

Minor Site Plan Application

Queen Anne's County Department of Planning and Zoning
110 Vincit Street, Suite 104, Centreville, MD 21617
Telephone: 410-758-1255 Fax: 410-758-2509
E-Mail: devrev@gac.org



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

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

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:

- Completed application
- Cover letter detailing and describing project
- Plan of subject site (must be sealed for approval)
- Deed for subject site (one (1) copy only)
- Adjacent Property Owner(s) Notification (use [the form](#) and attach copies)
- Department of Public Works, Engineering Division

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

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

Review Fees

\$ _____ Department of Planning & Zoning Fee*
Minor Site Plan: \$1000 base fee + \$0.15 per sq. ft. floor area

\$ _____ Department of Public Works Fee*:
Minor Site Plan: \$500 base fee + \$0.04 per sq. ft. floor area

\$ _____ **TOTAL REVIEW FEE FOR PROJECT** (Please make checks payable to Queen Anne's County)

* 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.*

Owner
OR
Date: _____

Applicant
AND
Date: _____

Surveyor/Engineer and/or Owner's Agent
Date: _____

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:

Forest Information

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Telephone: 410-758-1255 Fax: 410-758-2509
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This page is required by the State of Maryland. Fill in where applicable, otherwise indicate "N/A" if not applicable:

1. Project Name: _____
2. Exemption Type: _____
(Provide appropriate section number of the Queen Anne's County Code - Subtitle 2)
3. Project Activity Type (circle): 1-Subdivision 2-Intrafamily/Commerical/Grading/Sediment Permit 3-Other
Approval Date: _____
4. Intended Land Use (circle): R-Subdivision C-Site Plan I-Institutional/Sediment Control Permit M-Mixed Used
5. Project Location - Subwatershed Number: _____
6. Project Location - MD Grid North: _____
7. Project Location - MD Grid East: _____
8. Net Tract Area (in acres): _____
9. Disturbance Area - Total area (in acres): _____
10. Disturbance Area - Sensitive Area (in acres): _____
11. Disturbance Area - % of Sensitive Area (provide percentage): _____
12. Existing Forest Area (in acres): _____
13. Forest Area Retained On-site (in acres): _____
14. Forest Retained Off-site (in acres): _____
15. Amount of Forest Cleared (in acres): _____
16. Reforestation Acreage On-site (in acres): _____
17. Reforestation Acreage Off-site (in acres): _____
18. Afforestation Acreage On-site (in acres): _____
19. Afforestation Acreage Off-site (in acres): _____
20. Off-Site Location for Reforestation/Afforestation-MD Grid North: _____
21. Off-Site Location for Reforestation/Afforestation-MD Grid East: _____
22. Total Long-Term Protection Acreage (in acres): _____
23. Total Long-Term Sensitive Area Protection Acreage (in acres): _____
24. Percent Sensitive Area Under Long-Term Protection (provide percentage): _____
25. Amount of Bond Posted (dollar amount): _____
26. Length in Feet of Stream Buffer Established: _____
27. Width in Feet of Stream Buffer Established: _____

General Forest Protection Information

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This page is required by Queen Anne's County. Fill in where applicable, otherwise indicate "N/A" if not applicable:

1. Total Site Acreage: _____
2. Upland Net Tract Area (in acres): _____
3. Upland Existing Forest (in acres): _____
4. Upland Proposed Clearing (in acres): _____
5. Upland Remaining Forest (in acres): _____
6. Upland Conservation Required (in acres): _____
7. Upland Afforestation: _____
8. Upland Reforestation Acreage: _____
9. Upland Conservation Provided: _____
10. Forest Management/Protection Plan: _____ Yes (attached) _____ No
11. Critical Net Tract Area (in acres) & Type: _____
12. Critical Area Existing Forest (in acres): _____
13. Critical Area Proposed Clearing (in acres): _____
14. Critical Area Remaining Forest (in acres): _____
15. Critical Area Conservation Required (in acres): _____
16. Critical Area Reforestation Acreage: _____
17. Critical Area Afforestation Acreage: _____
18. Watershed Name: _____
19. Subwater Shed Number: _____
20. Buffer Management Plan: _____ Yes (attached) _____ No

Queen Anne's County Forest Conservation Worksheet *Version 2.2*

Net Tract Area

- A. Total tract area A = _____
- B. Deductions (Critical Area, area restricted by local ordinance or program, etc.) B = _____
- C. Net tract area ($C = A - B$) C = _____

Land Use Category

(From Table 3.2.1, page 13 in QA County Forest Conservation Manual)

- D. Afforestation threshold (Net tract area x _____%) D = _____
- E. Conservation threshold (Net tract area x _____%) E = _____

Existing Forest Cover

- F. Existing forest cover within the Net tract area F = _____
- G. Area of forest above Conservation threshold G = _____
 If $F > E$ then $G = F - E$; otherwise $G = 0$

Break Even Point

- H. Amount of forest that must be retained so that no mitigation is required H = _____
 - (1) If $G > 0$ then $H = (0.2 \times G) + E$
 - (2) If $G = 0$ then $H = F$
- I. Forest clearing permitted without mitigation ($I = F - H$) I = _____

Proposed Forest Clearing

- J. Total area of forest to be cleared J = _____
- K. Total area of forest to be retained ($K = F - J$) K = _____

Planting Requirements

(If the total area of forest to be retained (K) is at or above the Breakeven Point (H), no planting is required, and no further calculations are necessary. $L=0, M=0, N=0, P=0, Q=0, R=0$)

- L. Reforestation for clearing above the Conservation threshold L = _____
 - (1) If $K > E$ then $L = J \times 0.25$
 - (2) If $K \leq E$ then $L = G \times 0.25$
- M. Reforestation for clearing below the Conservation threshold M = _____
 - (1) If $F > E$ and $K \leq E$ then $M = 2.0 \times (E - K)$
 - (2) If $F \leq E$ then $M = 2.0 \times J$
- N. Credit for retention above the Conservation threshold N = _____
 If $K > E$ then $N = K - E$; otherwise $N = 0$
- P. Total reforestation required ($P = L + M - N$) P = _____
- Q. Total afforestation required Q = _____
 If $F < D$ then $Q = D - F$
- R. Total planting requirement ($R = P + Q$) R = _____

NOTE: Use "0" for all negative numbers that result from the calculations.