

Appendix I - Basic Information Required on Site Plans

GENERAL NOTES:

1. Applicants must submit clear and legible plats and plans. Incomplete submissions will be returned for correction and resubmission.
2. Applicants must provide all required information unless a waiver has been requested and approved.
3. Final Plats will include a GIS submittal in NAD_1983_StatePlane_Maryland_FJPS_1900, Datum: D_North_American_1983 with metadata.

Item	Description	Concept Plan	Minor Plan	Simplified Site Plan	Major Site Plan		Item Checkoff ✓
					Preliminary	Final	
I. Project Plat Information							
1.	Name, and address of owner, applicant, developer, and lien holder, date of application.	X	X	X	X	X	
2.	Name and address of engineer, land surveyor architect, planner, and/or landscape architect, as applicable, involved in document preparation.	X	X	X	X	X	
3.	Date of the survey.		X	X	X	X	
4.	Seal, signature, and license number of engineer, land surveyor, architect, and/or landscape architect, as applicable, involved in document preparation. Each sheet must have a surveyor's seal.		X	X	X	X	
5.	Title block denoting name and type of application, Tax Map sheet, block and lots, parcel, and street location.	X	X	X	X	X	
6.	Location of the tract by an insert map or vicinity map, and such information as the names and numbers of adjoining roads, streams, bodies of water, subdivisions, or other landmarks sufficient to clearly identify the location of the property.	X	X	X	X	X	
7.	Existing and proposed zoning of the tract and adjacent property.	X	X	X	X	X	
8.	Proposed use of the structural addition.	X	X	X			
9.	Title, North arrow, and scale.	X	X		X	X	
10.	Appropriate signature block for Town officials.		X	X	X	X	
11.	Appropriate certification blocks.		X	X		X	
12.	Standardized sheets 24" x 36" (Town) Verify the size required for other agencies.		X		X	X	
13.	Metes and bounds survey showing dimensions, bearings, curve, data, length of tangents, radii, arc, chords, and central angles for all center lines and rights-of-way, and center line curves on streets, datum and benchmark, primary central points approved by the Town Engineer.		X	X	X	X	

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14.	Acreage of tract to the nearest thousandth of an acre.	X	X	X	X	X	
15.	Date of original and all revisions.	X	X	X	X	X	
16.	Size and location of any existing or proposed structures with all setbacks dimensioned (for concept plan and general location but not setbacks). Include storm drains, culverts, retaining walls, fences, stormwater management facilities, sediment and erosion structures.	X	X	X	X	X	
17.	Location, dimensions, bearings, and names of any existing or proposed roads or streets. The location of pedestrian ways, driveways, and right-of-way widths (for concept plans, general locations).	X	X	X	X	X	
18.	Location and type of utilities.		X		X		
19.	General location, character, size, height, and orientation of proposed signs.		X	X	X		
20.	All proposed lot lines (width and depth) and area of lots in square feet, number of lots, and lot numbers.		X		X	X	
21.	Number of dwelling units	X	X		X	X	
22.	Location, type, size, and height of fences, walls, screen planting and landscaping and buffer areas.		X	X	X	X	
23.	Any existing or proposed easement (drainage and utility) or land reserved for or dedicated to public use. Location, dimensions of proposed reservations, rights-of-way, open space, buffers, and forested areas, along with means by which these areas will be permanently maintained.	X	X	X	X	X	
24.	Copy and/or delineation of any existing or proposed deed restrictions or covenants.		X		X	X	
25.	References to protective covenants governing the maintenance of undedicated public spaces or reservations.		X			X	
26.	Statement of owner dedicating streets, rights-of-way, and any sites for public use.		X			X	
27.	Development stages or phasing plans (for concept plans, general phasing). Sections numbered by phase.	X			X	X	
28.	Total number of off-street parking spaces, including ratio and number of units per space.	X	X	X	X	X	
29.	List of required regulatory approvals/permits.	X	X	X	X	X	
30.	List of variances required or requested.	X	X	X	X	X	
31.	Requested or obtained design waivers or exceptions.	X	X	X	X	X	
32.	Payment of application fees and tax payments up to date.	X	X	X	X	X	

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33.	The total area of the site that will be temporarily and/or permanently disturbed.		X	X	X	X	
II. Setting - Environmental Information							
34.	All existing streets, watercourses, floodplains wetlands, or other environmentally sensitive areas on or adjacent to the site.	X	X	X	X	X	
35.	Existing rights-of-way and/or easements on or immediately adjacent to the tract.	X	X	X	X		
36.	Topographical features of the subject property from the USGS map or a more accurate source at two-foot to five-foot intervals, 50 feet beyond the boundary, with the source stated on maps.	X			X		
37.	Field delineated or survey topo.		X			X	
38.	General areas of greater than 15% slope shaded and identified as steep slopes.	X	X	X			
39.	Slope analysis of greater than 15% slopes. These areas shall be shaded and identified as steep slopes.				X	X	
40.	Forest stand delineation, as required.		X	X	X	X	
41.	The existing system of drainage of the subject site and adjacent sites and of any larger tract or basin of which it is a part.		X	X	X	X	
42.	A one-hundred-year floodplain based on FEMAmaps.	X	X	X	X	X	
43.	Tidal and nontidal wetland delineation-based on NWI maps and field reviews.	X	X	X	X	X	
44.	Nontidal wetlands identification based on field delineation/determination.				X	X	
45.	Location of sensitive areas and their buffers.	X	X	X	X	X	
46.	Location and width of required bufferyards.	X	X	X	X	X	
47.	Soil types based on Caroline County Soil Survey.		X	X	X		
48.	Traffic impact study, as required.				X		
49.	Statement of effect on the school district and school bus service.				X		
The following additional information items are required in the areas designated Critical Areas.							
50.	Location of the Critical Area District boundary and Critical Area designation.	X	X	X	X	X	
51.	Number of acres in the Critical Area.	X	X	X	X	X	
52.	Mean high-water line and the landward edge of tidal wetlands.	X	X	X	X	X	
53.	Location of existing forested areas to be disturbed by construction. Planting plan approved by the Maryland Forest Service (final).	X	X	X	X	X	
54.	Buffer management plan.	X	X	X	X	X	

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55.	The known locations of HPAs, the habitat of any threatened or endangered species, and the habitat of any species in need of conservation. (See Denton Critical Area Program.) Habitat Protection Plan reviewed by the Maryland Fish, Heritage, and Wildlife Administration.	X	X	X	X	X	
56.	The location of the Critical Area buffer and the expanded buffer, as required.	X	X	X	X	X	
57.	The one-hundred-foot buffer line, lot coverage (impervious surfaces), mitigation size, and location of adjacent structures, if applicable.	X	X	X	X	X	
58.	Hydric and highly erodible soils based on the Caroline County Soil Survey.	X	X	X	X	X	
59.	Shore erosion protection plan, if applicable.					X	
60.	Environmental assessment.		X	X	X		
61.	Statement of consistency with the Critical Area program.	X	X	X	X	X	
III. Building Design							
62.	Preliminary architectural plan and elevations.	X	X	X	X		
63.	Statement of how the proposed building design will align with the Design Guidelines in Appendix III.	X	X	X	X		
64.	Final architectural plan and elevations.					X	
65.	Note stating, "Any deviation from the approved architectural plans and elevations requires the owner/developer to submit revised architectural plans and elevations to the Planning Commission for review and approval prior to implementation."					X	
IV. Plats, Improvement Plans, and Construction Information							
66.	Grading and drainage plans, including roads, drainage ditches, sediment basins, and berms.		X		X	X	
67.	Existing and proposed contour intervals as follows: Slope of less than 5% = one foot Slope of 5% to 15% = two feet or less Greater than 15% = as required for construction		X		X	X	
68.	Proposed location and size of the vehicular entrance(s) to the site.	X	X	X	X	X	
69.	Existing and proposed utility infrastructure plans and profiles, including sanitary sewer, water, and stormwater management.		X	X	X	X	
70.	Grades and sizes of sanitary sewers and waterlines.		X	X	X	X	
71.	Direction and distance to water and sewer, if not available on or adjacent to the site with invert and elevation of the sewer.		X	X	X		
72.	Location of any outdoor storage areas.		X	X	X	X	
73.	Location of fire hydrants.		X		X	X	
74.	Construction details as required by ordinance.		X	X		X	
75.	Stormwater management plan.		X	X	X	X	

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76.	Soil erosion and sediment control plan.		X	X	X	X	
77.	Location and design of outdoor lighting facilities		X		X	X	
78.	Lighting plan and details, as required.		X			X	
79.	Location and design of bicycle parking facilities.		X	X	X	X	
80.	Proposed street names.				X	X	
81.	Landscape plan and details, including required bufferyards.		X	X	X	X	
82.	Forest conservation plan.				X	X	
83.	Required county, state, and/or federal approvals, e.g., State Highway Administration, County Public Works, Anny Corps of Engineers, DNR wetlands permit/license, MDOE quality certification, MDOE sanitary construction permit, local Health Department approvals.		X	X		X	
84.	Public works agreement and surety instruments, as required.		X			X	

X = Item required at the indicated development stage

A completed Appendix is required to be submitted with each site plan application.

In addition to the physical document submission, provide an electronic copy of the full submission package. Electronic files should not be protected.

Provide as-built drawings at project completion.