

# Minor Site Plan Application

Queen Anne's County Department of Planning and Zoning  
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## Project Information:

**Project Name/Name of Business:** \_\_\_\_\_

Subject Property Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: MD Zip: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Block \_\_\_\_\_ Parcel(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Tax Acct. #: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_ Election District #: \_\_\_\_\_

## Proposal:

Intent and Purpose of Submittal: \_\_\_\_\_

Existing Use (if any): \_\_\_\_\_ Proposed Use: \_\_\_\_\_

## Site Calculations:

Existing Square Footage: \_\_\_\_\_ Max. Permitted Square Footage: \_\_\_\_\_

Proposed Square Footage: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Existing Impervious: \_\_\_\_\_ Max. Permitted Impervious: \_\_\_\_\_

Proposed Impervious: \_\_\_\_\_ Total Impervious: \_\_\_\_\_

Minimum Required Landscape Area: \_\_\_\_\_ Proposed Landscape Area: \_\_\_\_\_

Existing Parking Spaces: \_\_\_\_\_ Required Parking Spaces: \_\_\_\_\_

Proposed Parking Spaces: \_\_\_\_\_ Total Parking Spaces: \_\_\_\_\_

## Owner/Applicant/Agent:

Property Owner(s) Name(s): \_\_\_\_\_

Property Owner(s) Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Electronic Mail Address: \_\_\_\_\_

Applicant(s) Name(s): \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Electronic Mail Address: \_\_\_\_\_

Owner's Agent/Engineer/Surveyor Name: \_\_\_\_\_

Firm's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Electronic Mail Address: \_\_\_\_\_

## Property Information:

Is Property Currently Encumbered by an Easement:  No  Yes

(if yes, please check all applicable easement types, provide the total acreage, and provide the easement document):

- Deed Restricted Open Space: \_\_\_\_\_ ac.
- Transfer of Development Rights (TDR) Open Space: \_\_\_\_\_ ac.
- Non-Contiguous Open Space: \_\_\_\_\_ ac.
- Agricultural Preservation Easements:
  - MD AgLand Preservation Foundation (MALPF): \_\_\_\_\_ ac.
  - Maryland Environmental Trust (MET): \_\_\_\_\_ ac.
  - Rural Legacy: \_\_\_\_\_ ac.
- Conservation Reserve Program (CRP): \_\_\_\_\_ ac.
- Utility
- Forest Conservation \_\_\_\_\_ ac.
- Other (Specify type): \_\_\_\_\_

Is the property within or impacted by a Habitat Protection Area:  No  Yes (if yes, specify): \_\_\_\_\_

Growth Area:  No  Yes If yes, check the applicable Growth Area Designation:

Centreville  Chester  Grasonville  Kent Narrows  Queenstown  Stevensville

Priority Funding Area (PFA):  No  Yes If yes, number of lots inside PFA: \_\_\_\_\_

Is a Comprehensive Water & Sewerage Plan (CWSP) Amendment Required?  No  Yes

If so, Current CWSP Designation: \_\_\_\_\_ Proposed CWSP Designation: \_\_\_\_\_

Sewage Disposal:  Not Applicable  Public Sewer  On-site Septic

Water Supply:  Not Applicable  On-site Well Water  Public Water  Community Well Water

New Road Proposed:  Not Applicable  County Dedicated  Privately Maintained

### ***Provide supporting documents for maintenance, easements, etc.***

Is/Are the existing structure(s) on the site 50 years old or older?  No  Yes

If applicable, provide the MD Inventory of Historic Places (MIHP) No. QA #: \_\_\_\_\_

To identify the MIHP information, use the *Heritage* layer via [gis.qac.org/propertyviewer](https://gis.qac.org/propertyviewer)

Are there any previous applications, subdivisions or related projects?  No  Yes

If yes, P&Z File/Application#/Documents: \_\_\_\_\_

## Chesapeake Bay Critical Area Information:

Is the project within the Critical Area?  No  Yes If yes, check the Critical Area Designation(s):

Resource Conservation Area (RCA)  Limited Development Area (LDA)  Intensely Developed Area (IDA)

Critical Area Acreage: \_\_\_\_\_ Upland Acreage: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Buffer Width (if applicable):  50ft.  100 ft.  200ft.  Expanded Buffer Exempt Area:  No  Yes

Does this project require Critical Area review? Use this chart: [Threshold for Project Review](#)

More information on what may be required for submittal is available at: [qac.org/1068/Chesapeake-Bay-Critical-Area](https://qac.org/1068/Chesapeake-Bay-Critical-Area)

## Agency Review and Submittal Checklist (check all applicable):

Provide a set of the following information for each of the applicable reviewing agencies. Planning & Zoning always gets a copy of documents required for other agencies:

