

SITE DEVELOPMENT PLAN CHECKLIST

Project Name: _____
Site Plan No.: _____

REVIEW CRITERIA

Plans: A site development plan (signed and sealed) shall be on a 24" x 36" sheet at a scale that is no smaller than 1" = 40' and shall contain all information required by the Office of Planning and Zoning. The information ordinarily shall include:

- _____ (1) a title block, including subdivision name, type of subdivision, scale, date, tax map, block, parcel, assessment district, county, state
- _____ (2) a vicinity map no smaller than 4" x 4" at a scale of 1" = 2000',
- _____ (3) a boundary line survey using the County coordinate system;
- _____ (4) a north arrow;
- _____ (5) a scale;
- _____ (6) a legend;
- _____ (7) the gross area of the lot in acreage and square feet;
- _____ (8) the zoning of the lot; (show division lines and identify acreage of each zoning classification)
- _____ (9) the lot boundary;
- _____ (10) the setbacks required by Article 18 of this Code;
- _____ (11) a field run or aerial topography of existing conditions; (statement on plans)
- _____ (12) three coordinate "tics" shown at multiples of 250';
- _____ (13) the location and size of all existing and proposed easements with a label explaining the purpose;
- _____ (14) the location, rights-of-way widths, paving widths, and names of all existing improved and unimproved roads;
- _____ (15) the location, size and type of open area;
- _____ (16) the location of slopes by categories of 15 – 25% and greater than 25% and associated buffers; the location of a 100-year floodplain, including FEMA

floodplain; the location of coastal floodplain and coastal high hazard areas; and the location of other natural features; (including all applicable buffers);

- ____(17) the location of all historic resources, archaeological sites, and cemeteries;
- ____(18) the location of proposed stormwater management devices;
- ____(19) the location of existing and proposed structures, driveways, sewers, water lines, and storm drains on the lot, and a note if they are to be removed;
- ____(20) the location of each structure and driveway within 100 feet of the lot;
- ____(21) a 100-foot adjacent peripheral strip, showing existing topography;
- ____(22) the critical area boundary and classifications and a tabulation of acreage by critical area classification (LDA, RCA, or IDA);
- ____(23) the location of private onsite water and sewerage facilities; perc test results and approved Health Department site plan;
- ____(24) tabulations of the gross area of the lot, floodplain, open area, rights-of-way and widening areas, wetlands, and limit of disturbance;
- ____(25) the proposed use and height of each structure on the lot (uses as described in Article 18 for all existing and proposed structures);
- ____(26) a detailed computation of:
 - (i) floor area for each structure;
 - (ii) coverage by structures;
 - (iii) number of parking spaces; and
 - (iv) number and size of dwelling units by type;
- ____(27) the location of parking and truck loading areas, with the location of all access and egress drives;
- ____(28) the location of all buffers required by Article 17 of the Anne Arundel County Code;
- ____(29) the location of outdoor storage;
- ____(30) the location and type of recreational facilities;
- ____(31) the location, design, and type of lighting facilities;

- ____(32) mean high and mean low water lines;
- ____(33) the location, size, and type of signs, method of illumination, and a scaled drawing that shows dimensions, height, and all structural and architectural supports or backgrounds;
- ____(34) the location of existing and proposed piers, launching ramps, and shore erosion control measures, and existing deterrents or aids to navigation;
- ____(35) the dimensions and material for piers, pilings, and shore erosion control measures;
- ____(36) the location and dimensions of areas to be dredged, including present and proposed depths, and the volume of dredge spoil to be removed, the type of material, and the location and dimensions of each disposal area;
- ____(37) the location and dimension of boat slips, fuel docks, gasoline storage tanks, maritime storage areas, and maintenance and repair facilities; and
- ____(38) the location and capacity of launching ramps, marine railways, travel lifts, hoists, water lifts, and other similar facilities for the launching and removal of watercraft.
- ____(39) Adjacent property information including names, addresses, tax account numbers, deed reference and zoning.
- ____(40) Soil classifications mapped
- ____(41) Building restriction lines to be shown graphically and dimensioned

Attachments: A site development plan shall be accompanied by all information required by the Office of Planning and Zoning, including to the extent applicable: **Note:** Duplicate attachments not required if provided as part of the grading permit submittal package. Appropriate Internet Checklists must be provided with each set of plans and computations.

