

HAGERSTOWN DEPARTMENT OF PLANNING

Hagerstown, Maryland

PRELIM. PLAT APPLICATION AND REVIEW CHECKLIST

EFFECTIVE JANUARY 1, 2004, NO PRELIMINARY PLAT WILL BE ACCEPTED FOR PROCESSING UNLESS ACCOMPANIED BY A COMPLETED COPY OF THIS REVIEW CHECKLIST FORM

18 COPIES OF THE COMPLETE SET OF THE PLAT ARE REQUIRED UPON SUBMISSION.

For Planning Department Use Only	Preliminary Plat File ZS- _____ - _____	Accepted: _____
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SUBDIVISION NAME: _____ SECTION: _____

DEED REFERENCE: LIBER: _____ FOLIO: _____ ZONING DISTRICT: _____

LOCATION OF PROPERTY: _____ TRACT SIZE: _____

RELATED PLANNING DEPARTMENT FILE REFERENCES (SITE PLANS, PRELIMINARY PLATS, BZA CASES):
(If none, state so)

PROPOSED USE (NUMBER AND TYPES OF DWELLINGS, AREA & USE OF COMMERCIAL & INDUSTRIAL BLDGS.):

ENG./SURVEY COMPANY: _____ PROJECT CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

DEVELOPER: _____ PROJECT CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

OWNER OF PROPERTY: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

This Chart for Staff Use Only	1 ST Review	2 ND Review	3 RD Review
Date Accepted for Processing:			
Review Date:			
Returned to Design Firm on:			

Application will not be accepted for processing unless the checklist found on the remaining sheets of this form are completed and all materials requested are provided.

Form version: 1.0. - Date of last revision: Dec., 2003.

INSTRUCTION TO ENGINEER/SURVEYOR:

In the column marked "Engineer/Surveyor", identify each page which the required item appears on the plan. For items that appear on each page of the plan, use "All". If not applicable, provide a note on the plat stating that the requirement is not applicable and reference the page of the plan on which the note appears in the column below.

Subsection	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	3 rd Review	REVIEW KEY
						√ OK I Incomplete N/A Not Applicable U Unacceptable
	SUBDIVISION ORDINANCE					STAFF COMMENTS
	Plan size: 24" x 36"					
200-20.a(1)	Distances in feet and 1/100 of feet					
200-20.a(2)	Each sheet numbered in relationship to total number of sheets					
200-20	Scale: 1" = 50' or 1" = 100' (labeled)					
200-20.a(3)	Abandoned lines shown in dotted lines, proposed features in solid lines.					
200-20.a(4)	Legend to clearly distinguish between existing and proposed features					
200-20.a(5)	Bounds of property - heavy solid line					
200-20.b(1)	Vicinity map not less than 1"=1,000 ft.					
200-20.b(1)(a)	Vicinity map shows existing or mapped streets within 1,000 feet					
200-20.b(1)(b)	Vicinity map shows municipal boundaries within 1,000 feet					
200-20.b(2)	Zoning District of property					
200-20.b(3)(a)	Name of subdivision (cannot duplicate or be similar to any other recorded subdivision)					
200-20.b(3)(b)	Location by tax map number, election district, City and State					
200-20.b(3)(c)	Names and addresses of the developer and owner(s) if different from developer					
200-20.b(3)(d)	Certificate signed and sealed by a registered land surveyor, professional engineer responsible for survey					
200-20.b(3)(e)	Date of drawing, north point and scale					
200-20.b(4)(a)	Boundary survey with courses and distances and area					
200-20.b(4)(a)	Map book and page reference					
200-20.b(4)(a)	ID abutting existing/platted streets					
200-20.b(4)(a)	Subdivisions, unsubdivided parcels, easements					
200-20.b(4)(a)	Water areas, visible monuments,					

