

ZONING REGULATIONS

297 Attachment 11

**Appendix A**  
**Information Required with Applications for Master Plans and Site Plans**

[Amended 4-13-2010 by Bill No. 2010-06; 9-21-2021 by Bill No. 2021-02]

Item No.	Description	Development Stage		
		Master Plan	Minor Site Plan	Major Site Plan
<b>I. PROJECT — PLAT INFORMATION</b>				
1.	Name, address of owner, applicant	X	X	X
2.	Name, signature, license number, seal and address of engineer, land surveyor, architect, planner and/or landscape architect, as applicable, involved in document preparation	X	X	X
3.	Title block denoting name and type of application, tax map sheet, election district, block and lot, parcel and street location	X	X	X
4.	A key map at a specified scale showing location of tract with reference to surrounding properties, streets, landmarks, streams, etc.	X		X
5.	Existing and proposed zoning of tract and adjacent property	X	X	
6.	North arrow and scale	X	X	X
7.	Proof that taxes are current			X
9.	Appropriate certification blocks			
11.	One of four standardized sheets: 30 inches x 42 inches 24 inches x 36 inches 18 inches x 24 inches 8.5 inches x 11 inches		X	X
12.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all center lines and rights-of-way, and center-line curves on streets		X	X
13.	Acreage of tract	X	X	X
14.	Date of original and all revisions	X		X
15.	Size and location of any existing or proposed structures with all setbacks dimensioned		X	X
14.	The boundaries and acreage of each use area. For areas with mixed-use employment, commercial, residential, and open space uses, the approximate proportions of uses	X		
16.	Location and dimensions of any existing or proposed roads or streets (for GDP and Master Plan, general locations)	X (approximate)	X	X

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17.	All proposed lot lines and area of lots in square feet or lot dimensions		X	X
18.	Copy and/or delineation of any existing or proposed deed restrictions or covenants	X (existing only)		X
19.	Any existing or proposed easement or land reserved for or dedicated to public use	X	X	X
20.	Generalized development stages or staging plans, if applicable			X
21.	List of required regulatory approvals or permits		X	X
22.	List of variances required or requested		X	X
23.	Requested or obtained design waivers or exceptions	X		X
24.	Payment of application fees	X	X	X
<b>II. SETTING — ENVIRONMENTAL INFORMATION</b>				
24.	All information required to be submitted in § 297-103	X		
25.	Adjacent property owners		X	X
26.	The major existing built and environmental features on and adjacent to the site	X		
26.	All existing streets, watercourses, floodplains, wetlands or other environmentally sensitive areas on and within 200 feet of site	X		X
27.	Existing rights-of-way and/or easements on and within 100 feet of tract	X		X
28.	Topographical features of subject property	X		X
29.	Existing and proposed contour intervals based on USC&GS data. Contours to extend at least 100 feet beyond subject property as follows: Up to 3% grade: two feet. Over 3% grade: five feet.			X
30.	Slope analysis areas more than 15% and 25% shall be shaded and identified as steep slopes			X
31.	Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features (details may vary)	X (approximate)		X
32.	Existing system of drainage of subject site and of any larger tract or basin of which it is a part			X
33.	Drainage area map			X
34.	Drainage calculations			X
35.	Perc tests		X	X

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36.	A one-year floodplain based on FEMA maps	X	X	X
37.	Nontidal wetlands delineation based on NWI maps	X	X	X
38.	Nontidal wetlands identification based on field analysis		disturbed area only	X
<b>The following items are required in the areas designated in the Comprehensive Plan as the resource protection district (see Article IX for special requirements in the CBCA):</b>				
39.	Slope analysis areas more than 15% slope shall be shaded and identified as steep slopes		X	X
40.	Location of areas to be disturbed by construction and location of trees measuring greater than 12 inches in diameter at 4.5 feet		X	X
41.	The known locations of the habitat of any threatened or endangered species or species in need of conservation on or adjacent to the site, or within 1/4 mile of the site in the case of bald eagle habitats		X	X
42.	The location of anadromous fish spawning stream(s) on or adjacent to the site and a delineation of the watershed area of the stream on the site		X	X
43.	Highly erodible and hydric soils		X	X
<b>III. IMPROVEMENTS AND CONSTRUCTION INFORMATION</b>				
44.	Proposed utility infrastructure plans, including sanitary sewer, water, stormwater management, telephone, electric and cable television	X (general availability)		X
45.	Soil erosion and sediment control plan		if disturbed area more than 5,000 square feet	X
46.	Stormwater management plan	X (conceptual)		X
47.	Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations	X (approximate)	X	X
48.	Construction details as required by ordinance			X
49.	Average grade on street road			X
50.	Road and paving cross-sections and profiles			X
51.	Proposed street names	X (if available)		X

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52.	New block and lot numbers		X	
53.	Lighting plan and details (outdoor lighting photometric plan)		X	X
54.	Landscape plan and details			X
55.	Solid waste management plan			X
56.	Location, size and type of all signs (site identification signs, traffic control signs and directional signs)			X
57.	Sight distance easements		X	X
58.	Vehicular circulation patterns and pedestrian connectivity map/index	X		X
59.	Parking plan showing spaces, size, and type, aisle width, curb cuts, drives, driveways and all ingress and egress areas and dimensions		X	X
60.	Preliminary architectural plan and elevations			X (HC only)
61.	The location and use of designated open space and/or planned recreational facilities	X		X
62.	Approved preliminary subdivision plan			X

**NOTES:**

X: item required at indicated development stage.