



Plan Review - Record Type Guidelines

These guidelines are intended to assist those unfamiliar with Washington County plan review processes in determining the appropriate record type for application. For additional assistance contact the Department of Planning and Zoning at 240-313-2430 or planning@washco-md.net.

<p>Cluster Plan (CL) - This pertains only to major residential subdivision projects using provisions under Article 22 Division XIII of the Washington County Zoning Ordinance to subdivide lots smaller than otherwise allowed. This plan is reviewed by staff and agencies prior to going before the Washington County Planning Commission. Approval is required prior to submission of a Preliminary Plat.</p>
<p>Development Plan (DP) - This record is specific to Mixed Use Developments (MXD) or Planned Unit Developments (PUD) per Articles 16 and 16A of the Washington County Zoning Ordinance. This plan is reviewed by staff and agencies prior to going before the Washington County Planning Commission. Approval is required prior to submission of a Preliminary Plat or Site Plan.</p>
<p>Forest Stand Delineation (FS) - An scale drawing prepared by a professional forester containing all the information required by Article 5 of the Forest Conservation Ordinance. The purpose is to identify and evaluate the existing site vegetation as the basis for the preparation of the forest conservation plan. An approved Forest Stand Delineation is generally required prior to submission of a record that includes a Forest Conservation Plan.</p>
<p>Forest Conservation Plan (FP) - A plan prepared according to the requirements of the Forest Conservation Ordinance to guide development in a manner that maximizes the preservation of existing trees and forest. Most forest plans are incorporated and processed under a main record type (such as a Site Plan or Grading Plan) and do not require application for an FP record. See table below for guidance.</p>

Plan/Plat Type	Forest Conservation Plan Type Required	Separate FP Record?
Site Plan (SP)	Combined Preliminary/Final Plan	No
Combined Preliminary Plat/Site Plan (PSP)	Combined Preliminary/Final Plan	No
Preliminary Subdivision Plat (PP)	Preliminary Plan	No
Final Subdivision Plat (S)	Final Plan	No
Combined Preliminary/Final Plat (S)	Combined Preliminary/Final Plan	No
Simplified Plat (SI)	Exemption Form	No
PUD/MX Preliminary Development Plan (DP)	Preliminary Plan	No
PUD/MX Final Development Plan (DP)	Final Plan	No
PUD/MX Prelim/Final Development Plan (DP)	Combined Preliminary/Final Plan	No
Grading Plan (GP, SGP)	Combined Preliminary/Final Plan	No
Town Improvement Plan (TWN)	Depends - See equivalent record	Yes
Timber Harvest	Forest Exemption	Yes
Revisions to approved forest plans	Combined Preliminary/Final Plan	Yes

