road profiles	5
<input type="checkbox"/> Soils Map	4
<input type="checkbox"/> Preliminary sediment and erosion control plan	3
<input type="checkbox"/> Prelim drainage area map and storm drainage study	3
<input type="checkbox"/> Sight distance analysis	3
<input type="checkbox"/> Overall Scaled Composite Subdivision Plan (when subdivision involves multiple sheets)	1
<input type="checkbox"/> Water and Sewer Preliminary Construction Plans [see item IV on next page]	4

**Maryland State Highway**

<input type="checkbox"/> Preliminary Plans *	25
<input type="checkbox"/> Noise study	4
<input type="checkbox"/> SWM report (perm. and temp.)	5
<input type="checkbox"/> Geotechnical report	3
<input type="checkbox"/> Preliminary floodplain study **	3
<input type="checkbox"/> Traffic study	8
<input type="checkbox"/> Preliminary road profiles	9
<input type="checkbox"/> Soils Map	4
<input type="checkbox"/> Preliminary sediment and erosion control plan	3
<input type="checkbox"/> Prelim drainage area map and storm drainage study	3
<input type="checkbox"/> Sight distance analysis	4
<input type="checkbox"/> Overall Scaled Composite Subdivision Plan (when subdivision involves multiple sheets)	1
<input type="checkbox"/> Water and Sewer Preliminary Construction Plan [see item IV on next page]	4

\* Includes 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. 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.

### III. Fees

The Preliminary 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 \*



- d. Provide the following standard Howard County approval signature block in the lower left corner of all plan sheets.

<b>TENTATIVELY APPROVED DEPARTMENT OF PLANNING AND ZONING HOWARD COUNTY</b>	
<b>PLANNING DIRECTOR</b>	<b>DATE</b>

- \_\_\_ \*3. Scale of Plan: 1" = 100' or 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.
- \_\_\_ 4. Provide a vicinity map indicating and identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow.
- \_\_\_ 5. 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.
- \_\_\_ 6. 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; note same as sketch or reference sketch name;
  - 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.
- \_\_\_ \*7. 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 Plan.
- \_\_\_ 8. North arrow.
- \_\_\_ 9. General Notes to include:
- a. Existing zoning designation and FDP reference, if applicable;
  - b. Gross area of property tract;
  - c. Net area of property tract;
  - d. Area of proposed lots or parcels;
  - e. Area of proposed roads and open space dedication;
  - f. Number of lots or parcels proposed (indicate number by land use; i.e. buildable, open space preservation, other);
  - g. Statement regarding water and sewer systems proposed, either public or private;
  - h. Description of any Board of Appeals or Zoning Board cases and Waiver Petitions, etc.; and
  - i. Open Space required and provided.

## PLAN REQUIREMENTS

- \_\_\_ 10. Boundary of proposed subdivision clearly indicated by a heavy line with bearings and distances.
- \_\_\_ 11. All existing pertinent features both on-site and those within 200 feet of the project property line that may influence the design of the subdivision. Include natural and man-made features: floodplains; non-tidal wetlands; 25 foot buffer for wetlands; water courses; applicable 50, 75 or 100 foot streambank buffers; soil characteristics; forests or important trees; vegetation chart from Sketch Plan; utility rights-of-way, including maintenance easements; individual well and septic systems and shared sewage disposal systems; road rights-of-ways; quarries, springs, ponds, sinkholes, rubble landfills, and rock out-crops, etc.; existing buildings and structures (approximate age and if they are to be retained or removed); 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 analyses 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.
- \_\_\_ \*12. 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). All proposed street names, rights-of-way widths, and pavement widths will be indicated. Pathways 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.
- \_\_\_ \*13. 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. 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.
- \_\_\_ \*14. Existing topography at two (2) foot contour intervals shall be shown. Contour lines shall be indicated two hundred (200) feet beyond subdivision boundary. 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. Indicate source of topography, if not field run, provide spot elevations from the field to verify.
- \_\_\_ \*15. 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.

\_\_\_ \*16. 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
--------	------------	---------------	------------------

\_\_\_ 17. Identify the zoning district classification governing the subject property and all the adjoining properties.

\_\_\_ 18. 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.

\_\_\_ 19. 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.

\_\_\_ \*20. 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. Identify and label the preservation parcels and community sewage disposal areas for cluster subdivisions in the RR or RC zoning districts.

\_\_\_ 21. 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).

\_\_\_ \*22. 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.

\_\_\_ \*23. 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.

\_\_\_ 24. For subdivisions with multiple sections, provide an index map showing location and relationship of each section to the project entirety.

\_\_\_ 25. Density Tabulation: provide data on density when clustering or multi-family developments are proposed.

\_\_\_ 26. 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.

\_\_\_ \*27. 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.
- d. Interior road or street access, whether public or private, and total area of each.

\_\_\_ \*28. Preliminary Forest Conservation Plan as required by the Forest Conservation Manual (a 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.

\_\_\_ \*29. 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.

\_\_\_ 30. 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 Plan in accordance with 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 Plan.

\_\_\_ \*31. Tentative profiles of each street centerline and typical cross section of each type street.

\_\_\_ \*32. Preliminary drainage area map and preliminary storm drainage study for the entire area covered by the Preliminary 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 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.

\_\_\_ \*33. 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.

\_\_\_ \*34. Soils map at the scale of the Preliminary 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.

\_\_\_ 35. Approximate location and extent of proposed erosion and sediment control measures, as required by the Howard County Soil Conservation District shall be shown.

\_\_\_ \*36. Traffic study for all submissions meeting the requirements of the Howard County Design Manual (Chapters 4 and 5, Volume III) or if required by Sketch Plan comments and pursuant to the requirements of the Adequate Public Facilities Act and have not yet been tested or have to be tested because of failure

to meet a milestone date. Consult with plan review staff of the DPZ, Development Engineering Division, if in doubt.

\_\_\_ \*37. Noise impact study, if required by Sketch Plan comments 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 plan review staff of the DPZ, Development Engineering Division, if in doubt.

\_\_\_ 38. **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](mailto:william.t.rees@bge.com)

\_\_\_ 39. **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 or 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.

Prepared by:

\_\_\_\_\_  
Signature of Plan Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Print Name

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

**Project Name** \_\_\_\_\_  
**DPZ Reviewer** \_\_\_\_\_  
**Plan Consultant Representative** \_\_\_\_\_

**DPZ File Number** \_\_\_\_\_  
**Submission Date** \_\_\_\_\_  
**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. DPZ letter indicating prior subdivision phase has received signature approval ..... \_\_\_\_\_
  - d. APFO milestone date has been met ..... \_\_\_\_\_
  - e. Required number of plans are provided ..... \_\_\_\_\_
  - f. Required number of supporting documents are provided ..... \_\_\_\_\_
  - g. Required number of preliminary public water and sewer plans and DED checklist have been submitted, or letter is provided ..... \_\_\_\_\_
- DPZ/DPW fees for W&S plans has been paid [3.5% of total construction cost]  
50% DPZ - Acct #011-005-4212  
50% DPW - Acct #011-009-4212

**II. Fee Computation**

**Fee**

- (a) Per sheet of **subdivision layout plans** to be signed (1<sup>st</sup> 3 sheets ea. x **\$400** ea.) ..... (a) \_\_\_\_\_
  - (a) (\_\_\_ additional subdivision layout plan sheets x **\$300** ea.) ..... (a) \_\_\_\_\_
  - \*\* [see (m) below for supplemental sheet fees]
  - (b) Per SFD lot (\_\_\_ lots x **\$25** ea.) ..... (b) \_\_\_\_\_
  - (c) Per acre of residential area for SFA/APT/MH residential use  
(\_\_\_ acres\* x **\$25**) plus ..... (c) \_\_\_\_\_
  - (d) Per unit SFA, APT, MH (\_\_\_ units)  
**\$525** first 100 units ..... (d) \_\_\_\_\_  
**\$400** next 100 units ..... (d) \_\_\_\_\_  
**\$275** 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 **\$15**) ..... (f) \_\_\_\_\_
  - (g) Per acre open space or public facilities without subdivision plan  
(\_\_\_ acres\* x **\$25**) ..... (g) \_\_\_\_\_
  - (h) Per acre for public road dedication (\_\_\_ acres\* x **\$25**) ..... (h) \_\_\_\_\_
  - (i) **N/A** ..... (i) **N/A**
  - (j) **N/A** ..... (j) **N/A**
  - (k) **N/A** ..... (k) **N/A**
  - (l) Forest Conservation Review Fee:  
**\$100** for first sheet of forest conservation plan ..... (l) \_\_\_\_\_  
( \_\_\_ additional sheets x **\$30** ea.) ..... (l) \_\_\_\_\_  
[A separate FCP sheet fee is not required if part of supplemental plans]
  - \*\* (m) Per sheet of supplemental plans (cover sheet, environmental, grading, forest conservation and landscape plans) to be signed ( \_\_\_ sheets x **\$100** ea.) ..... (m) \_\_\_\_\_
- TOTAL** \_\_\_\_\_

\* All fractions will be rounded up to the nearest acre

**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: \_\_\_\_\_

\_\_\_\_\_