

MINOR SITE PLAN CHECKLIST

FILE #: _____ MAP#: _____ BLOCK/GRID#: _____
PARCEL# _____ LOT#: _____ ZONING: _____ CRITICAL AREA: _____

APPLICATION

- _____ Application has been correctly completed and is consistent with plat
- _____ All submitted information has been stamped and dated "received"
- _____ Correct fee has been submitted
- _____ Project has been forwarded to Town if within 1 mile radius
- _____ Required number of copies of proposal have been submitted for the appropriate agencies for review
- _____ Copy of letter with offer to meet has been sent to the local VFD (§18:1-148.D)
- _____ Copy(s) of property deed(s), covenants, right-of-ways, and easement agreements have been submitted (any question on deed information should be discussed with PC Attorney)
- _____ APFO study or exemption has been completed and approved if necessary
- _____ Proof of notification to adjacent property owners and Fire/EMS
- _____ Letter from power company indicating service is available and will be provided
- _____ Letter from telephone company indicating service is available and will be provided
- _____ Any legal documents, sureties and/or fees-in-lieu required or proposed are provided

PLAT INFORMATION

- _____ Map, Block, Parcel, Lot Number(s), Election District, & Name of development in Title Block
- _____ Legible Scale of not less than 1" = 100'
- _____ North Arrow with plat oriented north
- _____ Location map indicating location of project in relation to municipal boundaries and State or County roads
- _____ Name and address of all engineers & surveyors responsible for site plan
- _____ Name & address of property owner, developer, applicant, contract purchaser, etc.
- _____ Signature & seal of licensed professional provided with date
- _____ A blow-up area of any metes/bounds descriptions that are very small for GIS department /review
- _____ An aerial of the property from GIS and/or Google Maps
- _____ Revision block provided & completed with dates & descriptions
- _____ Purpose and Intent Statement

- _____ A Legend is provided either on the front page for all symbols or each page as necessary
- _____ Prior action(s) with date(s) & decision/conditions listed on plan
- _____ Current zoning district, ownership and use of subject and each adjacent property is indicated
- _____ Existing & proposed structures & other improvements are depicted on plan with sq. footage
- _____ The use of each existing & proposed building/structure is identified on the plan
- _____ Location of outside refuse collection area & type of enclosure/screening are depicted & labeled
- _____ Location & size of any existing/proposed exterior storage & display area of retail/wholesale merchandise
- _____ If multi-family or apartment complex is proposed, the location & configuration of buildings, common areas, open space and utility easements and stormwater areas are shown on the plan
- _____ Location & size of stormwater management facilities and/or drainage ways have been shown & described
- _____ Existing & proposed wells and septic areas have been graphically depicted
- _____ Existing water main/sewer hookups have been graphically depicted
- _____ Sanitary sewer district serving project is indicated
- _____ A note is on plan indicating the methods of water & sewer service intended for the site
- _____ Location, size, height and description of use of any utility poles, fences and retaining walls
- _____ Conservation Lands Map has been checked for MALPF, MET and other easements or restrictions
- _____ If MALPF, the Coordinator has been notified and all proper paperwork has been completed
- _____ Inclusionary Housing has been addressed, if applicable, Section 18:1-108
- _____ In Planned Residential Development, location & area of each lot or building site is indicated

CRITICAL AREA

- _____ Critical Area boundaries are delineated/acreage has been indicated/designation provided
- _____ Critical Area project application and Environmental Assessment Report are provided
- _____ Critical Area Forest Conservation requirements have been addressed
- _____ Location of shore buffer: Buffer Exempt Area, 100' Buffer and/or 300' Buffer

NATURAL RESOURCE INFORMATION ON THE PLAN

- _____ Indicate if natural resources were field located with date or scaled from maps
- _____ If applicable, location, limits and FIRM# of 100 year Floodplain
- _____ Facilities for shoreline protection are indicated, if applicable

- _____ Soil mapping units have been provided with delineations
- _____ If applicable, location of steep slopes and/or erosion hazard areas
- _____ If applicable, location of streams (intermittent and perennial) and their associated buffers
- _____ If applicable, location of wetlands (tidal and non-tidal) and their associated buffers
- _____ If applicable, location of woodland/forest
- _____ Woodland protection has been addressed, Section 18:1-66
- _____ For projects occurring on upland property 40,000 sq. ft. in size or larger: Information required as per 18:2 Forest Conservation Act and the 2004 Queen Anne's County Forest Conservation Manual (Worksheet, Forest Stand Delineation, Forest Conservation Plan, Cost Estimate, 2-Year Maintenance Agreement, Long-Term Protective Agreement, if required)
- _____ Approximate location of all isolated trees with diameter 6" or more and all tree masses
- _____ If applicable, location of habitat of threatened and endangered species and buffer if required
- _____ Area in buffers indicated
- _____ Resource protection chart with percentages is provided
- _____ Location and aerial extent of all hydric soils and soils with hydric properties
- _____ A wetlands determination shall be made when ANY of the three following indicators are present on a lot proposed for development: hydric soils, a water source, hydrophytic vegetation
- _____ If wetlands are impacted by this project, an Army Corp of Engineers permit been issued and submitted
- _____ Natural Resources / CA Checklist has been checked

SITE DESCRIPTION, CAPACITY, BULK & DENSITY REQUIREMENTS

- _____ Metes, bounds, course and distance description of property lines
- _____ Easements delineated and labeled, including off-site easements that affect the site with the record owner of the easement, and a description of the facility(s) located or to be located in the easement
- _____ Base Site Area & Gross Site Area indicated
- _____ Maximum Floor Area Allowed/Existing & Proposed Floor Area
- _____ Maximum Impervious Area Allowed/Existing & Proposed Impervious Area
- _____ Maximum building height permitted and proposed (existing building height if applicable)
- _____ All required setbacks/building restriction lines have been shown (front, side, rear, right-of-way)
- _____ Contours provided at 2-foot intervals extending at least 50' in each direction off site, with existing and proposed contour lines differentiated from each other
- _____ Net buildable area allowed & proposed, if applicable

_____ Minimum Required Open Space Area /Proposed Open Space Area, if applicable

ROAD ACCESS/PARKING/CIRCULATION

_____ Minimum required road frontage has been indicated

_____ Parking calculations have been shown with specific Section noted

_____ Parking spaces have been graphically depicted and numbered

_____ Pavement type and method of parking stall demarcation have been indicated

_____ Location and size of parking lot, interior roads, walkways, and loading areas

_____ Parking space measurements have been indicated

_____ Loading requirements and calculations indicated with minimum 250 sq ft for each space

_____ Any reduced parking space lengths are indicated and dimensioned

_____ Right-of-ways & turn lanes shown, labeled and widths provided with any proposed widening/re-striping

_____ Curb cuts are depicted on the plan for ingress and egress to/from streets

_____ Location and size of traffic Islands and medians indicated

_____ Location and dimensions of any new roads, easements/dedications, with deeds/covenants (if required)

_____ Location & dimension of curbing on site

_____ Existing entrances on the same side and opposite side of any street adjacent to the site

_____ Location and size of driving aisles & medians on site have been depicted

_____ Location & size of outdoor vehicular and equip storage areas with location & description of screening

_____ Existing & proposed traffic control measures have been depicted & labeled

LANDSCAPING

_____ Minimum required landscape area & existing and/or proposed landscape surface area calculations are provided

_____ On-site landscaping calculations are shown and proper plant unit(s) chosen

_____ Parking lot landscaping calculations are shown and proper plant unit(s) chosen

_____ Street buffer calculations are shown and proper plant unit(s) chosen

_____ Zoning district boundary buffer calculations are shown and proper plant unit(s) chosen

_____ Landscape islands are at least 6' wide and no less than the length of the adjacent parking space

- _____ Landscape schedule includes size, species, plant types & quantities
- _____ Protective devices are shown to protect landscape planting (both existing & proposed)
- _____ Landscape estimate(s) and sureties are provided

BIKE / PEDESTRIAN

- _____ Pedestrian circulation/safety addressed
- _____ Walkways/sidewalks depicted on plan
- _____ Pedestrian signage/traffic controls, if applicable

SIGNAGE

- _____ Color rendering/photograph has been submitted of any existing signage
- _____ Location of existing and/or proposed signage with setback from property line indicated
- _____ Sign lighting has been addressed
- _____ Architectural base or landscaping is proposed
- _____ Permitted number and maximum signage area of freestanding sign(s) calculations provided
- _____ Permitted number and maximum signage area of wall (façade) calculations provided
- _____ Height of sign(s) has been indicated
- _____ Are there any existing nonconforming signs on site?
- _____ Any existing billboards must be labeled as “to be removed”

LIGHTING

- _____ Maximum height permitted and height proposed indicated based on cutoff angle indicated
- _____ Spillover onto adjacent properties is not in excess of 0.25 foot-candles
- _____ No flashing or flickering lights are proposed
- _____ No lights are proposed in buffer yard areas except if lighting a pedestrian walkway
- _____ Cut sheets of light(s) proposed have been provided
- _____ Lighting study & plan has been provided
- _____ Is there adequate lighting to ensure security for publicly used places?

NONCONFORMITIES

Does a nonconformity exist? _____

What is required remedy? _____

What does agent propose? _____

Specific instructions from P&Z? _____

REQUIRED CERTIFICATES/SIGNATURE BLOCKS ON THE PLAN

- _____ Fire Marshall Certificate – signed, typed name of official & dated
- _____ Dept. of Public Works Certificate -- signed, typed name of official & dated
- _____ Soil Conservation Service
- _____ P&Z Department Certificate – signed, typed name of official & dated
- _____ Dept. of Environmental Health Certificate – signed, typed name of official & dated (if necessary)
- _____ Planning Commission Certificate (if necessary)
- ****
- _____ Once approved, 4 paper copies and a CAD drawing on disc if property lines have been modified