

# Conceptual Site Plan Submittal Checklist

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

Project Name and Number: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Technician/ Review Date: \_\_\_\_\_ Date to Supervisor: \_\_\_\_\_

Date to Reviewer: \_\_\_\_\_ Date Returned to Technician: \_\_\_\_\_

Date to Environmental Planning: \_\_\_\_\_ Date Returned to Technician: \_\_\_\_\_

Date Comments Transmitted to Applicant: \_\_\_\_\_

Revised Plans/Documents Received: \_\_\_\_\_

## A. DOCUMENTS REQUIRED

- Signed application form
- 1 copy of conceptual site plan
- 1 copy of conceptual landscape plan
- 1 copy of Type 1 Tree Conservation Plan or Standard Letter of Exemption
- 1 copy of conceptual signage plans/diagrams
- 8 ½ by 11 inch vicinity map (unless shown on site plan)
- Zoning sketch map (no older than 6 months)
- Existing conditions plan (redevelopment only)
- Stormwater Management Approval Letter
- Approved Natural Resource Inventory (NRI)
- Conditions of all previous approvals
- Typed and signed statement of justification addressing all specific and general requirements
- Letter of justification re: existing/proposed impacts to environmental regulated features
- Informational mailing, affidavit, receipt and list of addressees
- E-copy of mail list: Municipalities and Associations
- Traffic study (M-X-T zone); on disc and one print copy
- State Ethics Commission Affidavit(s) form
- Point-by-point response addressing comments on application deficiencies **(to be submitted after our initial review comments have been provided)**
- Application fee made payable to M-NCPPC:

**(Do not submit the fee until it is requested)**

## B. PROPERTY SURVEY REQUIREMENTS

- Professional signed and sealed
- Boundaries of property with bearings and distances
- Zoning of subject property
- Adjoining property - zoning, owner's names, land use, and/or lot and block
- Abutting streets - name, location, center line and right-of-way width
- Distance to nearest intersecting street
- North arrow and scale
- Total area calculation in square feet or acres
- Existing buildings - location, area, dimensions and height
- Entire property outlined in red on one sheet

## C. DRAWING REQUIREMENTS

### General Notes:

- Subdivision or project name
- Total acreage **(broken down by all zones)**
- Existing zoning
- Proposed use of property
- Number of lot, parcels, outlots & outparcels
- Breakdown of proposed dwelling units by type
- Gross floor area (commercial/industrial only)
- 200 foot map reference (WSSC)
- Tax map number and grid
- Aviation policy area (airport name and APA number)
- Water/sewer designation (existing)
- Water/sewer designation (proposed)
- Stormwater Management concept plan number
- 10-foot public utility easement along all rights-of-way (or plan and explanation of alternative utility proposal)
- Mandatory park dedication (if applicable, how to be provided)
- Cemeteries on or contiguous to the property (indicate yes or no)
- Historic sites on or in the vicinity of the property (indicate yes or no)
- Wetlands (indicate yes or no)
- 100-year floodplain (indicate yes or no)
- Within Chesapeake Bay Critical Area (indicate yes or no)
- Source of topography
- Applicant (indicate either owner or contract purchaser)

**Drawing Requirements:**

- Table of required site data
- North arrow
- Location/vicinity map
- Title block
- Revision box
- Location map
- Scale
- Graphic scale
- Conceptual site and landscape plan at same scale
- Plans-3 sheets or more require: cover sheet, composite plan and key plan
- Approvals block on every sheet
- Approvals sheet for certificate of approval
- Match lines for each sheet
- Names of owners of record of adjacent properties
- Names and addresses of record owner(s), subdivider, and surveyor
- Subdivision, lot and block of adjacent properties
- Zoning categories of adjacent properties
- Existing uses of adjacent properties
- Proposed and existing site features, use(s) of property
- Existing and proposed uses of structures
- Parcel, lot, outlot, or outparcel designation
- Area of each lot, parcel, outlot or outparcel
- Aviation Policy Area
- Seal and signature of land surveyor or engineer and property line surveyor (as applicable)
- Locations, names, and present rights-of-way widths of adjacent streets, alleys or public ways
- Legal description of all existing easements and rights-of-way on or adjacent to property (including Liber/Folio)
- Center line or base line of existing rights-of-way with name
- Interchanges within and adjacent to the site
- Proposed ownership for parcels and easements
- Subdivision name and proposed street names
- Adjoining property: ownership, legal description (Liber/Folio or plat number), description of existing uses, and major improvements within 50 feet of the property line
- Proposed topography at appropriate scale
- Drainage area map
- For private well and septic, show proposed well locations and septic fields
- Public dedication area, including any proposed parkland
- One hundred year floodplain; streams and their associated buffers; wetlands and their associated buffers and the full extent of PMA
- Location of entrance feature or gateway sign, if proposed
- Historic resources within or adjacent to the proposed site
- Location of existing and/or proposed stormwater management facilities
- Location of existing and proposed storm drains, water and sewer lines (when outside the public right-of-way) and house connections
- Boundaries of property with bearings and distances
- Lot line dimensions including bearings and distances
- Conceptual building and parking envelopes
- Orientation of buildings on lots
- Size, height, and number of stories of existing buildings
- Size and height of proposed buildings
- Proposed grading and spot elevations
- Width of drive aisles
- Location of access roads and drive aisles
- Centerline of streets
- Existing and proposed utility rights-of-way and easements
- Proposed system of internal streets and right-of-way widths
- Right-of-way improvements (sidewalks, ramps, etc.)
- Keyed location of landscape materials proposed
- All existing conditions information from NRI (except soils and forest stand boundaries)

## APPLICATION DEFICIENCIES

Technician Comments:

Supervisor Comments:

SCHEDULE FOR SDRC

Reviewer Comments:

CSP applications will not be referred to WSSC and therefore the WSSC review fee is not required.  
All graphics requested for Planning Board PowerPoint shows must be in JPEG format NOT PDF.

Environmental Planning Supervisor Comments: