

## 18-16-201 APPLICATIONS and SITE PLAN CHECKLIST

(a) **Generally.** A person having a financial, contractual, or proprietary interest in property to be affected may file an application, accompanied by an administrative site plan, with the Office of Planning and Zoning on a form supplied by the Office. A separate application is required for each request. The Office of Planning and Zoning may not accept an application for filing if it fails to conform with the requirements of this title.

(b) **Pre-filing meeting required.** Before filing an application for a variance, special exception, or to change a zoning district, to change or remove a critical area classification, or for a variance in the critical area or a bog protection area, an applicant shall meet with the Office of Planning and Zoning to review a pre-file concept plan or an administrative site plan. For single lot properties the owner shall prepare a simple site plan as a basis for determining what can be done under the provisions of this Code to avoid the need for a variance.

(c) **Contents of a pre-file plan.** A pre-file plan shall include:

- \_\_\_\_\_ (1) the outline of the property and topography with steep slopes and buffers delineated with scale and north arrow which requirement may be satisfied by a County GIS with tax map boundary overlay;
- \_\_\_\_\_ (2) zoning boundaries;
- \_\_\_\_\_ (3) critical area and bog protection areas;
- \_\_\_\_\_ (4) existing and proposed structures and uses;
- \_\_\_\_\_ (5) setbacks and parking;
- \_\_\_\_\_ (6) access and interior road circulation;
- \_\_\_\_\_ (7) conceptual utilities and drainage structures;
- \_\_\_\_\_ (8) forested areas and mean high water lines;
- \_\_\_\_\_ (9) all natural features and required buffers; and
- \_\_\_\_\_ (10) a vicinity map.

(d) **Contents of administrative site plan.** An administrative site plan shall include:

- \_\_\_\_\_ (1) the outline of the property with scale and north arrow;
- \_\_\_\_\_ (2) zoning boundaries and, where the boundary abuts a public right-of-way, the boundary shall be shown to the center line of the right-of-way;
- \_\_\_\_\_ (3) critical area and bog protection areas;
- \_\_\_\_\_ (4) existing and proposed structures and uses;
- \_\_\_\_\_ (5) setbacks, parking, and landscaping in accordance with requirements of the Landscape Manual;
- \_\_\_\_\_ (6) access and interior road circulation;
- \_\_\_\_\_ (7) utilities and drainage structures;
- \_\_\_\_\_ (8) easements of record;
- \_\_\_\_\_ (9) forested areas and mean high water lines;
- \_\_\_\_\_ (10) natural features;
- \_\_\_\_\_ (11) for sites in the critical area, field run topography at two-foot intervals if the site has slopes of 15% or more;
- \_\_\_\_\_ (12) for sites not in the critical area, field run topography at two-foot intervals if the site has slopes of 25% or more;
- \_\_\_\_\_ (13) a vicinity map;
- \_\_\_\_\_ (14) for any development impacting environmentally sensitive areas, and all new single-family dwellings, all information contained in the current County preliminary plan checklist or other relevant information specified by the Planning and Zoning Officer; and
- \_\_\_\_\_ (15) for any development impacting environmentally sensitive areas or disturbing 5,000 square feet or more, and all new single-family dwellings, a stormwater management plan that satisfies requirements of the County Procedures Manual.