

HAGERSTOWN DEPARTMENT OF PLANNING

Hagerstown, Maryland

SITE PLAN APPLICATION AND REVIEW CHECKLIST

REQUIREMENTS: THIS ORIGINAL FORM AND 9 PAPER AND 9 CD COPIES OF COMPLETE SET OF PLANS.

Application will not be accepted for processing unless the checklist found on the remaining sheets of this form is completed, with the appropriate plan page references included, and all materials requested are provided.

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

For Planning Department Use Only

Site Plan File ZS - _____ - _____

Accepted: _____

PROJECT NAME: _____ SECTION: _____

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

LOCATION: _____ TRACT SIZE: _____ DISTURBED AREA: _____

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:			

INSTRUCTION TO ENGINEER/SURVEYOR: In the column marked "Engineer/Surveyor", identify each page which the required item appears on the plan when the plan consists of multiple pages. For items that appear on each page of the plan, use "All". If not applicable, place note on the plan stating this provision is not applicable and on this chart refer to page number of plan where the note can be found in the column below.

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Article VI, Section I	Sheet size 24" x 36"					Staff: Not codified. Required by Planning Dept.
Subsection 1..a.	Vicinity map showing all streets and municipal boundaries within 1,000 feet of the subject property					
1.b	Each sheet numbered and relationship shown to total number of sheets (1 of 10, 2 of 10, etc.)					
1.c	Dimensions in feet and decimal parts					
1.d	North arrow					
1.e	Boundary survey showing courses, distances and area. Boundary lines to be shown as ----- - - -----					
1.s	Legend showing symbols and differentiations between existing, proposed and to be abandoned features					
1.f	Scale 1" = 20'. For site plans of greater than 3 acres, may be 50 or 100 scale					Staff: Flexible, depending on shape of property. Other scales may be accepted.
1.g	Water courses, marshes, wooded areas, flood plains, rock outcrops and other environmentally sensitive areas					Staff: If none, provide note <u>on the plan</u> stating this.
1.h	Existing contours with intervals not more than 5 feet where slopes are 10% or greater, and not more than 2 feet where slope is less than 10%.					
1.h	Source of contour data					
1.i	Location, right-of-way and pavement width and names of existing platted streets or other public streets					
1.i	Same, proposed streets, with x-sections					
1.i	Location, width and name of railroad rights of way					
1.i	Same, proposed railroads					

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1.k	Location, width and name of utility rights of way, INCLUDING new gas lines (provide note if no improvements to gas lines are proposed)					
1.k	Same, proposed utility rights of way					
1.i	Location, area and name of parks, open space areas and municipal corp. lines within or adjoining the tract					
1.j	Proposed public improvements, highways or other major improvements planned on or near the site					
1.k	Rights of way for all drainage purposes and utilities					
1.1.1	Loc., grade and size of ex. storm drains					
1.1.1	Same, proposed storm drains					
1.1.2	Location grade and invert size of existing sewer facilities					
1.1.2	Same, proposed sewer facilities					
1.1.3	Location, grade and size of existing catch basins					
1.1.3	Same, proposed catch basins					
1.1.4	Location, grade and size of existing drainage ways and channels					
1.1.4	Same, proposed drainage ways and channels					
1.1.5	Location, grade and size of existing and proposed pumping stations					
1.1.6	Location, grade and size of existing water mains					
1.1.6	Same, proposed water mains					
1.1.7	Location of existing and proposed street lights					

