

Harford County, Maryland

SUBDIVISION REGULATIONS



Chapter 268 of the Harford County Code, as amended

Effective December 22, 2008
Amended thru December 26, 2014

DEPARTMENT OF PLANNING AND ZONING
Harford County, Maryland

**SUBDIVISION REGULATIONS
AMENDMENT INFORMATION:**

<u>Bill Number</u>	<u>effective date</u>
09-32	1/22/10
11-06	5/23/11
11-13	6/27/11
12-50	12/31/12
13-37AA	1/21/14
14-26AA	8/25/14
14-33AA	12/26/14

- (13) Extension of preliminary plan. A written request for an extension of a preliminary plan must be filed with the Department of Planning and Zoning at least 60 calendar days before the date on which the plan's previous approval will expire. A one-time, 2-year extension of the preliminary plan may be granted by the Director of Planning subject to the following conditions:
 - (a) The subdivider has executed an agreement with the County for off-site and/or on-site facilities improvements beyond the required, standard on-site roads and utilities agreements, and
 - (b) A performance bond for the additional/agreed to facilities improvements has been posted by the subdivider, or
 - (c) Findings of adequate public facilities based on the standards set in §267-126 (Adequate Public Facilities) of the Harford County Zoning Code, As Amended, have been established.
- (14) Upon expiration of any preliminary plan approval, any remaining unrecorded lots on any portion of the area covered by the preliminary plan shall be deemed null and void and shall meet the requirements established in the Zoning Code prior to again obtaining preliminary approval.
- (15) Phasing for preliminary plans. For any development exceeding 200 lots or units, a phasing schedule shall be submitted by the subdivider. Such phasing schedule shall be incorporated in the preliminary plan approval.
- (16) Waiver of site plan application. The Director of Planning may waive the requirement for site plan approval where there is a change in use or occupancy and no extensive construction or improvement is proposed. The waiver may be granted only upon a determination by the Director of Planning that the use will not affect existing drainage, circulation, relationship of buildings to each other, landscaping, buffering, lighting and other considerations of site plan approval, and the existing facilities do not require upgraded or additional site improvements. The application for a waiver of site plan shall include a discussion of the prior use of the site, the proposed use and its impact.
- (17) Preliminary and site plans are subject to §267-102 (Approved Preliminary and Site Plans) of the Harford County Zoning Code, as amended.

§ 268-20. Community Input Meetings. [Amended by Bill 14-26 as amended and Bill 14-33 as amended]

- A. Prior to submission of a concept plan, preliminary plan or site plan, for any developments generating 250 or more trips per day, as determined by the most recent version of the I.T.E. Trip Generation Manual, or determined to be a nontransient noncommunity water system, the developer shall hold a community meeting.
- B. The community meeting shall be held near the site of the proposed development, preferably in a public or institutional building with adequate parking. The meeting shall be scheduled to start between 6:00 p.m. and 8:00 p.m. on a weekday evening, or scheduled between 9:00 a.m. and 5:00 p.m. on a Saturday. The meeting shall not be scheduled within 5 calendar days before or after a Federal holiday.

- C. At least 2 weeks prior to the community meeting, the developer shall ensure that notice of the date, time and location of the community meeting, as well as information about the type of subdivision, including the proposed number of units, has been provided to the following:
 - (1) All adjoining property owners identified in the records of the State Department of Assessment and Taxation, by first class mail;
 - (2) The Department of Planning and Zoning, which will post the meeting notice on the Department's website; and
 - (3) The County Council.
- D. At least 2 weeks prior to the community meeting, the developer shall ensure that the property that is the subject of the proposed development is posted with a notice, obtained from the Department of Planning and Zoning, stating the date, time and location of the community meeting. The notice shall briefly describe the proposed development, specifying the type of subdivision and number of proposed units, and include the Department's website address. The notice shall be on a sign measuring at least 2 feet by 3 feet. The Department of Planning and Zoning may assess a fee, not to exceed the cost of materials and labor for printing and posting, to the applicant. The notice shall be conspicuously placed on the property, near the right-of-way line of each public road that the property has frontage on, at such location that the notice shall be visible, if possible, from each public road on which the property fronts. Following the posting, the developer shall use reasonable efforts to maintain the notice in a condition visible to the public until the date of the community meeting.
- E. At least 2 weeks prior to the community meeting, the developer shall ensure that notice of the community meeting is published once a week for 2 consecutive weeks, in at least 2 newspapers generally circulated in Harford County.
- F. The purpose of the community meeting is for the developer to provide information to the community regarding the proposed development and to allow citizens to ask questions and to make comments and suggestions.
- G. At the community meeting, the developer shall present draft plans for the site layout.
- H. The developer shall ensure that a certification of mailed meeting notices and a certification of the newspaper advertisements are included with the preliminary plan or site plan when the plan is submitted to the County.
- I. Within 45 calendar days of the community meeting, the developer shall submit a list of attendees, a transcript prepared by a Court Reporter of the community meeting, and the developer's response to the County Council and to the Department.
- J. If the developer does not submit a concept plan, preliminary plan or site plan to the Department within 1 year of the community meeting, or if the plan submitted is substantially different from the plan presented at the community meeting, another community meeting and notification, as specified under this section, shall be required.