Subsection	Ordinance Requirements	Engineer/ Surveyor	1	2	3	Staff Comments
200-20.b(4)(a)	Tie ins to adjacent street intersections					
200-20.b(4)(b)	Existing contours with source					
200-20.b(4)(b)	Topography: 5 ft. intervals with slopes 10%+ 2 ft. intervals with slopes less than 10%					
200-20.b(4)(c)	Location, width and names of all existing and prior platted streets or other public streets					
200-20.b(4)(c)	Railroad rights of way					
200-20.b(4)(c)	All utility rights of way					
200-20.b(4)(c)	Parks and other public open spaces					
200-20.b(4)(c)	Municipal corporation lines within or adjoining the tract					
200-20.b(4)(d)	Other conditions including watercourses, marshes, rock outcrops, wooded areas and other environmentally sensitive areas.					
200-20.b(4)(d)	Floodplains or note that none exist					
200-20.b(4)(e)	Location size and invert elevation of existing sanitary sewerage facilities					
200-20.b(4)(e)	Location size and invert elevation of existing storm drains					
200-20.b(4)(e)	Location and size of water mains					
200-20.b(4)(e)	Location of fire hydrants					
200-20.b(4)(e)	Location of all existing above ground and underground utility lines					
200-20.b(4)(e)	Location of all existing above ground and underground utility lines					
200-20.b(4)(e)	Location of street lights and over Light Department/telephone poles with tag numbers and guy wires shown					
200-20.b(4)(e)	If water mains, sanitary sewers and storm drains are not on or adjoining the property, indicate direction, distance to and size of nearest water mains and sewers showing invert elevation of sewers to extent known.					
200-20.b(4)(f)	Conditions on adjoining land within 100 feet: direction and gradient of ground slope embankments or retaining walls character, location and ownership of private sewerage systems railroads, utility lines, towers					

Subsection	Ordinance Requirements	Engineer/ Surveyor	1	2	3	Staff Comments
200-20.b(4)(f) (continued)	nonresidential land uses or adverse influences owners of adjoining unplatted land recorded name of adjoining subdiv'n. Overhead and underground CATV, electric and phone lines and poles					
200-20.b(4)(g)	Proposed public improvements planned for construction by public authorities					
200-20.c(1) (a & b)	PROPOSED LAYOUT Street plan showing location of all proposed streets, widths of proposed rights of way and proposed paving widths.					
200-20.c(1)(c)	Proposed street names					
200-20.c(1)(d)	Plan and profile of all proposed streets, grade set at top of curb					
200-20.c(1)(e)	Location of all required sidewalks and cross walks					
Planning Dept.	Location and species of street trees (be careful to coordinate this with forest conservation plan)					
Planning Dept.	Landscape plan					
200-20.c(2)	Layout and dimension of proposed lots, including lot lines, lot numbers and block letters					
200-20.c(3)	Sites for multi-family dwellings including number and types of units proposed, parking spaces, shopping centers, churches, industry or other non-public uses. Do not show proposed single family and two-family dwelling footprints.					
200-20.c(4)	Principal structure building setback lines - front, sides and rear					
200-20.c(5)	Location and dimension of all parcels proposed to be dedicated or reserved for school sites, parks, open space use by subdivision residents and for other public uses					
200-20.c(6)	Location, grade and size of storm drains					
200-20.c(6)	Location grade and size of catch basins					
200-20.c(6)	Drainage ways and channels					
200-20.c(6)	Location grade and size of sewerage facilities and pumping stations					