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1.1.8	Location of existing and proposed electric and telephone poles, with tag numbers and showing guy wires					
1.1.9	Location of existing and proposed overhead and underground electric, telephone and/or cable television lines					
1.1.10	Location of existing and proposed fire hydrants					
1.1.11	Direction of, distance to and size of nearest water mains and sewers if not located on or adjacent to the site					
1.m.	Conditions on adjoining lands, direction and gradient of ground slope, retaining walls, towers, railroads and any other conditions relevant to the review of the plan.					
1.n	Locations of all existing and proposed buildings, structures, parking and other improvements. Provide addresses for all existing buildings.					
1.n	Scale dimension from each property line to all proposed buildings and scale dimension from all other improvements to nearest property line					
1.o	Show features to be abandoned or demolished as dotted lines and proposed features as solid lines					
1.p	Show all building setback lines, both as: 1. A line parallel to property lines, and 2. Numerically in site notes. If accessory setbacks apply, provide note.					
1.q	Seal and signature of RS, PE, RA, RLA or AICP planner responsible for accuracy of the plan					
1.r	Drainage calculations and certification signed and dated by the engineer					
	TITLE BLOCK WITH:					

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1.s.1	Zoning District					
1.s.2	City Tax Map Number (1 to 84)					
1.s.3	Election District					
1.s.4	Developer’s name, phone and address					
1.s.5	Owner’s name, phone and address					
Planning Department	Engineer/Surveyor name, phone, address and project contact person					
1.s.6	Scale					
1.s.7	Date of drawing, date and type of revisions (revisions schedule)					
1.s.8	Utility symbols					
1.s.9	Name of project					
	NOTES WHICH IDENTIFY					
Planning Dept.	Proposed use and gross building area, disturbed area, and impervious area					
1.t.1	Board of Zoning Appeals’ case number/approval date(s)					Staff: If none, provide note on plan stating such.
Planning Dept.	Note providing file numbers and descriptions of any previous Planning Department files (annexations, rezonings, subdivisions and site plans)					Staff: If none, provide note on plan stating such.
1.t.2	Projected start and finish dates					
1.t.3	Number of existing parking spaces					
1.t.3	Number of proposed parking spaces					
1.t.3	Number of required parking spaces (with calculations justifying this figure)					
1.t.4	Number of residential units, specified by type (single family, townhouse, apartment, etc. and tot. # of structures)					

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1.t.5	Density: Number of Dwelling Units Per Acre, when applicable. Where there are mixed residential types, provide density for each area reserved for a specific housing type.					Staff: Note not required when clearly a commercial only project.
1.u	Location of refuse collection and standard detail (or specific elevations for custom design) for dumpster enclosure shown on plan					
1.w	If a residential development, include homeowners' association documentation when common open space and buffer areas are provided.					
1.x	Certificates and statements					
1.y	Sediment and erosion control plan for disturbed area of 5,000 square feet or greater.					
1.z	Note committing applicant to provide as built mylars at the completion of the project.					
Planning Department	Location of exterior lighting, including parking lot lighting, with heights of poles, details of typical fixtures, directions and footer details					
Planning Department	Proposed location, height and area of signage (keep out of rights of way)					
Planning Department	Location, type and height of fencing					
1.u	Location of all pedestrian walkways and sidewalks					
Subsection 2	Landscaping plan and legend. This is required for all plans. No exceptions. Provide as separate sheet (or sheets) if necessary to avoid cluttering main plan					
Planning Department	Guarantees placed in site plan committing applicant to install landscaping per site plan (bonding)					

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Planning Department	Signature Block stating landscaping will be maintained in accordance with the approved plans.					
Subsection 2.h	Parking Lot Landscaping Standards					Staff: [1] applies to all lots of 8 or more spaces, however applicants are encouraged to provide landscaping for lots smaller than 8 spaces as well.
h.1.a	At least 1 canopy tree or 2 under story trees for every 8 parking spaces or fraction thereof located in internal planting islands at least 8 feet in width					
h.1.b	No more than 15 contiguous spaces in a line without a landscaped island (up to 25 for employee parking areas in IR and IG districts)					
h.1.b	Each row begins and ends with a landscaped island					
h.1.c	Every 4 th row separated by a median strip at least 8 feet wide for landscaping and/or pedestrian purposes					
h.1.c	1 large canopy tree or 2 under story trees shall be required at a minimum of every 45 feet in this strip.					
h.2	10 foot roadside buffer yard for parking lots (from right of way)					Staff: [2] applies to all parking lots.
h.2.a	[a] 1 canopy tree or 2 understory trees for each 40 feet of linear road frontage					
h.2.b	[b] buffer yard contains evergreen shrubs planted 4 feet on center					
h.2.c	[c] all remaining areas planted in grass or flower beds					
h.2	10 foot natural or planted buffer between parking lots and all adjacent property lines, with plantings consistent with [2] above					
h.3	Planting strip at least 6 feet in width between buildings and parking lots/associated pedestrian walkways					

