



# CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

## MINOR SITE PLAN APPLICATION & REVIEW CHECKLIST

Form SD4

(Last Revised: January 1, 2021)

### Submittal Requirements:

Case No. SA - \_\_\_ - \_\_\_

- Original Application, including checklist, all relevant schedules and four paper sets of the plan. Office Use Only
- Electronic version of the plan, application, checklists and relevant schedules
- Filing fee (please consult current fee schedule)

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

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

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

Brief description of 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			

**City of Hagerstown, Maryland**  
**Minor Site Plan Application and Checklist**

**Form SD4 (Last Revised January 1, 2021)**

**Page 2 of 9**

Related Planning File References (Site Plans, Preliminary/Development Plans for Subdivisions, BZA Cases, HDC Cases). Please provide the file number(s) for any prior City reviews for this property. If none, state so:

ZS (Site Plans): \_\_\_\_\_

P (Subdivision Prelim./Dev. Plan): \_\_\_\_\_

A (Annexation): \_\_\_\_\_

ZM (Rezoning): \_\_\_\_\_

HDC (Historic): \_\_\_\_\_

S (Sub. Plats): \_\_\_\_\_

Z (Bd. of Zoning Appeals): \_\_\_\_\_

FC (Forest Conservation): \_\_\_\_\_

SA (Minor Site Plans): \_\_\_\_\_

C (Concept Plan): \_\_\_\_\_

**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	Review Key ✓ = OK O = Incomplete N/A = Not Applicable
	<b>PLAN DATA REQUIREMENTS</b>				
	<b>Sketch Plan Approval by Planning Commission</b>				Date:
	Numeric E-911 assigned address				Obtain before submitting.
5.F.1.	Scale: 1" = 10'				
5.F.1.	Each sheet shall be numbered and shall show its relationship to the total number of sheets.				
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.	County Tax Map and Parcel Number.				
5.F.1.	Date of drawing, revision schedule, election dist. & north arrow.				
5.F.1.	100-year floodplain limits and approximate location of wetlands, if any, or provide note that no floodplain exists.				
5.F.1.	Show and label City/County boundary line if appropriate.				
5.F.1.	Calculations showing the development complies with the parking requirements of the Zoning Ordinance.				
5.F.1.	A notation identifying the zoning district, including any overlays.				
5.F.1.	City Unique ID Number and property owner name and address,				
5.F.1.	Area of property and all existing and proposed buildings.				
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 engineer, responsible for developing the plan.				See end of Article 5 for required text.
5.F.1.	Owner's certifications and statements. See last section of Article 5 for required text.				
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, un-subdivided 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).				For work area.

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5.F.1. and Article 4	Building setback and build-to lines expressed lineally and in chart form all frontages, front setbacks, side and rear setbacks, accessory structure setbacks and setbacks from residential or lesser intense uses and districts. All public street frontages are front setbacks.				
5.F.1.	Notation explaining all associated planning and zoning files (BZA, FC, NCU, annexation, HDC, past subdivisions or site plans) AND ANY RELEVANT CONDITIONS OF APPROVAL ATTACHED THERETO.				
5.F.1	Note stating that for work along street rights of way, developer is responsible to obtain a Roadside Tree Permit from MD DNR.				
5.F.1	Identification, including plan and profiles 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.	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 lines to proposed buildings. All parking facilities shall be designed in accordance with Article 5, Section I.4.				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.
Fire Dept.	<p>The following statement and supporting bullet points shall be shown on the plan:</p> <p>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>.</p> <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>				
5.H.1	Do all public streets adjacent to the subject property meet current right of way width requirements? If not, right of way dedication, with associated plats, may be required for site plan approval.				
5.H.2	Is the property bisected by or otherwise impacted by a comprehensive plan planned street (see Map 5-3)? The developer may be required to incorporate the design of the street into their plan, build the street to City standards, and dedicate it to the City.				
	<p><b>DEVELOPMENT, DESIGN AND PERFORMANCE STANDARDS</b>            Construction of new buildings, including reuse or modification or renovation of an existing building or buildings and site improvements shall comply with the following:</p>				
5.I.4.h	All parking spaces and drive aisle conform to the dimensional requirements of this sub-section.				
5.I.6.b.(1)	<p>Principal use building(s) shall be oriented toward and located near the primary public street for the purpose of reducing the visual impact of an expansive parking area between the building and public streets. (see next page)</p> <p><b>Required in RH, RO, N-MU, CC-MU, CL, CG, CR, POM, INST and PUD zoning districts</b></p>				For new work to the degree existing conditions allow.

