



**DEPARTMENT OF PLANNING & ZONING**  
 PLANNING | ZONING | LAND PRESERVATION | FOREST CONSERVATION | GIS

CONSULTANT/SURVEYOR: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

TAX ACCOUNT ID # (Required) \_\_\_\_\_

### Residential Site Plan Checklist

(These are the minimum requirements; additional information may be required.)

**INSTRUCTIONS TO ENGINEER/SURVEYOR:** In the column identified as “Engineer/Surveyor”, mark whether the item is included (v) or not applicable (N/A) and the page number(s) of the plat where it is located.

Section	Ordinance Requirements	Engineer/ Surveyor 1 <sup>st</sup> Review	Engineer/ Surveyor 2 <sup>nd</sup> Review	Staff 1 <sup>st</sup> Review	Staff 2 <sup>nd</sup> Review	Review Key: v - OK I - Incomplete N/A - Not Applicable U - Unacceptable  ENTER ENGINEERS AND STAFF COMMENTS IN THIS COLUMN
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**Vicinity Plan:**

306.1.A	Existing or mapped streets w/in 1000 feet of the site					
306.1.B	Municipal boundaries w/in 1000 feet of the tract					
306.1.C	Current boundaries and acreage of the tract of land from which the site is proposed					
306.1.D	Total extent and acreage of any watershed which directly affects the site plan proposal. Watershed areas of less than 400 acres may be so indicated by means of a note on the plat					
306.1.D	Where applicable, notation of the site’s location w/in the Edgemont or Smithsburg reservoir watersheds or the Upper Beaver Creek watershed shall be made on the plat					
306.1.D	Boundaries of any watersheds w/in 1000 feet of subject property					
306.1.F	Where applicable, any portion of Appalachian Trail w/in 1000 feet of subject property					

**Basic Information:**

307.1.A	Proposed name of site with NO duplications					
307.1.B	Location by tax map number, election district, county and state, or by other legal description and zoning district classification					
307.1.C	Name and address of owner					
Planning Dept.	Engineer’s seal and signature					
307.2.A	Boundary outline of proposed site shown by heavy line with bearing, distance, and property acreage					

**747 Northern Avenue | Hagerstown, MD 21742 | P: 240.313.2430 | F: 240.313.2431 | TDD: 7-1-1**

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307.2.B	Locations, width, and names of all existing or prior platted streets or other public rights of way, streets, railroad, or utility rights of way, and parks or other public open spaces, and municipal corporation lines w/in or adjoining the tracts					
307.2.C	Utilities on and w/in 100 feet of the perimeter of the parcel being developed; location, size, and invert elevation of sanitary, storm, and combined sewers; location and size of water mains; location of fire hydrants, utility lines and street lights. If water mains and sewers are not on or adjoining the tract, indicate the direction of, distance to, and size of nearest water mains and sewers showing invert elevation of sewers					
307.2.D	Existing and proposed contours with intervals of not more than 5 feet where slope is $\geq 10\%$ or not more than 2 feet where slope is $< 10\%$ . Source of contour information shall be provided on plan					
307.2.D	Areas of steep slope shall be highlighted on plan					
307.2.E	Subsurface conditions on the tract, if not on county water/septic: specifically sites of perk testing showing test pits and trench locations					
307.2.F	Other conditions on tract: water courses and perennial or intermittent streams, marshes, rock outcrop areas showing on the surface of the land					
307.2.F	Specific notation of any soils on slopes of 15% or greater with a K factor of 0.35 or greater					
307.2.F	Wetlands as identified on the non-tidal wetlands guidance maps prepared by the MD DNR					
307.2.F	Limits of the 100-year floodplain and its community panel number					
307.2.F	List soil types and percentage of each type					
307.2.F	Other significant features on tract					

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307.2.G	Other conditions on adjoining land w/in 100 feet of the newly created lot lines; approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of private sewer systems; railroads, utility lines; towers; and other nearby non-residential land uses or adverse influences					
307.2.G	Owners of adjoining platted and unplatted land, for adjoining platted land refer to the subdivision plat by name recorded					
307.2.H	Proposed public improvements; highways or other major improvements planned by public authorities for future construction on or near the tract					
307.2.J	Location and description of threatened or endangered species according to state guidance maps					
307.3.A	Streets: names, rights of way widths					
307.3.B	Other rights of way or easements: location, width, and purpose					
307.3.C	Location of utilities, if not shown on other exhibits					
307.3.F	Minimum building setback lines					
314.8	Title					
314.8	Scale (shown graphically and numerically)					
314.8	North point					
314.8	Date					
307.3.J	Proposed entrance to the site on any existing public street or highway					
307.3.K	Proposed setbacks or limitations required by U.S. Fish and Wildlife Service to prevent impact on endangered or threatened species					
307.3.L	Stream buffers as recommended by Soil Conservation District					
307.3.M	Any setbacks required to prevent impact on the Appalachian Trail					
Zoning Ord. 5D.5	Note stating that new construction is subject to HDC approval for lots located in <b>rural village with historic designation</b>					
314.6	Area (gross and net acreage) of the site					

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Planning Dept.	Standard sensitive area note					
307.1.E	Site plan file number					
Planning Dept.	Functional classification of the road that the site is located on					

**Cluster Subdivision (if applicable):**

Zoning Ord. 22.82	Total number of lots and dwelling units shall not exceed the number that would be permitted if the area were developed in conformance with the normal minimum lot size requirements in the appropriate zoning district					
Zoning Ord. 22.82	Unlotted land derived from reduction of lot sizes shall be provided and maintained as 'open space' or 'recreational areas' for joint use by the residents of the cluster subdivision					

**Town House Development (if applicable):**

Zoning Ord. 22.61	No town house development can have an area less than 5 acres					
Zoning Ord. 22.61	At least 3,500 square feet of net land per town house, and no more than 10 town houses per acre					
Zoning Ord. 22.61	Each town house lot shall have a minimum of 1,600 square feet. The difference in lot size and net land area per town house shall be allocated to open space common area					
Zoning Ord. 22.61	Tract frontage: Each tract used for a group of town houses shall have a width of at least 100 feet and each corner parcel/tract shall have a width of at least 120 feet					
Zoning Ord. 22.61	Minimum width of a town house lot shall be 16 feet. Each lot on the end of a row of town houses shall have an additional width necessary for the required side yard					

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Zoning Ord. 22.61	There shall be no more than 10 or less than 3 town houses in a row					
Zoning Ord. 22.61	Each town house shall have a front yard of 25 feet					
Zoning Ord. 22.61	Side yard of at least 10 feet in width shall be provided at each end of every row of town houses. When the yard adjoining the corner lot along the rear lot line fronts on the side street of the corner lot, the width of the corner lot shall be increased to provide a side yard equal to the adjoining front yards					
Zoning Ord. 22.61	Each town house shall have a rear yard at least 20 feet in depth					
Zoning Ord. 22.61	An accessory building shall be located only in a rear yard and shall occupy no more than 25 percent of the rear yard area and shall be located no less than 5 feet from any alley or rear service street line					
Zoning Ord. 22.61	Off-street parking spaces shall be provided at the rate of 1.8 spaces per town house					
Zoning Ord. 22.61	In a subdivision of town house lots, it will not be necessary that off-street parking be provided on a specific lot so long as the required number of parking spaces are provided in the subdivision for the number of lots to be served					
Zoning Ord. 22.61	No parking area shall be more than 200 feet from the town house lot it serves					

**Multiple-family Development (if applicable):**

(In reviewing a proposed Multiple-Family Group Development, the Planning and Zoning Commission shall consider the overall arrangement of buildings, parking areas, and open space on the site and the relation of the project with surrounding development).

Zoning Ord. 10.6	Common open space shall be located, as much as possible, with an orientation to the interior of the development and consist of land conducive to leisure and active recreational use					
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Zoning Ord. 10.6	Impermeable surface coverage for interior streets, parking areas, and residential structures shall not exceed 45% of the gross land area					
Zoning Ord. 10.6	Sidewalks shall be provided as specified in Article 22, Division I, also serving any transit and school bus waiting area. Walkways (4 foot asphalt or concrete surface) shall be provided to serve major recreational facilities on-site					
Zoning Ord. 10.6	When a proposed development is located adjacent to an existing public transit route or where students require school bus transportation, a bus waiting area consisting of asphalt or concrete surface 10'x10' shall be provided adjacent to the right-of-way of the primary road/street on which the development fronts					
Zoning Ord. 10.6	Landscaping or common open spaces, in the absence of existing tree cover, shall consist of trees, shrubs, and ground cover and a minimum of one tree (6' minimum height) shall be provided for every 4,000 square feet of open space area. On-site utilities shall be effectively screened w/out landscaping					
Zoning Ord. 10.6	Maintain adequate provision for adequate emergency vehicle access					
Zoning Ord. 10.6	Play lots or tot lots may be required pursuant to Section 4.17					
Zoning Ord. 22.72	Parcel used for this shall be under one ownership and have a net lot area of at least 20,000 square feet and a lot frontage of at least 100 feet. When so used, such a parcel of land shall be considered to be one lot for the purpose of these regulations					
Zoning Ord. 22.72	Multiple-Family Group Developments shall be governed by the lot, yard, and bulk requirements in Article "X." The yard requirements shall apply to distance from private interior streets within the project as well as distance from surround public streets					

