



Harford County Department of Planning and Zoning  
Development Review

# MINOR PRELIMINARY PLAN APPLICATION

**NO SUMITTALS WILL BE ACCEPTED AFTER 4:30 P.M.**

## SITE DESCRIPTION

**Project/Subdivision Name:** \_\_\_\_\_ **Plan Alias:** \_\_\_\_\_

\_\_\_\_\_  
(Tax Map No.)      (Grid No.)      (Parcel No.)      (Lot No.)      (Plat #)      (Zoning District)      (AG Pres.)

\_\_\_\_\_  
(Tax IDs)

\_\_\_\_\_  
(Street Address and/or Road Name)      (Residential/Commercial/Industrial)      (Conventional/Special Development)  
(specify)

\_\_\_\_\_  
(BOA #)      (No. of Lots)      (No. of Units)      (No. of Acres)      (Public or Private Water)      (Public or Private Sewerage)

\_\_\_\_\_  
(Elementary School)

\_\_\_\_\_  
(Middle School)

\_\_\_\_\_  
(High School)

## APPLICANT/CONSULTANT INFORMATION

### OWNER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail)

\_\_\_\_\_  
(Contact Person)

### DEVELOPER/CONTRACT PURCHASER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail)

\_\_\_\_\_  
(Contact Person)

### SURVEYOR/ENGINEER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail)

\_\_\_\_\_  
(Contact Person)

## PLAN APPLICATION REQUIREMENTS

*Submission of application for subdivision plans will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plan for processing. Plan submission applications found to be incomplete will be rejected prior to entering the County's subdivision plan processing system.*

*Please be advised that all plan applications submissions are accepted by appointment only if submitting 3 or more projects. All plan submission appointments must be scheduled with the Subdivision Review Section at 410-638-3103 ext. 1380.*

### LEGEND

P Provided NA Not Applicable  
X Not Provided, Justification Attached.

### Submittal Requirements

- \_\_\_\_\_ Preliminary Plans (7 copies on County Road – 10 copies on State Road)
- \_\_\_\_\_ Landscaping/Lighting Plan/Buffer Plan (5 copies & checklist)
- \_\_\_\_\_ Declaration of Intent (DOI)
- \_\_\_\_\_ Forest Conservation Plan (FCP) (3 copies & checklist)  
    Forest Stand Delineation (FSD) submitted on \_\_\_\_\_.
- \_\_\_\_\_ Other Documents (TDR's waivers, Ag preservation information, etc.)
- \_\_\_\_\_ Appropriate fees

### Checklist

- \_\_\_\_\_ Proposed subdivision name
- \_\_\_\_\_ Owner name and address.
- \_\_\_\_\_ Subdivider or developer name and address.
- \_\_\_\_\_ Surveyor and/or Engineer name and address.
- \_\_\_\_\_ Election district.
- \_\_\_\_\_ Location map including sketch of nearby subdivisions.
- \_\_\_\_\_ Tax map number, parcel(s) number and lot(s) number
- \_\_\_\_\_ Deed reference.
- \_\_\_\_\_ Scale of 1" = 50' or 1" = 100' or as approved by P & Z.
- \_\_\_\_\_ North arrow and date of drawing.
- \_\_\_\_\_ Acreage of tract – total and net.
- \_\_\_\_\_ Matchlines used for subdivision of two plats.
- \_\_\_\_\_ Revision note.
- \_\_\_\_\_ Boundary lines of subdivision indicated in heavy outline.
- \_\_\_\_\_ Present zoning of tract and adjoining properties.
- \_\_\_\_\_ Corporation lines.
- \_\_\_\_\_ Adjacent property owners or subdivisions labeled.

### Physical and Environmental Conditions

- \_\_\_\_\_ Contour lines at 5-foot intervals.
- \_\_\_\_\_ Water courses – perennial and intermittent streams, tidal waters on or adjacent to site.
- \_\_\_\_\_ Existing building locations.