- ____(1) a final infrastructure construction plan, including a stormwater management plan (prepared per the Stormwater Management Practices and Procedures Manual) (in accordance with Article 16 of this Code, a storm drain plan, a water and sewer plan, and road plans (all containing plans and profiles; signed and sealed);
- ____(2) a final landscape plan (signed and sealed);
- ____(3) a grading and sediment plan (signed and sealed) as provided in Article 16 of the Anne Arundel County Code;
- ____(4) a forest stand delineation and forest conservation plan and report
- ____(5) a bog protection plan for a bog protection area;
- ____(6) maps of existing and proposed drainage areas at a scale of 1" = 100' for a lot less than 25 acres and 1" = 200' for a lot greater than 25 acres.

- ____(7) a traffic impact study;
- ____(8) a forestation agreement and all other deeds, easements, rights-of-way, agreements, and other documents as required by this Article 17;
- ____(9) in the critical area;
 - (i) a sediment control plan for all forest or woodland disturbance of 5,000 square feet or more;
 - (ii) a buffer management plan for any disturbance in the 100-foot buffer and expanded buffer;
 - (iii) a critical area report and habitat assessment, and
 - (iv) all computations and data necessary to determine if the 10% pollutant reduction requirements of Article 21, § 3-205(b) of this Code are met;
- ____(10) for commercial or manufacturing uses;
 - (i) special uses proposed;
 - (ii) the number of employees for which a building is designed;
 - (iii) the type of power to be used for any manufacturing process;
 - (iv) the type of waste or by-product to be produced by a manufacturing process; and
 - (v) the proposed method of disposal of wastes or by-products from a manufacturing process;
- ____(11) for water-dependent uses, information showing that:
 - (i) the proposed use will not significantly alter existing water circulation patterns or salinity regimes;
 - (ii) the body of water upon which the use is proposed has adequate flushing characteristics in the area;
 - (iii) disturbance to wetlands, submerged aquatic plant beds, or other important aquatic habitats will be minimized;
 - (iv) adverse impacts to water quality, such as nonpoint source runoff, sewage runoff from land or vessels, or discharge from boat cleaning and maintenance operations, is minimized;
 - (v) shellfish beds will not be disturbed or made subject to a discharge that would render them unsuitable for harvesting;
 - (vi) impacts caused by dredging will be minimized;
 - (vii) dredged spoil will be located outside the buffer or a habitat protection area unless necessary for shore erosion or beach nourishment projects; and
 - (viii) interference with natural transport of sand will be minimized; and
- ____(12) information that demonstrates compliance with the Glen Burnie Town Center Plan, the Odenton Town Center Master Plan, or any other applicable plan or law.

- ____(13) evidence that a community meeting was held and a summary of comments received.(in accordance with Article 17, Section 2-107 of the Anne Arundel County Code)
- ____(14) evidence that a copy of the summary of comments was mailed to each participant at the pre-submission community meeting, to all lot owners within 175' of the property to be subdivided , and to the County Councilmember of the Councilmanic District where the property is located and, if the property abuts another Councilmanic District, to that County Councilmember
- ____(15) a floodplain study (detailed per Stormwater Management Manual)
- ____(16) Environmental Features Plan
- ____(17) EDU calculation worksheet
- ____(18) SWAMP analysis worksheet
- ____(19) Title references and history traced back from July 1, 1952 to present date. Include a cover sheet outlining history of the property and provide all copies of current deeds (identify parcel numbers on all deeds) any recorded plats and any deeds not covered by plans.

Owner/Agent

Date