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h.3	Planting strip landscaped with one of the following: 1. Combination of flower beds and shrubs, shrubs covering at least 40% of the area, or 2. Combination of trees and flower beds so that there is at least 1 tree per 25 feet of building wall.					
Subsection 2.i	Street Trees					
i.1	[1] Street trees provided along all public rights of way, per Plate M-010 through M-016 and 216-10 of City Code.					Staff: Required for all commercial, industrial, institutional and residential development.
i.2	[2] Street trees spaced at intervals no greater than 40 feet					
i.3	[3] Street trees located within minimum 5 foot wide planting strip between street and sidewalk, or within 5 feet of street if no sidewalk is required. May be credited against buffer yard requirements.					Per subsection [5], understory trees may be substituted for canopy trees if, upon review with the appropriate agencies, a conflict or potential conflict exists with overhead utility lines.
Subsection 2.j	Buffer Landscape Standards					
j.1	Residential Buffers					Applied when developing multi-family, duplex or townhouse residential dwelling units.
j.1.a.	10 foot natural or planted buffer yard along all property lines (25 if adjacent to industrial district)					
j.1.a.	2 canopy trees and 3 evergreen and/or understory trees per 100 linear feet of buffer yard. If more than 20 trees are required, no more than 60% of any one type.					
j.1.b	[c] 10 shrubs per 100 feet of linear feet of buffer yard					
j.4	[d] All portions of buffer not planted with trees and shrubs shall be planted with grass, ground cover and/or flower beds					

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j.2	Commercial Buffers					Applied in the C-1, C-2 and C-4 Districts when bordering a residential zone
j.2.a	Minimum 10 foot wide buffer along property lines (35 feet in the C-4 District)					
j.2.a	3 canopy trees (6 in the C-4 District) and a combination of 5 evergreen/understory trees (10 in the C-4 District) per 100 linear feet of buffer yard. If more than 20 trees are required, no more than 60% of any 1 type					
j.2.b	15 shrubs per 100 linear feet of buffer yard					
j.4	All portions of buffer not planted with trees and shrubs shall be planted with grass, ground cover and/or flower beds					
j.3	Industrial Buffers					Staff: Applied in the IR and IG Districts when bordering a commercial or residential zone
j.3.a	Minimum 25 foot wide buffer along property lines					
j.3.a	6 canopy trees and a combination of 20 evergreen/understory trees per 100 linear feet of buffer yard. If more than 20 trees are required, no more than 60% of any 1 type					
j.3.b	15 shrubs per 100 linear feet of buffer yard.					
j.4	All portions of buffer not planted with trees and shrubs shall be planted with grass, ground cover and/or flower beds					
j.5	Buffers may contain sidewalks, paths and similar passive uses, provided the screening intended by above sections is maintained.					
j.6	Buffers are to be located within required setbacks, when possible.					

