



Harford County Department of Planning and Zoning
Development Review

SITE PLAN APPLICATION

SITE DESCRIPTION

Project/Subdivision Name: _____ **Plan Alias:** _____

(Tax Map No.) (Grid No.) (Parcel No.) (Lot No.) (Plat #)

(Zoning District) (Tax ID)

(Street Address and/or Road Name) (Commercial/Industrial) (Special Development- specify)

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

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)

(Telephone) (Fax) (E-mail)

(Address)

(Contact Person)

(City, State, Zip Code)

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 application submissions are accepted by appointment only. 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.

_____ Site Plans (30 copies)
_____ Landscaping/Lighting Plan /Buffer Plan (5 copies & checklist)
_____ Traffic Impact Analysis (TIA) - Trips Generated _____ (2 copies & CD/electronic copy)
_____ Declaration of Intent (DOI)
_____ Forest Conservation Plan (FCP) (3 copies)
_____ FSD submitted on _____
_____ Community Input Meeting (CIM) date _____
_____ CIM minutes (date submitted _____)
_____ CIM mailing certification (including County Council)
_____ CIM certification newspaper ad.
_____ Storm Water Management Concept Plan submitted
_____ List of adjacent property owners
_____ Other Documents (TDR's, waivers, DPW Fee Authorization letter, etc.)
_____ Appropriate fees

Checklist

_____ Title of site plan.
_____ Location map.
_____ Name and address of engineering firm.
_____ North arrow.
_____ Date of submittal.
_____ Zoning district.
_____ Actual shape and dimensions of lot drawn to a scale of 1" = 50' or 1" = 100'
_____ Adjacent landowners/zoning.
_____ Location, size and height of all existing and proposed structures and uses indicating distances between buildings and distances from structure or uses to all property lines.
_____ Proposed use of land or structure – if only a portion is to be used, indicate that area of use.
_____ Number of proposed employees.
_____ Access points, drives, parking spaces (required and provided) and any other paved areas.
_____ Setbacks from right-of-way for parking spaces shall be given.
_____ Percent of impervious surface.
_____ Percent of building coverage.
_____ Location, size and height of signs. (an additional permit and fee is required for signs)

Application/checklist for Review and

Approval of Site Plans

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- _____ All roads and rights-of-way in relation to lot. Any road frontage improvements will be addressed.
- _____ Traffic flow patterns and signage.
- _____ Any existing easements and proposed easements.
- _____ Proposed stormwater management.
- _____ Extensions of public facilities.
- _____ Environmental features to include steep slopes, streams, non-tidal wetlands and required buffers
- _____ *Acreage of Natural Resource District _____.
- _____ 100 year floodplain area.
- _____ *Acreage of Floodplain _____.
- _____ Limits of the Harford County Chesapeake Bay Critical Area Overlay District including any required buffers.
- _____ *Total acreage of tract in Chesapeake Bay Critical Area _____.
- _____ Acreage of IDA _____.
- _____ Acreage of LDA _____.
- _____ Acreage of RCA _____.
- _____ Topography.
- _____ Loading spaces.
- _____ Number of employees.
- _____ Soils.
- _____ Existing and proposed well locations.
- _____ Existing and proposed monitoring well locations (if applicable).
- _____ Existing and proposed septic systems, including holding tanks, and/or septic reserve area locations.
- _____ Any existing wells, septic systems, or septic reserve areas within 100 feet of property lines.
- _____ Existing and proposed grease interceptors.
- _____ All field located percolation test sites properly labeled, included unsatisfactory test sites.
- _____ Any existing or proposed underground storage tanks (USTs), above ground storage tanks (AGSTs), or any other potential sources or contamination on the property or within 100 feet of the property lines.

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

THE DEVELOPMENT ADVISORY COMMITTEE (DAC) MEETS ON THE FIRST AND THIRD WEDNESDAY OF EACH MONTH. THIRTY (30) FOLDED COPIES NEED TO BE SUBMITTED FOUR (4) WEEKS PRIOR TO THE MEETING ALONG WITH A LIST OF ADJACENT OWNERS, ALL APPROPRIATE FEES AND OTHER SUBMITTAL REQUIREMENTS (listed on first page).