



# CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

## MINOR SITE PLAN APPLICATION & REVIEW CHECKLIST

### Submittal Requirements:

- Original Application and 8 copies, including Checklist
- 9 complete sets of plan
- Filing fee (please consult [current fee schedule](#))

Case No. SA - \_\_\_\_\_  
Office Use Only

Name of Project: \_\_\_\_\_

Location of Property: \_\_\_\_\_  
(Please include street address, if known)

Deed Reference: \_\_\_\_\_ Liber: \_\_\_\_\_ Folio: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Proposed Work (i.e. addition, accessory building, parking; please include size of addition and amount of disturbed area):

Engineering/Survey Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Developer/Applicant Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

This Chart for Staff Use Only	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review
Date Accepted for Processing			
Review Date			
Returned to Design Firm			

Related Planning File References (Site Plans, Preliminary Plats, BZA Cases, HDC Cases); if none, state so:

**Instructions 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 the item is not applicable, address as not applicable in a note on the plan and reference the page of the plan on which the note appears in the column below. PCAD = Planning and Code Administration Department.

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.F.1.	Scale of 1" = 10 feet (at least one page showing entire development on one sheet)					
5.F.1.	Each sheet shall be numbered and shall show its relationship to the total number of sheets (if multiple are needed)					
5.F.1.	Boundary of project shown as follows: ----- -- -- -----					
5.F.1.	Legend clearly indicating which features are existing and which are proposed					
5.F.1.	Dimensions shall be in feet and decimal parts thereof					
5.F.1.	100-year floodplain limits and approximate location of wetlands, if any					
5.F.1.	Show and label the City/County boundary line if appropriate					
5.F.1.	Calculations demonstrating that the proposed development complies with the parking requirements of the Zoning Ordinance					
5.F.1.	A notation stating the zoning district in which the proposed development is located, including any zoning overlays					
5.F.1.	City Unique ID Number					
5.F.1.	Owner Name and Address					
5.F.1.	Developer Name and Address (if different from owner)					
5.F.1.	Certificate signed and sealed by a registered land surveyor or registered professional engineer, responsible for the survey and/or engineering computations of the Plan					
5.F.1.	Owner's certifications and statements					
5.F.1.	Date of drawing, and revision schedule					
5.F.1.	North arrow					
5.F.1.	A boundary survey or survey of record of the property to be subdivided, and all remaining lands, including map book and page reference, locating and identifying adjacent or abutting streets (existing or platted), subdivisions, unsubdivided parcels, easements, water areas, and the like, and all visible monuments, showing all courses, distances, and area, and tie-ins to all adjacent street intersections. At a minimum, show the entire parent tract or original parcel on an index map					
5.F.1.	Utilities on and adjacent to the tract: location, size and invert elevation of existing sanitary sewerage facilities and storm drains; location and size of water mains; location of fire hydrants, utility lines and street lights (within work area)					
5.F.1.	Building setback lines					
5.F.1.	Notation explaining all associated planning and zoning files (BZA, FC, NCU, annexation, HDC, past subdivisions or site plans)					

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5.F.1.	Identification including plan and profile of all utilities proposed within the development, including the location, grade, and size of storm drains, catch basins, drainage ways and channels, sanitary sewerage facilities, pumping stations, water mains, street lights, fire hydrants, and other required public facilities and improvements (within work area)					
5.F.1.	Copy of current deed of ownership, and copy of homeowner association documents (if applicable)					
5.F.1.	A Landscape Plan, including locations and specifications for required street trees, drawn in accordance with all requirements of Section I.4 (within work area)					
5.F.1.	Location of all existing and proposed buildings, lighting, fencing, structures, parking facilities and other improvements, and means of trash collection. Include a scale dimension from the property line to proposed buildings. All parking facilities shall be designed in accordance with Section I.4 of this Article (within work area)					
5.F.1.	If alterations are to be made to existing buildings structures or other improvements, dotted lines to show features or locations to be abandoned and solid lines to show proposed features (within work area)					
5.F.1.	County Tax Map and Parcel Number					
5.F.1.	Election District					
Fire Dept.	The following statement and supporting bullet points shall be shown on the plan:  Construction occurring on this site shall comply with NFPA 241, <i>Standard for Safeguarding Construction, Alteration, and Demolition Operations</i> , and Chapter 16 of NFPA 1, <i>Fire Code</i> . <ul style="list-style-type: none"> <li>No open air burning is permitted.</li> <li>A permit is required from the Hagerstown Fire Marshal to perform blasting operations.</li> <li>Fire Department access shall be maintained to all buildings.</li> </ul>					
PCAD	Name of Project					
PCAD	Vicinity Plan to scale of not less than 1"=2000 feet.					
PCAD	Area of property					
PCAD	Scale Bar					
PCAD	Drawing of existing conditions and proposed improvements of sufficient quality and completeness to permit effective review of proposed development					
PCAD	Planning and Code Administration Department Minor Site Plan File No (example, SA-2016-01) on bottom right-hand corner of the first page (Note: can only be added after plan has been submitted and case file number assigned)	N/A	N/A			The file number assigned to this project is: SA-_____ - _____
PCAD	Health Department signature block (if required)					
PCAD	Planning & Code Administration Department signature block					
PCAD	Other restrictions, such as location in Historic District, variances, etc.					Required by PCAD

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PCAD	The plan meets all the design requirements of a regular site plan as set forth in Article 5, Section I. Deviations from these requirements will require a waiver(s) approved by the Planning Commission					
N/A	Addressed Engineering comments?		N/A			
N/A	Addressed Water Division comments?		N/A			
N/A	Addressed Wastewater Division comments?		N/A			
N/A	Addressed Electric Division comments?		N/A			
N/A	Addressed all other review agency comments?					<b>Do not submit revised plans until all review agency comments have been collected and all issues are addressed.</b>
N/A	Are revised copies labeled in bottom right-hand corner with destination agency?		N/A			
N/A	Are all revisions highlighted (do not use yellow)?		N/A			
N/A	Are multiple-page plans stapled along left edge?					
PCAD	Is this form being submitted to PCAD on initial submission?					
PCAD	Is this form being returned to the Planning and Code Administration Department with revised submission?					
PCAD	Are all applicable fee paid in full?					

**Instructions to Engineer/Surveyor:**

This checklist is the format used by the Planning and Code Administration Department to review and comment on your plan. 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 to the Planning and Code Administration Department.**

- Planning and Code Administration Division 2 copies
- Copies for Engineering, Electric Division, Water Division, Wastewater Division  
 (Even if the plan has been reviewed and approved by these agencies) 4 copies
- Copies for any other agency with outstanding comments As Needed

**Statements**

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

I understand that the design of the site plan must conform to the requirements of the City’s Land Management Code, unless waivers are granted by the Planning Commission. If waivers from a design standard stated in Article 5, Subdivision and Land Development, are requested, final approval of the plan by the Planning Commission may be required.

I understand that the Planning and Code Administration Department reserves the right to bring this plan before the Planning Commission for final approval even when no waivers are requested or required.

\_\_\_\_\_  
 Owner’s Signature

\_\_\_\_\_  
 Applicant’s Signature (if different from owner)

\_\_\_\_\_  
 Date

**Follow Up – Planning and Code Administration Department Use**

Construction must begin within two (2) years of site plan approval, unless an extension is granted by the Planning Commission		<b>Plan approval expires on:</b>  _____
All other signatures must be on plan before Planning and Code Administration signs plan		
Two copies of the approved and signed plan must be retained in the file		
<b>File completed and closed</b>		<b>Date:</b>

City of Hagerstown, Maryland  
**Planning and Code Administration Department**  
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