GRADING PLANS	<p>Site Specific Grading Plan (GP) - Used for grading activities which do not require zoning reviews or approvals. Typical applications might include utility line installations, road widening, entrance improvements, single lot single family development with disturbance greater than 30,000 square feet, or multi-lot building grading plans for previously subdivided lots. "Mass grading" or pad grading is allowed under this plan type at the applicant's risk with no guarantee of future site plan approvals.</p>
	<p>Standard Grading Plan (SGP) - A simplified grading and soil erosion and sediment control plan for single lot, single family residential construction and minor earth disturbances with disturbance no more than 30,000 square feet and cut/fill no more than 1,000 cubic yards. This plan type includes a form and drawing to address requirements outlined on the form. Most projects which require an SGP also require a Standard Stormwater Management Plan.</p>
	<p>Type 2 Grading Plan (GPT) - A builder grading plan used in major residential subdivisions where erosion and sediment controls are approved and kept current on a preliminary plat/construction drawings. This plan type includes a form and drawing which closely resembles a "re-site".</p>
	<p>Ordinance Modification (OM) - A variance from one or more requirements of the Subdivision Ordinance.</p>
	<p>Preliminary Consultation (PC) - A preliminary sketch plan of a proposed project showing the planned development. A consultation meeting is held with staff, agencies and the developer/consultant after an approximately one month review time. Meeting minutes are prepared before the project is taken to the Planning Commission. This is required prior to submission of a Preliminary Plat for a major subdivision and prior to submission of a Site Plan in some planned zoning districts. This record type can be used optionally for other project types to obtain feedback prior to design and plan development.</p>
	<p>Site Plan (SP) - Required for new development and major additions to existing uses commercial, industrial, institutional, and multifamily residential development per Zoning Ordinance Article 4, Section 4.11. This plan contains also any required grading, stormwater, erosion and sediment control, utility, forest conservation plan, photometric plan, etc., associated with the project.</p>
	<p>Stormwater Concept Plan (SWCP) - The first phase submitted for projects that require stormwater management in order to allow an initial evaluation of the site including site fingerprinting, discharge point identification, tentative layout of improvements, and preliminary selection and sizing of "Environmental Site Design" practices and stormwater facilities. An approved SWCP is required prior to moving to the next phase.</p>
<p>Stormwater Standard Plan (SSWP) - A simplified stormwater management plan for single lot, single family residential construction disturbance no more than 30,000 square feet or an agricultural structure with up to 1 acre disturbance being constructed under an "Intent to Build". This plan type includes a form and drawing to address requirements outlined on the form. Most residential projects requiring a SSWP also require a SGP.</p>	
SUBDIVISIONS	<p>Final Plat (S) - Final map or plan which legally describes the subdivision of land and is recorded in the land records of Maryland following approval. This record type should only be submitted if there is a valid, approved Preliminary Plat.</p>
	<p>Preliminary Plat (PP) - A drawing indicating the proposed subdivision of land to meet the requirements of Article III of the Washington County Subdivision Ordinance. This record type is usually submitted for major subdivisions (more than 7 lots). In addition to the preliminary plat sheets, it would also include the preliminary forest plan and construction drawings for the grading, stormwater, infrastructure improvements including roads and utilities.</p>
	<p>Preliminary Plat Site Plan (PSP) - A single submission to address both the Site Plan and Preliminary Plat requirements. Typically used for multifamily residential subdivisions and commercial subdivisions.</p>

SUBDIVISIONS	<p><u>Preliminary-Final Plat (S)</u> - A single submission to meet the preliminary and final plat requirements under Article III of the Washington County Subdivision Ordinance. This record is typically used for minor subdivisions (7 lots or fewer) which do not include construction of public infrastructure.</p>
	<p><u>Simplified Plat (SI)</u> - An abbreviated subdivision record that results only in parcels to be conveyed to and used in conjunction with existing parcels of records. This is commonly for conveyance of land between adjacent and abutting property owners, adjustment of property lines and/or corrections of deed discrepancies, and acquisition of utility or access rights of way. Parcels transferred using this plat type are "Not for Development".</p>
	<p><u>Subdivision Replat (S)</u> - A combined preliminary/final plat for the purpose of changing a previously recorded subdivision or lot of record. This record type is most commonly used for change in previously platted septic areas, adjustment of property lines (without "Not for Development" restriction that would be placed with a Simplified Plat), or for consolidation of lots. No new lots can be created with this record type.</p>
	<p><u>Town Improvement Plan (TWN)</u> - The plan may resemble an SP, GP, PP, or PSP for a project within the incorporated limits of Boonsboro, Clear Spring, Funkstown, Hancock, Keedysville, Sharpsburg, Smithsburg, or Williamsport. Washington County Division of Engineering review is limited to grading and stormwater management as well as routing to Soil Conservation District for soil erosion and sediment control and Washington County Department of Planning and Zoning for forest conservation. Any zoning, utility, roadway, or other elements would be under the jurisdiction of the Town.</p>
	<p><u>Traffic Impact Study (TIS)</u> - A study prepared by a qualified traffic professional to evaluate the projected traffic impacts of proposed development on the affected highway system. The TIS requirement stems from the Adequate Public Facilities Ordinance and should be prepared in accordance with the Policy for Determining Adequacy of Existing Highways and Streets. An approved TIS Scope Request Form is required prior to submission of the study.</p>
	<p><u>Zoning Confirmation</u> - A written letter confirming the zoning of a property per the Washington County Zoning Ordinance.</p>