Subsection	Ordinance Requirements	Engineer/ Surveyor	1	2	3	Staff Comments
200-20.c(6)	Location, grade and size of water mains					
200-20.c(6)	Location of street lights					
200-20.c(6)	Location of fire hydrants and other required public facilities and improvements					
200-20.c(7)	Rights-of-way proposed to be created for all drainage purposes and utilities					
N/A	City Unique Property ID Number					Required by City Engineer
200-24.c(1)	Lots numbered in numerical order					
200-24.c(6)	Areas prohibited from development per the Floodplain Ordinance					
200-24.c(8)	Location and description of all markers, monuments, or other evidence found or established to determine the boundaries of the subdivision					
Planning Dept.	Planning Department Subdivision File Number (ex. S-2003-01) on bottom right hand corner of the first page.	NA	N A			Can only be added after plat has been submitted and case file number assigned.
Forest Conservation Ordinance	Forest Stand Delineation and/or Forest Conservation Plan required? If yes, is delineation/ plan completed?					If exempt, explain why.
	NOTE: for design standard items in Section 200-33 to 41, if not applicable, no note on the plan is required. Enter "NA" in column to right.					
200-33.a	Road layout conforms to transportation element of Comp. Plan					
200-33.b	Street plan provides access by a public street (or streets) connected to existing city street system					
200-33.c(1)	Plan provides for continuation or appropriate projection of existing roads or streets (including unimproved ROWs)					
200-33.d	Roads laid out to discourage through traffic on local streets					
200-33.e	Design of arterial streets to include, where necessary reverse frontage, wider pavement widths, etc.					
200-33.f	Parallel service roads along limited access highways and railroads					
200-33.g	On-site railroad overpass or underpass design					
200-33.h	No more than 4 approaches to intersections.					

Subsection	Ordinance Requirements	Engineer/ Surveyor	1	2	3	Staff Comments
200-33.i	Street intersections as near as possible to right angles, with non less than 60 degrees.					
200-33.j	ROW curve radii at local streets and alleys no less than 10 feet. Radii no less than 20 feet for all other.					
200-33.k	Tangent of at least 100 feet between reverse curves on arterial or collector streets.					
200-33.l	Sight distance along curves					
200-33.m	Suitable access provided to areas of tract not part of subdivision					
200-33.n	Dead end roads only at adjoining tracts. Easements and T-stubs provided.					
200-33.o	Private streets prohibited.					
200-34.a	Fewer than 3 units per acre - open section roads permitted					
200-34.a	Greater than 3 units per acre - street lights, sidewalks and closed section roads required.					
200-34.c	Street grades not exceed maximums shown in chart on this section.					
200-34.d	No road grade less than 0.5 percent					
200-34.e	Streets crowned per regulations					
200-34.f	Percent of grade set on the finished top of curb grade.					
200-35.a	In addition to zoning requirements, buildings set back: 100 feet from freeways 30 feet from arterials and collectors 25 feet from local roads & culdesacs					
200-36	Street names provided and approved by 911 addressing...not to be the same or similar to existing or platted street names					
200-37.a	Alleys provided in commercial and industrial districts (see exceptions)					
200-37.a	No alley intersections					
200-37.a	Alley rights of way curved at intersections, and dead end alleys prohibited without t-turnarounds.					
200-37.b	Alleys prohibited in residential subdivisions (see exceptions)					
200-37.c	No lot or subdivision created where only access is via an alley.					

Subsection	Ordinance Requirements	Engineer/ Surveyor	1	2	3	Staff Comments
200-37.d	Culdesacs no longer than 600 feet and bulb must have curb radius of no less than 40 feet. 25 foot reverse radii provided.					
200-38	Sidewalks minimum 48 inches wide and 60 inches wide adjacent to arterial streets.					
200-38	Additional sidewalks may be required to provide adequate circulation, access to schools, playgrounds, shopping areas, transportation andher community facilities.					
200-39	Easements provided for utilities and drainage. No easement less than ten feet in width.					
200-39	When traversed by watercourse, drainage area or stream, easement or right of way dedicated.					
200-40.a	Blocks designed based on items 1 through 4 of this section.					
200-40.b	All block lengths between 400 and 1,800 feet, except as permitted by PC					
200-40.c	Blocks designed to provide two tiers of lots, except as permitted by PC					
200-41.a	Lot sizes, width, depth and shape and building envelopes appropriate for the use contemplated.					
200-41.b	Same as above, in conformance with Zoning Ordinance.					
200-41.c	Double and reverse frontage lots avoided					
200-41.d	Lot lines overlaid with easements laid out to permit efficient installation of improvements or use of easement.					
200-41.e	No lot divided by a municipal boundary without compliance with annexation policy and consent of mayor and city council.					
200-41.f	Where there are midblock crosswalks, width of adjoining lots shall be widened.					
200-41.g	When resubdividing, lots correspond to other lots in area.					
200-52	Open space max. required: 20+ units per acre 20% 10-19 units per acre 15% 6-9 units per acre 12% 0-5 units per acre 10%					See cluster provision of Zoning Ordinance when necessary.
200-54	Assurances and guarantees provided per this section.					