### Required Information (minimum 2 complete sets required):

### Staff Verification:

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Completed application  | <input type="checkbox"/> |
| <input type="checkbox"/> Cover letter detailing and describing project  | <input type="checkbox"/> |
| <input type="checkbox"/> Plan of subject site (must be sealed for approval)                                       | <input type="checkbox"/> |
| <input type="checkbox"/> Deed for subject site (one (1) copy only)  | <input type="checkbox"/> |
| <input type="checkbox"/> Adjacent Property Owner(s) Notification (use <a href="#">the form</a> and attach copies) | <input type="checkbox"/> |
| <input type="checkbox"/> Department of Public Works, Engineering Division   | <input type="checkbox"/> |

### Additional information, if applicable to project (additional complete sets needed):

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Department of Public Health, Environmental Health Division, for projects on private well and/or septic | <input type="checkbox"/> |
| <input type="checkbox"/> Critical Area Commission, provide <a href="#">CA worksheet</a> (2 copies), Environmental Assessment    | <input type="checkbox"/> |
| <input type="checkbox"/> Heritage Review, for projects involving or adjacent to structures/landmarks 50 years of age or older   | <input type="checkbox"/> |
| <input type="checkbox"/> Department of Parks, for projects within ¼ mile of any parkland, trail, or county-owned land           | <input type="checkbox"/> |
| <input type="checkbox"/> Department of Public Works Sanitary District, for projects on public sewer and/or public water         | <input type="checkbox"/> |
| <input type="checkbox"/> MD State Highway Administration, for projects fronting on a state maintained highway                   | <input type="checkbox"/> |
| <input type="checkbox"/> Economic Development & Tourism Department, Business Liaison  | <input type="checkbox"/> |
| <input type="checkbox"/> Soil Conservation District   | <input type="checkbox"/> |
| <input type="checkbox"/> Department of Emergency Services, Fire Marshall Office   | <input type="checkbox"/> |
| <input type="checkbox"/> Department of Planning & Zoning Attorney, provide a copy of the deed, plan, and any legal documents    | <input type="checkbox"/> |
| <input type="checkbox"/> Local Volunteer Fire Department  | <input type="checkbox"/> |
| <input type="checkbox"/> Forest Conservation, include plats, <a href="#">worksheets</a> , documents, and/or easements           | <input type="checkbox"/> |
| <input type="checkbox"/> Incorporated Town, if the project is within 1 mile   | <input type="checkbox"/> |
| <input type="checkbox"/> Bay Bridge Airport, if within ½ mile   | <input type="checkbox"/> |
| <input type="checkbox"/> Utility letters for power and telephone companies  | <input type="checkbox"/> |
| <input type="checkbox"/> Lighting information and/or plan   | <input type="checkbox"/> |
| <input type="checkbox"/> Architectural elevations   | <input type="checkbox"/> |
| <input type="checkbox"/> Documents for any proposed easements/agreements regarding access, open space, and/or maintenance       | <input type="checkbox"/> |
| <input type="checkbox"/> Any other supporting documents or departments as may be necessary (List): _____                        | <input type="checkbox"/> |

\* The Director of Planning & Zoning and/or Public Works may waive part/all fees that are determined to be duplicative or significantly in excess of the cost to provide the Department(s) review services.

**Certifications/Signatures:**

I hereby certify to the best of my knowledge that the information presented in this application is technically correct and accurate to the extent necessary for meeting the Queen Anne’s County requirements for this land use application. *A typed signature will not be accepted.*

\_\_\_\_\_

Date: \_\_\_\_\_

Owner

**OR**

\_\_\_\_\_

Date: \_\_\_\_\_

Applicant

**AND**

\_\_\_\_\_

Date: \_\_\_\_\_

Surveyor/Engineer and/or Owner’s Agent

**Completeness Review:**

The applicant’s failure to address any and all application and checklist items, and those specifications in accordance with the *Queen Anne’s County Code*, may result in a submittal being considered incomplete. Any such deficiencies will cause the submittal to not proceed for review and may result in the return of the submittal. Only that information provided with the original submittal and in compliance with applicable submittal deadlines will be reviewed. The submittal will be reviewed for completeness within ten (10) days of receipt. Applicants will receive notification by mail.

**For Staff Use Only:**

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Submittal Reviewed for Completeness By: \_\_\_\_\_

Date: \_\_\_\_\_

Complete Submittal.

Incomplete Submittal. If so, list deficiencies: \_\_\_\_\_

\_\_\_\_\_

Complete Re-submittal:

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Submittal Reviewed for Completeness By: \_\_\_\_\_

Date: \_\_\_\_\_

Owner and/or Applicant Notified (Date): \_\_\_\_\_

Mailed Notification on (Date): \_\_\_\_\_

**Project Application #:** \_\_\_\_\_

Date Stamp Received: