

# Concept 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@qac.org](mailto:devrev@qac.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: \_\_\_\_\_

Min. Required Landscape Area: \_\_\_\_\_ Proposed Landscape Area: \_\_\_\_\_

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

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

Proposed Number of Commercial Apartments: \_\_\_\_\_ Proposed Number of Multi-family Units: \_\_\_\_\_

Type(s) of Multi-family Units (circle): Townhome / Apartment / Condominium / Duplex / Triplex / Multiplex / Other

## Owner/Applicant/Agent:

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

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

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

E-Mail Address: \_\_\_\_\_

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

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

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

E-Mail Address: \_\_\_\_\_

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

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

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

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

E-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 there 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](http://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](http://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):

- | 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"/> |

### Review Fees:

\$ \_\_\_\_\_ Department of Planning & Zoning Fee\*

Concept Plan (non-residential): \$1000 base fee + \$0.05 per sq. ft. proposed floor area

Concept Plan (mixed use/multi-family): \$1000 base fee + \$50 per lot/unit fee + \$0.05 per sq. ft. proposed floor area

\$ \_\_\_\_\_ Department of Public Works Fee\*:

Concept Plan (non-residential): \$250 base fee + \$0.02 per sq. ft. proposed floor area

Concept Plan (mixed use/multi-family): \$250 base fee + \$25 per lot/unit fee + \$0.02 per sq. ft. proposed floor area

\$ \_\_\_\_\_ TOTAL REVIEW FEE FOR PROJECT

\* The Director of Planning & Zoning and/or Public Works may reduce fees that are determined to be duplicative or in excess of the cost to provide the Department(s) review services. (Payment by check written to Queen Anne's County)

**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

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  
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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

Queen Anne's County Department of Planning and Zoning  
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Telephone: 410-758-1255 Fax: 410-758-2509  
E-Mail: Devrev@qac.org



**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  
     If  $F > E$  then  $G = F - E$ ; otherwise  $G = 0$  G = \_\_\_\_\_

## Break Even Point

- H. Amount of forest that must be retained so that no mitigation is required  
     (1) If  $G > 0$  then  $H = (0.2 \times G) + E$   
     (2) If  $G = 0$  then  $H = F$  H = \_\_\_\_\_  
 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  
     (1) If  $K > E$  then  $L = J \times 0.25$   
     (2) If  $K \leq E$  then  $L = G \times 0.25$  L = \_\_\_\_\_  
 M. Reforestation for clearing below the Conservation threshold  
     (1) If  $F > E$  and  $K \leq E$  then  $M = 2.0 \times (E - K)$   
     (2) If  $F \leq E$  then  $M = 2.0 \times J$  M = \_\_\_\_\_  
 N. Credit for retention above the Conservation threshold  
     If  $K > E$  then  $N = K - E$ ; otherwise  $N = 0$  N = \_\_\_\_\_  
 P. Total reforestation required ( $P = L + M - N$ ) P = \_\_\_\_\_  
 Q. Total afforestation required  
     If  $F < D$  then  $Q = D - F$  Q = \_\_\_\_\_  
 R. Total planting requirement ( $R = P + Q$ ) R = \_\_\_\_\_

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