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j.7	Buffers are not installed in an existing or proposed street or utility right of way (intersection and parallel installation okay, but no easements within buffer)					
j.9	Residential buffers provided along street rights of way when through lots are created (in addition to street trees)					
j.10	All business service, repair, processing, storage or merchandise display outside of buildings screened by an effective screening device not more than 6 feet high, which may include solid, decorative brick walls, wood fences, berms, tight evergreen hedges or a combination of the above					
2.k.9	Canopy Tree species selected that: 1. Meet the 7 standards cited in this section, or 2. Are included in the chart found under item #9 of this section.					Staff: Provide chart of number of trees, by species proposed to meet planting requirements.
2.k.10	Understory Tree species selected that: 1. Meet the 7 standards cited in this section, or 2. Are included in the chart found under item #10 of this section.					Staff: Provide chart of number of trees, by species proposed to meet planting requirements.
2.k.11	Shrub species selected that are included in the chart under item #11 of this section.					Staff: Provide chart of number of trees, by species proposed to meet planting requirements.
Subsection 2.1	Landscaping of Storm water Management Facilities 1 canopy tree every 50 feet, 1 evergreen tree every 40 feet and 2 small understory trees every 50.					Staff: Required for all Stormwater Management Facilities , except in IR and IG District where facility is not adjacent to a residential district or public road Measurement based on the linear measurement of the contour at the top of the berm
2.1	Storm water facility sited to allow for street trees and screening plantings, shall be aesthetically pleasing, preferably native species and incorporate stormwater best management practices. Plants associated with stream, pond or wetland habitat suggested					

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2.1	Chain link fences used for security purposes will be sufficiently screened by plantings					
2.1	Low Impact Development hydrologic design utilizing integrated mgmt. practices (LMFs) be considered as an alternative to conventional controls.					
2.1	HOA documents for residential projects when common open space and buffer areas are provided and will be maintained by HOA or mgmt. co.					
Subsection I.4	Storm water management facilities are not located adjacent to public street rights of way, and not in any required buffer area.					Staff: If seeking exception to this requirement from the Planning Commission, include separate report summarizing justification for the exception.
Subsection I.4	If an exception is to be granted by the Planning Commission for the above item, does it comply with the required 10 foot setback and is landscaped to a greater extent than the ordinance would usually require?					
City Engineer	City Unique Property ID Number					Staff: Required by City Engineer
Light Dept.	Light Department Load Sheet					Staff: Required by Light Department when in their service area. Do not submit plan without this document.
Light Dept.	Light Department Easement language					
Light Dept.	Architect name, phone and address (if known)					
Light Dept.	Electrical engineer name, phone and address (if known)					
Light Dept.	Construction contractor name, address and phone number (if known)					
Light Dept.	Electrical contractor name, address and phone number (if known)					
Light Dept.	Electrical Service - Entrance Size					
Light Dept.	For residential projects, typical size of unit, and maximum size of unit (in square feet)					

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Light Dept.	For residential projects, service-entrance size for typical and largest units and electrical load breakdown for typical and largest units.					
Light Dept.	Paved truck access within 10 feet of proposed transformer locations and transformer pads at least 10 feet off of buildings.					
City Engineer	Projected traffic generation by type and volume					
City Engineer	Road rights of way sufficient?					
City Engineer	Existing traffic problems?					
City Engineer	Internal circulation adequate?					
City Engineer	Truck circulation radii adequate?					
City Engineer	Street cross sections					
City Engineer	Note requiring contractor to contact City 48 hours before construction					
Planning Department	Planning Department Subdivision File Number (ex. ZS-2008-01) on bottom right hand corner of the first page.	NA	N A			Staff: Can only be added after plat has been submitted and case file number assigned. This case has been assigned the number ZS-200 -
Planning Department	Do buildings meet height limitations in this district? Place note on plan explaining 1) height limitation and 2) planned building height.					
I.3.a	All off-street parking areas are paved with a stable, dust-free surface.					
I.3.b	Landscaping of parking areas conforms with Section I.2.h					
I.3.c	Lighting provided for lots having night use. Lights shielded to prevent glare onto adjacent streets and properties.					
I.3.c	When adjacent to residential use, lights to be min. intensity to assure safety and security and be well shielded.					
Planning Department	Cut sheets for proposed exterior lights shown on the plan.					