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Zoning Ord. 22.72	When a building is less than 40 feet in height, the minimum width of an outer court, bounded by walls on 3 sides, shall be 40 feet. When the building height exceeds 40 feet, the minimum court width shall be increased by one foot for each additional foot of building height. The depth of an outer court, bounded by walls on 3 sides, shall not be over 1.5 times the width and shall not exceed 100 feet. When an outer court is partially enclosed by projections, the sum of the projections shall not exceed 25% of the greatest required court width					
Zoning Ord. 22.72	When a building is <u>not</u> over 40 feet high, the distance between opposing buildings shall be a minimum of 40 feet. When a building height exceeds 40 feet, the minimum distance shall be increased by a distance equal to ½ the sum of the additional heights. In the case of opposing buildings on the same lot with opposing partially overlapping walls, the portions of which do not exceed 15 feet in length, the distance between buildings may be reduced to 2/3 of the required distance. In other cases, the minimum distance between buildings shall be 20 feet.					

**Site Plan Information (Zoning Ordinance):**

(These items are subject to the specified requirements of the Ordinance in the applicable sections).

4.11	Sites consisting of 3 acres or less shall be drawn at a scale of 1" = 20 feet					
4.11	Landscaping plan and reserved buffer areas as described in Section 4.16					
4.11	Fencing					
4.11	Exterior lighting (location and height)					
4.11	Off-street parking					
4.11	Pedestrian walkways and sidewalks					
4.11	Provisions for solid waste collection					
4.11	Open space and recreational facilities					
4.11	Communication antennas (TV, radio, etc.)					
4.11	Transit/school bus waiting areas					
4.11	Signs (location, height, size, and design)					

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4.11	Existing site conditions					
4.11	Proposed land uses, showing building locations					
4.11	Location of material storage					
4.11	Location of special facilities for refuse collection, mail delivery, etc.					
4.11	An approved forest stand delineation					
4.11	Gross dwelling unit density (Unit/Acre)					
4.11	Parking space ratio (space/dwelling unit)					
4.11	Open space ratio (square feet/dwelling unit)					
4.11	Projected daily sewerage effluent (G.P.D.)					
4.11	Projected marketing method (unit lot sales, unit lot rentals, condominium sales, apartment rentals)					
4.11	Tentative projected building schedule (dwelling unit/year)					
4.11	Development responsibilities, landscaping, recreational facilities (developer- H.O.A., etc.)					
4.11	Homeowners association – articles of incorporation, by-laws, and Covenants					
4.11	Site coverage (impervious area/gross site area)					
4.11	A forest conservation plan					
4.11	Collection and storage of recyclable material (if applicable; Section 4.20)					
4.11	Identification of sensitive areas (Section 4.21 (c))					
4.11	Design requirements for items identified in sensitive area review (Section 4.21 (d))					
4.11	Square footage of proposed building or expansion					
Planning Dept.	Excise tax use classification					
307.3.N	List zoning ordinance variance(s) and/or special exceptions granted as part of the development procedure of proposed plan. Include variance reference number, description of variance request and approval, any conditions, and date request was granted. Submit approval letter and/or opinion with plat submittal					
Planning Dept.	All other information required by the Washington County Zoning Ordinance					



**Additional Staff Comments:**

**Additional Engineer/Surveyor Comments:**

**INSTRUCTIONS TO ENGINEER/SURVEYOR:** This checklist will be used to review your submission. Once the plan has been reviewed, planning staff will return this form to you so comments can be addressed. When comments have been completed, return this form along with the appropriate number of revisions to the planning staff.

**STATEMENT**

I (consultant/surveyor) conclude that this checklist is completed and the information provided is correct.

Signature: \_\_\_\_\_

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