



DIVISION OF  
PLAN REVIEW & PERMITTING

CONSULTANT/SURVEYOR: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

TAX ACCOUNT ID # (Required)

## Commercial, Industrial, Institutional Site Plan Checklist

(These are the minimum requirements; additional information may be required.)

**INSTRUCTIONS TO ENGINEER/SURVEYOR:** In the column identified as “Engineer/Surveyor”, mark whether the item is included (√) or not applicable (N/A) and the page number(s) of the plat where it is located.

Section	Ordinance Requirements	Engineer/ Surveyor 1 <sup>st</sup> Review	Engineer/ Surveyor 2 <sup>nd</sup> Review	Staff 1 <sup>st</sup> Review	Staff 2 <sup>nd</sup> Review	<b>Review Key:</b> √ - OK I - Incomplete N/A - Not Applicable U - Unacceptable  ENTER ENGINEERS AND STAFF COMMENTS IN THIS COLUMN
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**Vicinity Plan:**

306.1.A	Existing or mapped streets w/in 1000 feet of the site					
306.1.B	Municipal boundaries w/in 1000 feet of the tracts					
306.1.C	Current boundaries and acreage of the tract of land from which the site is proposed					
306.1.D	Total extent and acreage of any watershed which directly affects the site plan proposal. Watershed areas of less than 400 acres may be so indicated by means of a note on the plat					
306.1.D	Where applicable, notation of the site’s location w/in the Edgemont or Smithsburg reservoir watersheds or the Upper Beaver Creek watershed shall be made on the plat					
306.1.D	Boundaries of any watersheds w/in 1000 feet of subject property					
306.1.F	Where applicable, any portion of Appalachian Trail w/in 1000 feet of subject property					

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**Basic Information**

307.1.A	Proposed name of site with NO duplications					
307.1.B	Location by tax map number, election district, county and state, or by other legal description and zoning district classification					
307.1.C	Name and address of owner					
Planning Dept.	Engineer's seal and signature					
307.2.A	Boundary outline of proposed site shown by heavy line with bearing, distance, and property acreage					
307.2.B	Locations, width, and names of all existing or prior platted streets or other public rights of way, streets, railroad, or utility rights of way, and parks or other public open spaces, and municipal corporation lines w/in or adjoining the tracts					
307.2.C	Utilities on and w/in 100 feet of the perimeter of the parcel being developed; location, size, and invert elevation of sanitary, storm, and combined sewers; location and size of water mains; location of fire hydrants, utility lines and street lights. If water mains and sewers are not on or adjoining the tract, indicate the direction of, distance to, and size of nearest water mains and sewers showing invert elevation of sewers					
307.2.D	Existing and proposed contours with intervals of not more than 5 feet where slope is > 10% or not more than 2 feet where slope is < 10%. Source of contour information shall be provided on plan					
307.2.D	Areas of steep slope shall be highlighted on plan					
307.2.E	Subsurface conditions on the tract, if not on county water/septic: specifically sites of perk testing showing test pits and trench locations					
307.2.F	Other conditions on tract: water courses and perennial or intermittent streams, marshes, rock outcrop areas showing on the surface of the land					
307.2.F	Specific notation of any soils on slopes of 15% or greater with a K factor of 0.35 or greater					
307.2.F	Wetlands as identified on the non-tidal wetlands guidance maps created by MD DNR					

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307.2.F	Limits of the 100-year flood plain and its community panel number					
307.2.F	List soil types and percentage of each type that are located w/in the lots and/or developed area					
307.2.F	Other significant features on tract					
307.2.G	Other conditions on adjoining land w/in 100 feet of the newly created lot lines; approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of private sewer systems; railroads, utility lines; towers; and other nearby non-residential land uses or adverse influences					
307.2.G	Owners of adjoining platted and unplatted land, for adjoining platted land refer to the subdivision plat by name recorded					
307.2.H	Proposed public improvements; highways or other major improvements planned by public authorities for future construction on or near the tract					
307.2.J	Location and description of threatened or endangered species according to state guidance maps					
307.3.A	Streets: names, rights of way widths					
307.3.B	Other rights of way or easements: location, width, and purpose					
307.3.C	Location of utilities, if not shown on other exhibits					
307.3.F	Minimum building setback lines					
314.8	Title					
314.8	Scale (shown graphically and numerically)					
314.8	North point					
314.8	Date					
307.3.J	Proposed entrance to the site on any existing public street or highway					
307.3.K	Proposed setbacks or limitations required by U.S. Fish and Wildlife Service to prevent impact on endangered or threatened species					
307.3.L	Stream buffers as recommended by Soil Conservation District					
307.3.M	Any setbacks required to prevent impact on the Appalachian Trail					