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5.1.6.b.(2)	It is preferred that off-street parking spaces be located towards the sides and rear of the lot, behind any buildings and structures. <b>Required in RH, RO, N-MU, CC-MU, CL, CG, CR, POM, INST and PUD zoning districts</b>				For new work to the degree existing conditions will allow.
5.1.6.b.(3)	Projects containing groups of buildings shall incorporate amenity areas into the site design. Amenity areas include, but are not limited to, public plazas, courtyards, squares or small parks on the site. Design elements to be included in the amenity areas are seating walls, benches, outdoor dining/gathering areas, decorative fountains or water features, clock towers and/or garden areas. Since the purpose of these amenity areas is to serve as pocket recreational areas and to help foster a sense of community, additional elements shall be considered, if the applicant shows the design meets the intent of this section. <b>Required in RH, RO, N-MU, CC-MU, CL, CG, CR, POM and INST zoning districts</b>				Will not be applicable or practical in most cases that require only a minor site plan.
5.1.6.b(4)(a)	The facade of a building shall present a public view to the street or pedestrian corridor. For large buildings, modulation shall be incorporated in building designs to reduce overall bulk and mass, with planes of exterior walls not running in one continuous direction more than one-hundred (100) feet without an offset or setback. All rooftop equipment shall be shielded so that it is full screened from public view. <b>Required in RH, RO, N-MU, CC-MU, CL, CG, CR, POM, INST, and PUD zoning districts</b>				For new work to the degree existing conditions will allow.
5.1.6.b(4)(b)	The commercial building or shopping center (including buildings located on out lots) shall be constructed of high-quality natural materials finished in low reflectance, earth tone colors and finishes. Materials may include brick, wood, stone, tinted textured concrete masonry units, architectural concrete block or other material approved by the Planning Commission. <b>Required in CG, CR, POM and INST zoning districts</b>				For new work to the degree existing conditions will allow.
5.1.6.b(4)(d)	Newly constructed multi-occupant commercial, institutional, and mixed-use buildings shall contain storefronts when located in the CC-MU zoning district. <b>CC-MU zoning district only</b>				For new work to the degree existing conditions will allow.
5.1.6.b(4)(e)	Trash receptacle enclosures shall be architecturally compatible with the building(s) on site and constructed of the same building material. Non-enclosed areas for storage of pallets, recycling, temporary seasonal merchandise shall be permanently defined and screened with walls and/or fences and/or heavy evergreen landscaping consistent with materials and landscaping used throughout the project. <b>Required in RH, RO, N-MU, CC-MU, CG, CR, POM, INST and PUD zoning districts</b>				
5.1.6.b.(5)	Loading docks, truck parking, outdoor storage, utility meters, HVAC equipment, and other service functions shall be incorporated into the overall design of the building and landscaped. See text for more detail. <b>Required in RH, RO, N-MU, CC-MU, CL, CG, CR, POM, INST and PUD zoning districts</b>				For new work to the degree existing conditions will allow.
5.1.6.b.(7)	For businesses that involve the temporary storage of unregistered or damaged vehicles, an area shall be designated for such storage and screened from surrounding properties in a manner acceptable to the Planning Commission. This provision shall not apply to the storage and display of for-sale or rent motor vehicles. <b>Required in CL, CG, and CR zoning districts</b>				

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5.I.6.b.(8)	Destination Retail Uses are subject to design requirements. See <i>Schedule D for design requirements for these uses.</i>				Attach Schedule D.
5.I.10	Development standards for I-MU developments.				Attach Schedule I.
5.I.14	Development designed in accordance with CPTED standards, items a. through f. Provide narrative in notes explaining compliance.				See Article 5, Section I.14
	<b>OUTSIDE STORAGE</b>				
5.I.13 and 4.K.17	All outdoor storage of inventory, merchandise and supplies be located at least 10 feet from adjacent property lines and street rights of way, and buffered in accordance with the provisions of the section pertaining to the buffering of parking areas.				
	<b>LANDSCAPING PLAN AND PARKING AREA REQUIREMENTS</b>				
5.I	Applies to any development or redevelopment proposal requiring approval by the Planning Commission (or by staff in the case of administrative approvals). A landscaping plan is required as part of the development plan or site plan. <b>NO EXCEPTIONS.</b> See <b>Form SD-1 Schedule A</b> for checklist of requirements and instructions for alternate plans and waiver requests.				<b>ATTACH SCHEDULE A</b>
	<b>ZONING CONSIDERATIONS</b>				
4.A.11	Some uses have separation requirements between it and other similar or competing uses. Does this use have such a separation requirement? If yes, does it comply with the measurement standards found in Section A.11?				
4.K.18	All new dwelling units must meet minimum area requirements that vary depending on the number of bedrooms provided. Provide note of compliance with this section when plan involves any residential components.				
4.D.5.i and 4.K.3	No lot in a residential district that does not front a public street will be improved with a dwelling unit or units.				
4.E.6.b	Dwelling units in the CC-MU and N-MU Zoning Districts require certain minimum facilities. Provide note.				When applicable.
4.E.7	New developments in the CC-MU and N-MU Districts are subject to certain mixed-use design standards. Does this proposal comply with those requirements?				Attach Schedule H.
4.Q	Wireless communication facilities are regulated by Article 4, Section Q.				Attach Schedule Q.
4.Z (use chart) and others	Certain Uses such as retail and restaurants have size limitations in some districts. Explain and confirm compliance in zoning notes.				
4.Z and 4.F.2.b(4)	Adult entertainment uses are subject to performance standards.				Attach Schedule X.
4.Z and 4.F.2.b(5)	Developments in the POM District are subject to performance standards.				Attach Schedule P.
4.Z and 4.F.2.b(8)	Introducing an automobile and/or truck sales and/or rental facility is subject to performance standards, even when no improvements are planned or desired. If developing or changing the use of a property to this use, attach Schedule B.				Attach Schedule B.
4.Z and 4.H.8 and 5.I.10	There are use limitations on retail and service uses and development standards in the I-MU Zoning District.				Attach Schedule I.

