



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) _____
(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 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).