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I.3.d	Periphery of lot adequately screened and landscaped to prevent adverse impacts on adjacent lots.					
I.3.e	Is the lot appropriately striped and marked, and laid out to achieve maximum safety?					
I.3.f	Sufficient pedestrian walkways provided?					
I.3.f	Parking spaces do not overhang pedestrian walkways.					
Article IV D.5.d	Are all public street frontages shown as front setbacks?					
D.5.e	If a townhouse site plan, are these requirements met?					
D.5.f	If an apartment site plan, are these requirements met?					
Plan. Dept.	Provide note on the plan citing the Section of Article IV that states this use is permitted (by right or special exception) at this location in this zoning district.					
F.2.a(2)	If in the C-2 District, do any of these requirements apply to the proposed use?					
F.5.b	If fee simple units are attached in commercial districts, address this section.					
F.7	“Big box” design standards addressed Applies to the C-4 District only. If applicable, provide separate narrative explaining compliance.					Staff: Required for any development containing a sales facility that is 75,000 square feet or more, including out lots and adjacent buildings within same development
Multiple	No fence or wall shall be constructed in front of the front building setback line. No fence wall or hedge will exceed height limitations.					Staff: Does not apply to retaining walls. Include description (material, height, location) of any proposed fences on the plan, including elevations.
K.1	No fence, wall, gateway, ornamental structure, hedge, shrubbery and other fixture, construction or planting shall exceed 3 feet in height within 25 feet of an intersection					

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O.3.g	Handicapped parking provided, described in parking demand notes and designed per standards					
Article 6	FLOODPLAIN MANAGEMENT ORDINANCE					Staff: If there is any floodplain on this property, does the proposal comply with the requirements of Article 6?
Article 7	FOREST CONSERVATION ORDINANCE					Note: If a forest stand delineation and/or forest conservation plan are required, there are separate application forms/checklists that are required to be submitted with those plans
Forest Con. Ordinance	Forest Stand Delineation and/or Forest Conservation Plan required? If yes, is delineation/plan completed?					FC File # _____
	If claiming exemption to forest conservation requirements, provide the section of Article 7 under which you are justifying the request,					
	If forest conservation has already been provided for this site provide file number in the column to the right, <u>and a note on the plan</u>					
Health Department	Health Department signature block					
City Engineer	City Engineer signature block and storm water management signature block					
Planning Department	City Clerk performance bond signature block (if applicable)					
Planning Department	Planning Department signature block					
Planning Department	Other restrictions, such as location in Preservation District, etc.					
Planning Department	Landscaping maintenance signature block					
Planning Department	Are all copies folded to fit into a 9x11 file, with bottom right section on top?					Roll plans of 11 or more pages
Planning Department	Are all applicable fees paid in full?					

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FOLLOW UP - FOR APPLICANT'S INSTRUCTION AND PLANNING DEPARTMENT USE

Planning Commission	Color mark up exhibit and three copies for Planning Commission public review provided?					
Planning Department	Developer provides a minimum of five complete paper sets of the plan for Planning Department signature. Additional copies will be signed for developer's use as needed.					
Planning Department	Digital Copy in AUTOCAD format provided upon request for Planning Department signatures on approved plans.					
68-29c(26)	Developer must provide reproducible as-built mylar drawings upon completion of the project for public improvements					

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)
FOR ANY OTHER AGENCY THAT HAD COMMENTS TO BE ADDRESSED: AS NEEDED

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.

Engineers: Please use the below chart to cite sections and notes regarding additional information or questions you may have about the requirements of the ordinance as it relates to this plan.

INSTRUCTION TO ENGINEER/SURVEYOR: In the column marked "Engineer/Surveyor", identify each page which the required item appears on the plan when the plan consists of multiple pages. For items that appear on each page of the plan, use "All". If not applicable, place note on the plan stating this provision is not applicable and on this chart refer to page number of plan where the note can be found 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
						ENTER ENGINEERS AND STAFF COMMENTS IN THIS COLUMN

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: _____