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4.F.5.c	When developing attached fee-simple units in commercial districts, the provisions of this section apply. Ensure they are addressed.				
4.H.7	All industrial uses are subject to the performance standards in 4.H.7. Include a note stating "Industrial uses shall comply with the performance standards of Article 4, Section H.7 as follows:" and enumerate them verbatim from the Ordinance.				Applies only for industrial uses.
4.J	When involving a zoning overlay, does this plan address all performance standards of that overlay and any conditions of approval attached thereto?				
4.K.8	Sales trailers or using a constructed home as a model home and/or sales office are permitted on a temporary basis for marketing units for rent or sale within that development, provided they are shown on the approved site plan or development plan. Otherwise a site plan will be required.				
4.K.9	For properties that will have accommodations for the parking and temporary storage of semi-trailers as part of their business operations, a notation shall be provided, summarizing Article 4, Section K.9.a.				Not required for residential development.
4.K.9.b	Design expectations for use of trailers and vehicles for ongoing on-site vending.				
4.K.14	Note stating that all work shall be completed in a professional and workmanlike manner.				
4.K.15	Note stating "Tarps, canvas and similar pliable material shall not be used as enclosures for or building materials of buildings or structures. This provision shall not apply to bona fide awnings designed and constructed as such of material intended for use in awnings, or canvas or other pliable materials engineered or professionally designed for such purposes."				
4.M.1	When the use of property involves a nonconformity, include in the zoning information block an explanation of the confirmation history of the nonconformity.				
4.S.2.d	Note stating the following: This site plan shall be void if the required permits are not secured and substantial construction accomplished within three years of the date the site plan is approved. The approval of this site plan shall expire in three years, unless re-approved by the Planning Commission and relevant agencies.				
4.Z	Include notation that the use(s) proposed are permitted by right, special exception or approved change or expansion of a legal nonconforming use.				
4.S.2.c And 4.S.1.g	Note stating: The purpose of a site is to set the final approved development of the site until such later time that new or revised plans are submitted for additions or redevelopment of a site. All improvements, including but not limited to conditions of approval, site configuration, parking space, and landscaping required in accordance with City Ordinances shall be maintained on an ongoing basis. Failure to maintain features and improvements shown on an approved site plan constitutes a violation of the Land Management Code. A zoning certificate (including zoning approval of a building permit) may be revoked by the Zoning Administrator if the recipient of the certificate fails to develop or maintain the property in accordance with the plans submitted, the requirements of this Chapter, the list of permitted uses as found in Article 4, Section Z, an approved site plan, or any other requirement lawfully imposed in connection with the issuance of the zoning certificate or zoning approval of the building permit.				