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307.3.N	List subdivision variance(s), zoning ordinance variance(s), and/or special exceptions granted as part of the development procedure of proposed plan. Include variance reference number, description of variance request and approval, any conditions, and date request was granted. Submit approval letter and/or opinion with plan submittal					
Zoning Ord. 5D.5	Note stating that new construction is subject to HDC approval for lots located in rural village with historic designation					
314.6	Area (gross and net acreage) of the site					
Planning Dept.	Standard sensitive area note					
307.1.E	Site plan file number					
Planning Dept.	Functional classification of the road that the site is located on					

**Site Plan Information (Zoning Ordinance):**

(These items are subject to the specified requirements of the Ordinance in the applicable sections).

4.11	Sites consisting of 3 acres or less shall be drawn at a scale of 1" = 20 feet					
4.11	Landscaping plan and reserved buffer areas in compliance to the standards described in Section 4.16					
4.11	Fencing					
4.11	Exterior lighting (location and height)					
4.11	Off-street parking in compliance with Section 22.12					
4.11	Parking space dimensions minimum of 9' by 20', except parallel parking shall be 9' by 22'					
Planning Dept.	All parking areas shall be served by access lanes with a minimum width corresponding to the appropriate parking angle listed in Section 22.12					
Planning Dept.	Off-street parking areas physically separated from a public or private street by a buffer area of at least 5' from the right of way or street line					

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Planning Dept.	Provisions for handicap spaces shall be provided in accordance with Code of Maryland Regulations 05.01.017, Maryland Building Code for the Handicapped					
Planning Dept.	Design standards that are developed and maintained in accordance to the requirements in Section 22.12					
Planning Dept.	Appropriate number of spaces for site use as described in Section 22.12 (b)					
4.11	Off-street loading space no less than 10' by 45' shall be provided for uses which produce, sell, maintain, or store goods in trade or require the delivery of goods (NOT in front yard)					
Planning Dept.	Paving requirements in accordance to Section 22.14					
4.11	Pedestrian walkways and sidewalks					
4.11	Provisions for solid waste collection					
4.11	Open space and recreational facilities					
4.11	Communication antennas (TV, radio, etc.)					
4.11	Transit/school bus waiting areas					
4.11	Signs (location, height, size and design)					
Planning Dept.	All signs shall comply with the provisions state in Division II, Sections 22.20-22.26					
4.11	Proposed land uses, showing building locations					
4.11	Existing site conditions					
4.11	Location of material storage					
4.11	Location of special facilities for refuse collection, mail delivery, etc.					
4.11	An approved forest stand delineation					
4.11	Functional description (manufacturing process, goods in trade, institutional function, etc.)					
4.11	Freight and delivery requirements					
4.11	Projected daily, day and night, use of site (i.e. number of employees, students, patients, customer demand, hours of operation, etc.)					

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4.12	Projected emission levels (industries only) (glare, heat, odor, air pollutants, noise, vibration)					
4.11	Method of solid waste storage and disposal					
4.11	Site user transportation (auto, public transit, school bus, etc.)					
4.11	Site coverage (impervious area/gross site area)					
4.11	Maintenance responsibility (access roads)					
4.11	A forest conservation plan					
4.20	Collection and storage of recyclable material (if applicable)					
4.21 (c)	Identification of sensitive areas					
4.11	Square footage of proposed building or expansion					
4.11	Excise tax use classification					
4.21 (d)	Design requirements for items identified in sensitive area review					
Planning Dept.	All other information required by the Washington County Zoning Ordinance					

**Additional Staff Comments:**

**Additional Engineer/Surveyor Comments:**

**INSTRUCTIONS TO ENGINEER/SURVEYOR:** This checklist will be used to review your submission. Once the plan has been reviewed, planning staff will return this form to you so comments can be addressed. When comments have been completed, return this form along with the appropriate number of revisions to the planning staff.

**STATEMENT**

I (consultant/surveyor) conclude that this checklist is completed and the information provided is correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_