- \_\_\_\_\_ Parks and other public spaces.
- \_\_\_\_\_ Bridges and existing drainage systems (culverts, inlets, etc.)
- \_\_\_\_\_ Proposed open space – passive and/or active: where and what facilities.
- \_\_\_\_\_ Limits of the Harford County Chesapeake Bay Critical Area Overlay District including any required buffers.
  - \***Total acreage of tract in Critical Area** \_\_\_\_\_
  - Acreage of IDA \_\_\_\_\_
  - Acreage of LDA \_\_\_\_\_
  - Acreage of RCA \_\_\_\_\_
- \_\_\_\_\_ Floodplain shown.
  - \***Acreage of Floodplain** \_\_\_\_\_
  - Floodplain study provided \_\_\_\_\_
  - FEMA panel and district \_\_\_\_\_
- \_\_\_\_\_ Natural Resource District boundary lines and any required buffer areas.
  - \***Acreage** \_\_\_\_\_ +/-
- \_\_\_\_\_ Tidal wetland boundaries and any required buffers.
- \_\_\_\_\_ Non-tidal wetlands located on or adjacent to the site (identified by existence of predominantly hydric soils or obligate, facultative wet hydrophytic vegetation).
- \_\_\_\_\_ Steep slopes between 15% and 25% designated.
- \_\_\_\_\_ Steep slopes greater than 25% designated.
- \_\_\_\_\_ Soils present on-site including identification of the location of soils with development constraints (highly erodible soils, soils with severe septic limitations, etc.)
- \_\_\_\_\_ Vegetative cover (particularly location of forested areas on and adjacent to the site) and location of significant individual trees.
- \_\_\_\_\_ Areas which are located on or adjacent to sites that have been identified as containing plant and wildlife habitat or State or County importance. Such areas would be included the following:
  - Habitats of State-designated, threatened or endangered species and species in need of conservation.
  - State-designated natural heritage areas.
  - Anadromous fish spawning and nursery areas.
  - Submerged aquatic vegetation beds.
  - Other areas identified by State and Federal agencies as important plant or wildlife habitat areas.
- \_\_\_\_\_ Extent of forest cover (in acres) to be removed and any areas to be reforested.
- \_\_\_\_\_ Areas of significant/special natural features to be left undisturbed, including, but not limited to, features such as water bodies, tidal and non-tidal wetlands, forested areas to be retained, and plant and wildlife habitat identified as State or County importance.
- \_\_\_\_\_ \*Forest Conservation Plans which include information concerning the delineation of tree species, composition in forested areas, including the average DBH of canopy trees and description of the understory and ground cover, forested areas to be retained to address clearing restrictions in the Critical Area and to preserve significant plant and wildlife habitat and to maintain wildlife Corridors, and proposed measures for afforestation, if needed.
- \_\_\_\_\_ Layout, number of blocks, lots, typical dimension and areas of proposed lots.
- \_\_\_\_\_ Proposed building setback lines with dimensions from the street rights-of-way.
- \_\_\_\_\_ Proposed uses of property.
- \_\_\_\_\_ The location and dimensions of all property proposed to be set aside for public or private reservation, designating the proposed thereof.
- \_\_\_\_\_ Location of all proposed monuments.
- \_\_\_\_\_ Other than single family dwellings, approximate location and shape of each multi-family residential structure.
- \_\_\_\_\_ Type of residential units with number in each building.
- \_\_\_\_\_ Total number of residential units with subtotal of each type.
- \_\_\_\_\_ Gross and net residential acreage.
- \_\_\_\_\_ Type of development specified (Conventional, COS, PRD, COP, Mixed Use)
- \_\_\_\_\_ Board of Appeals Case Number.

- \_\_\_\_\_ Phasing of development.
- \_\_\_\_\_ Bill 76-111 Requirements
  - \_\_\_\_\_ Total acreage as of February 8, 1977.
  - \_\_\_\_\_ Lot number.
  - \_\_\_\_\_ Panhandle lots.
  - \_\_\_\_\_ Family conveyance (name and relationship).
  - \_\_\_\_\_ Outline of total tract on vicinity map.
  - \_\_\_\_\_ Lot created after February 8, 1977.
  - \_\_\_\_\_ Lots associated with Transfer of Development Rights (TDR).
- \_\_\_\_\_ Density of residential development.
- \_\_\_\_\_ Area (in acres) of: building roofs, parking lots, streets or roads, sidewalks, patios, other impervious surfaces.
- \_\_\_\_\_ Transfer of Development Rights Documentation.

### **Utilities, Water and Sewage Facilities**

- \_\_\_\_\_ Railroads and utility rights-of-way.
- \_\_\_\_\_ Public utilities (transmission towers, pipelines, water, storm drains, gas, power, and telephone lines) and related easements.
- \_\_\_\_\_ Tentative location of fire hydrants, valves, water lines, sewer lines, and pump stations, etc.
- \_\_\_\_\_ Note stating final location for fire hydrants, valves, water lines, sewer lines, pump stations, etc. shall be determined during construction drawings.
- \_\_\_\_\_ Proposed location for wells and 100 foot radius around well.
- \_\_\_\_\_ Location of septic reserve and well on adjacent lots.
- \_\_\_\_\_ PERC test locations.
- \_\_\_\_\_ Proposed sewage disposal system.
- \_\_\_\_\_ Location of stormwater management facilities and proposed methods of stormwater management, including calculations to verify compliance with pollutant loading standards.
- \_\_\_\_\_ Conceptual grading plan including approximate limits to areas of disturbance and areas of significant cut and fill.
- \_\_\_\_\_ Location and delineation of Water Source District.

### **Streets, Roads and Parking**

- \_\_\_\_\_ Location, name, width of pavement and rights-of-way, all existing streets adjoining subdivision or intersection street that bounds it.
- \_\_\_\_\_ Private roads so marked.
- \_\_\_\_\_ Radii shown on all horizontal curves.
- \_\_\_\_\_ Delineation of the road improvement rights-of-way, all existing streets adjoining subdivision or intersection street that bounds it.
- \_\_\_\_\_ Layout widths and names of proposed street, widths of alleys, cross walkways and easement reservations.
- \_\_\_\_\_ Location, width and delineation of all sidewalks, pedestrian linkages and transit stops.
- \_\_\_\_\_ Tentative profiles of street centerlines as required by DPW.
- \_\_\_\_\_ Length of any cul-de-sac or panhandle.
- \_\_\_\_\_ Vertical and horizontal sight distances recorded at intersection with County roadways.
- \_\_\_\_\_ Proposed grades indicated on all roads.
- \_\_\_\_\_ Modification to property entrance (roadway widening, acceleration and deceleration lanes).
- \_\_\_\_\_ Number of parking spaces in each off-street parking area with total.
- \_\_\_\_\_ Proposed and existing driveway.

\* Indicates information required solely for development within the Critical Area.

Should you have any questions, please contact the Development Review Section of the Department of Planning and Zoning at 410-638-3103 ext. 1380.