Subsection	Ordinance Requirements	Engineer/ Surveyor	1	2	3	Staff Comments
N/A	Health Department signature block					
N/A	City Engineer signature block					
N/A	City Clerk performance bond signature block (if applicable)					
N/A	Planning Commission signature block					
N/A	Other restrictions, such as location in Preservation District,					
Planning Department	Case file numbers and brief descriptions of approved variances, PUD plans, etc. that affect the property					
	These rows are provided for miscellaneous items as needed by applicant or staff					
N/A	Addressed Engineering Comments?		N A			
N/A	Addressed Water Dept. Comments?		N A			
N/A	Addressed Sewer Dept. Comments?		N A			
N/A	Addressed Light Dept. Comments?		N A			
N/A	Addressed SHA comments?		N A			
N/A	Addressed County comments?		N A			
N/A	Addressed Fire Marshall comments?		N A			
N/A	Addressed SCS comments?		N A			DO NOT SUBMIT REVISED PLANS UNTIL COMMENTS FROM ALL REVIEW AGENCIES HAVE BEEN COLLECTED AND ADDRESSED.

N/A	Are revised copies labeled in bottom right corner with destination agency?					
N/A	Are all revisions highlighted? do not use yellow)					
N/A	Are all copies folded to fit into a 9x11 file, with bottom right section on top?					Waived for plans of 11 or more pages
200-31	Are all applicable fees paid in full?					

FOLLOW UP - PLANNING DEPARTMENT USE

	Color mark up exhibit and three copies for Planning Commission public review provided?					
	Five paper copies provided by developer for Planning Department signature. Additional copies will be signed for developer's use as needed.					
	Final Plat must be approved within 1 year of the approval of this preliminary plat, unless extensions are granted by the Planning Commission.					Planning Commission preliminary plat approval expires on: _____

INSTRUCTIONS TO SURVEYOR/ENGINEER:

This checklist is the format used by the Department of Planning to review and comment on your plat. It will be/has been returned to you so you can address the issues raised throughout the checklist. When you have completed the necessary revisions to this plan, submit the following number of copies along with this checklist:

- PLANNING DEPARTMENT: 2 COPIES**
- COPIES FOR ENGINEERING, LIGHT, WATER AND SEWER 4 COPIES**
(Even if approved by these agencies)
- COPIES FOR ANY OTHER AGENCY THAT HAD COMMENTS AS NEEDED**
THAT WERE OUTSTANDING

ALL SUBMISSIONS SHALL BE MADE TO THE PLANNING DEPARTMENT. DO NOT SUBMIT REVISED COPIES DIRECTLY TO REVIEW AGENCIES. THEY ARE DIRECTED TO DISCARD ERRONEOUSLY SUBMITTED COPIES.

STATEMENTS

I understand that site plan or subdivision approval by the Hagerstown Planning Commission does not constitute permission to construct. Appropriate permits must be obtained from the City Engineer's Department and utilities before construction may commence. **This statement must be signed before application will be accepted for processing.**

Owner's Signature: _____ Applicant's Signature **: _____
(If different from owner)

Date: _____