

**DIVISION OF PLANNING & ZONING**

747 Northern Avenue

Hagerstown, Maryland 21742

P: 240-313-2460 F: 240-313-2461

**Site Plan Determination Form**

Prior to filing a permit application for additions or revisions for multi-family or non-residential projects, this form shall be completed to determine the necessity of a commercial site plan submittal in compliance with Section 4.11 of the Washington County Zoning Ordinance.

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: Office: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPERTY SUMMARY DATA**

PROPERTY ADDRESS: \_\_\_\_\_ Property Tax ID No.: \_\_\_\_\_

Map: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_ Parcel Size/Acreage: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ AREA OF DISTURBANCE: \_\_\_\_\_ sq. ft. (See attached sheet to estimate area of disturbance)

IS PROPERTY CURRENTLY OCCUPIED? YES NO IF NO, WHEN WAS BUILDING/PROPERTY VACATED? \_\_\_\_\_

**LAST APPROVED TENANT INFORMATION**

NAME OF LAST APPROVED TENANT: \_\_\_\_\_

PREVIOUS USE OF PROPERTY: Retail Warehouse Industrial Office Restaurant Church Residential  
Other – Describe: \_\_\_\_\_

DOES PREVIOUS TENANT HAVE AN APPROVED SITE PLAN? YES NO

IF YES, ATTACH A COPY OF THE MOST RECENT APPROVED SITE PLAN - - IF NO, PROVIDE A "TO SCALE" DRAWING (PLOT PLAN) OF PROPERTY

PROVIDE **DETAILED** HISTORY OF THE USE OF THE BUILDING/PROPERTY BY LAST TENANT: (Attach separate sheet if necessary)

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Number of Existing Parking Spaces:	_____	Number of Employees	_____
Daily Traffic (One-Way Trips, Including Employees)	_____	Hours of Operation	_____
Gross Floor Area of Building(s)	_____	Number of Floors	_____

**PROPOSED TENANT INFORMATION**

NAME OF PROPOSED BUSINESS: \_\_\_\_\_

PROPOSED USE OF PROPERTY BY NEW TENANT: Retail Warehouse Industrial Office Restaurant Church Residential  
Other – Describe: \_\_\_\_\_

ATTACH AN “**AS IS**” FLOOR PLAN OF THE TENANT SPACE AND A FLOOR PLAN OF HOW THE PROPOSED TENANT WILL OCCUPY THE SPACE. FLOOR PLANS SHOULD INCLUDE LOCATION OF INGRESS/EGRESS, WINDOWS, ROOM DESIGNATIONS SUCH AS RESTROOM, OFFICE, WAREHOUSE, ETC.

PROVIDE DETAILS AS TO HOW THE BUILDING/PROPERTY WILL BE USED. BE SPECIFIC IN DESCRIBING SPECIAL PROCESSES, ROOMS, SUCH AS PAINT BOOTHS, HAZARDOUS MATERIALS, ETC. (Attach separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Employees	_____	Daily Traffic (One-Way Trips, Including Employees)	_____
Hours of Operation	_____	Gross Floor Area of Building(s)	_____
Number of Floors	_____		

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER/APPLICANT

**FOR PLAN REVIEW DEPARTMENT OFFICE USE ONLY**

**Based on the information provided on this form by the owner/applicant:**

- ☐ REVIEW AND APPROVAL OF SITE PLAN REQUIRED
- ☐ REVIEW AND APPROVAL OF REDLINE REVISION REQUIRED
- ☐ SITE PLAN NOT REQUIRED
- ☐ CONDITIONS:

COMMENTS:

\_\_\_\_\_  
Director and Zoning Administrator

\_\_\_\_\_  
Date

## Determining Area or Limit of Disturbance for Grading Permit Requirements

It is important to properly assess the limits of earth disturbance associated with the construction project in order to determine applicable requirements and the level of review and approval required.

### What is earth disturbance?

Earth disturbance is defined as any human activity which moves or changes the surface of land, including, but not limited to, clearing and grubbing, grading, excavation, embankments, land development, timber harvesting activities, road maintenance activities, mineral extraction, moving, depositing, stockpiling or storing of soil, rock or earth materials. All earth disturbance activities must be included when determining the total area or limit of disturbance.

The total area or limit of disturbance for a project is the sum of areas needed to construct all of the following applicable activities:

- Area of infrastructure improvements (structure(s) and any paved surface areas)
- Area of utility connections (sewer connection, water connection, electrical lines and other utilities, under drains, roof drains, stormwater systems, including work in public rights-of-way)
- Installation area for new or improved septic system
- Stockpiles
- Temporary stockpiles
- Construction vehicle paths
- Construction equipment storage and staging areas
- Grading
- Excavation
- Clearing and grubbing
- Embankments and retaining walls

### How to calculate area or limit of disturbance?

To calculate the area of disturbance, add an additional 20 feet to the length and width of each area of activity then add the total area of each of the activities. (Example: If constructing a commercial building with a 100 ft. x 200 ft. foundation, calculate the disturbed area as 120 ft. x 220 ft.)

### EXAMPLE: Calculate Limits of Disturbance (LOD) ( All dimensions in feet )