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Article 4 Multiple	Does this plan involve any of the following: flea markets, public, private or membership pools in residential districts, (add others)				Attach Schedule S.
	<b>BUSINESS SIGNS</b>				
4.I.4	A Program for Signs is required as part of a site plan that integrates the design of graphics with the design of the building (and/or development) on which they will be displayed and with the surrounding area. See Article 4, Section I regarding signs.				
4.I	Signage shall be designed in accordance with Article 4, Section I, and comply with requirements of this section.				
	<b>FENCES AND WALLS</b>				
4.K.1.	Fences and Walls proposed must be shown on the plan and comply with height, material and buffering requirements (as applicable) in accordance with Article 4, Section K.1.				Attach Schedule G when fences and/or walls are proposed.
	<b>DUMPSTER ENCLOSURES</b>				
4.K.16.	Installations of new trash dumpsters on existing and proposed developments shall be required to have a dumpster enclosure. The dumpster enclosure shall be compliant with the standard detail maintained in the City's <i>Public Ways Construction Standards and Engineering Guidelines, Plate M-023</i> .				
	<b>USE OF LANDS WITHIN FLOODPLAIN</b>				
4.K.4.	All uses in the flood plain as defined by the floodplain map developed by HUD and FEMA, shall comply with Article 6, Floodplain Management Ordinance.				Attach Schedule F when floodplain is present on the property.
	<b>ALTERNATIVE ENERGY SOURCES/GENERATORS</b>				
4.K.12	Wind energy systems and ground or building mounted solar systems are subject to certain requirements.				Attach Schedule E.
	<b>FOREST CONSERVATION</b>				
Article 7	Is there an existing forest conservation plan in effect for this property?				
	<b>OTHER</b>				
5. Certs. #1	Signature Block – Commitment to Build in Accordance with Approved Plans				
5. Certs. #2	Signature Block – Maintenance of Landscaping				
5. Certs. #3	Signature Block – Planning Staff				
PCAD	Signature Block – City Engineer				
PCAD	Signature Block – Health Department (when applicable)				
PCAD	Planning and Code Administration Department Full Site Plan File No (example, ZS-2020-01) on bottom right-hand corner of the first page.	N/A	N/A		The file number assigned to this project is: SA-_____ - _____
PCAD	Other restrictions, such as location in Historic District, variances, etc.				Required by PCAD
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				DO NOT SUBMIT WITHOUT ATTACHING SCHEDULE W WHEN WAIVERS REQUIRED.
PCAD	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?				

**Are waivers to the requirements of Article 5 required for any elements of this site plan? YES | NO**

**If yes, a waiver application (Schedule W) is required to be submitted with this application. This submission will not be accepted without the waiver application when one is required.**

**Do not submit plans with waiver requests without consulting staff first.**

**Descriptions of requirements in the preceding chart may be edited for brevity. The text of the Land Management Code shall control. For details, please consult the adopted text.**

**CHECK ALL SCHEDULES INTENDED TO BE SUBMITTED WITH THIS APPLICATION.**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>A – Landscaping Plan</b>                         | <input type="checkbox"/> <b>I – I-MU District Design Standards</b>         |
| <input type="checkbox"/> <b>B – Auto Sales and Rental Facility Design</b>    | <input type="checkbox"/> <b>M – Mobile Home Park Design Standards</b>      |
| <input type="checkbox"/> <b>C – Forest Conserv. Plan (&amp; delineation)</b> | <input type="checkbox"/> <b>N – Mixed Buildings in CG and CR Districts</b> |
| <input type="checkbox"/> <b>D – Destination Retail Use Design</b>            | <input type="checkbox"/> <b>P – POM Development Design Standards</b>       |
| <input type="checkbox"/> <b>E – Alternative Energy (Wind and Solar)</b>      | <input type="checkbox"/> <b>Q – Wireless Communications Facilities</b>     |
| <input type="checkbox"/> <b>F – Floodplain Ordinance Compliance</b>          | <input type="checkbox"/> <b>S – Miscellaneous Provisions</b>               |
| <input type="checkbox"/> <b>G – Fences and Walls</b>                         | <input type="checkbox"/> <b>X – Adult Entertainment Use Zoning Regs.</b>   |
| <input type="checkbox"/> <b>H – Mixed/Comm in Mixed Use Districts</b>        | <input type="checkbox"/> <b>W – Application for Article 5 Waivers</b>      |

**Four paper copies delivered to City Hall (see required submission materials at top of page 1). After making the initial submission to City Hall, the engineer or consultant shall deliver two paper copies directly to Washington County Soil Conservation District, one paper copy to Antietam Broadband, and when the project involves residential development, one paper copy to the Washington County Public Schools. The transmittal memo should indicate that these copies were sent under separate cover.**

**Instructions to Engineer/Surveyor for revisions:**

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 it. **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.**

- |  |                    |
|--|--------------------|
| Paper sets of complete revised plans for agencies that require paper copies: | 4 copies           |
| Electronic copy of the revised plans:  | 1 electronic copy. |

Return the first submission mark-up copy that was returned to you (in most cases) with your revisions. This is necessary so that staff can verify the comments made on the mark up copy have been addressed.

**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, the Planning and Code Administration Department 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.

Copies of the final plan approved by the Planning Commission and signed by the Zoning Administrator shall be provided in PDF format.



\_\_\_\_\_  
 Owner's Signature

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

\_\_\_\_\_  
 Date

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

Construction must begin within three (3) years of site plan approval, unless an extension is granted by the Planning Commission. If development is in progress when the period of approval expires, the Planning Commission can renew the approval for subsequent three year periods at its discretion.		<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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 F | 301.790.2650

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