

ZONING

200 Attachment 3

Town of Snow Hill

Appendix A
Basic Information Required On Site Plan Permit Applications

NOTE: All plats and plans must be clear and legible. Incomplete plats will be returned to the applicant for completion and resubmission.

Item#	Description	Minor Site Plan	Development Stage	
			Major Site Plan	
			Prelim.	Final
I.	PROJECT-PLAT INFORMATION			
1	Name, address of owner, applicant, developer and lienholder, date of application.	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
3	Date of survey.	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
5	Title block denoting name and type of application, tax map sheet, block and lots, parcel, and street location.	X	X	X
6	A vicinity map at a specified scale (no smaller than 1" = 200') showing location of the tract with reference to surrounding properties, streets, landmarks, streams, etc. Show all of the property owned according to the Tax Map(s) if only part of the property is to be developed.	X	X	X
7	Existing and proposed zoning of tract and adjacent property from Official Zoning Map.	X	X	X
8	Adjacent property owners, names, Liber and Folio.	X	X	X
9	Title, North arrow and scale (1" = 100').	X	X	X
10	Appropriate signature block for planning and zoning commission chairman, and the health department.	X	X	X
11	Appropriate certification blocks.	X		X
12	Certification and dedication by the owner or owners to the effect that the subdivision as shown on the final plat is made with his or her consent and that it is desired to record same.	X		X
13	Monumentation, location and description.	X		X
14	Standardized sheets 18" x 24" (final - black ink on Mylar).	X	X	X
15	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. (Boundary of proposed	X	X	X

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	subdivision can be a deed plot).			
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Item#	Description	Minor Site Plan	Prelim.	Final
16	Acreage of tract to the nearest thousandth of an acre.	X	X	X
17	Date of original and all revisions.	X	X	X
18	Size and location of any existing or proposed structures with all setbacks dimensioned. Include storm drains, culverts, retaining walls, fences, stormwater management facilities, sediment and erosion structures.	X	X	X
19	Number of dwelling units if applicable.	X	X	X
20	Location, dimensions, bearings, names of any existing or proposed roads or streets. The location of pedestrian ways, driveways. Right-of-way widths.	X	X	X
21	All proposed lot lines (width and depth) and area of lots in square feet, number of lots, lot numbers.	X	X	X
22	Location and type of utilities.	X	X	
23	Copy and/or delineation of any existing or proposed deed restrictions or covenants.	X	X	
24	References to protective covenants governing the maintenance of undedicated public spaces or reservations.	X		X
25	Location and size of proposed playgrounds, and other public use areas.		X	X
26	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, forested areas along with means by which these areas will be permanently maintained.	X	X	X
27	Statement of owner dedicating streets, right-of-way, and any sites for public use.	X		X
28	Total number of off-street parking spaces including ratio and number of units per space.	X	X	
29	List of required regulatory approvals/permits.	X	X	X
30	List of variances required or requested.	X	X	X
31	Requested or obtained design waivers or exceptions.	X	X	X
32	Payment of application fees.	X	X	X
33	Total area of the site that will be temporarily and/or permanently disturbed.	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	
35	Existing rights-of-way and/or easements on or immediately adjacent to the tract.	X	X	X
36	Topographical features of subject property from USGS map or more accurate source at 2'-5' intervals, 50' beyond the boundary, with source stated on maps.		X	
37	Field delineated or survey topo.	X		X
38	Forest stand delineation (if required).	X	X	
39	Existing system of drainage of subject site and adjacent	X	X	X

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	sites and of any larger tract or basin of which it is a part.			
			Development Stage	
			Major Site Plan	
Item#	Description	Minor Site Plan	Prelim.	Final
40	Delineation of flood hazard areas, designated floodway boundaries, flood zones, base flood elevations, and flood protection setbacks.	X	X	X
42	Tidal and nontidal wetland delineation based on NWI maps and field review.	X	X	
43	Nontidal wetlands identification based on field delineation/determination.			X
44	Soil types based on soil survey.	X	X	
45	Traffic impact study, as required.		X	
The following additional information items are required in the areas designated critical areas				
46	Location of the Critical Area District boundary and critical area designation.	X	X	X
47	Number of acres in the critical area.	X	X	
48	Mean high waterline and landward edge of tidal wetlands.	X	X	
49	Location of existing forested areas to be disturbed by construction. Planting plan approved by the Maryland Forest Service (if required).	X	X	
50	The known locations of HPAs, the habitat of any threatened or endangered species, and the habitat of any species in need of conservation. Habitat protection plan reviewed by the Maryland Fish, Heritage and Wildlife Administration.	X	X	X
51	The location of the critical area buffer and the expanded buffer, as required.	X	X	X
52	Hydric and highly erodible soils based on the County Soil Survey.	X	X	
53	Buffer management plan, if applicable.			X
54	Shore erosion protection plan, if applicable.			X
55	Statement of consistency with the critical area program.	X	X	
III.	PLATS, IMPROVEMENT PLANS, AND CONSTRUCTION INFORMATION			
56	Subdivision plat meeting requirements of subdivision regulations if applicable.	X		X
57	Grading and drainage plans including roads, drainage ditches, sediment basins, and berms.	X	X	X
58	Existing and proposed contour intervals.	X	X	X
59	Existing and proposed utility infrastructure plans and profiles including sanitary sewer, water, storm drainage and stormwater management.	X	X	X
60	Grades and sizes of sanitary sewers and waterlines.	X	X	X
61	Direction and distance to water and sewer if not available on or adjacent to the site with invert and elevation of sewer.	X	X	
62	Location of fire hydrants.		X	X
63	Construction details as required by ordinance.	X		X
64	Stormwater management plan.	X	X	X

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65	Soil erosion and sediment control plan.	X	X	X
66	Lighting plan and details, as required.			X
67	Landscape plan and details.	X	X	X
68	Forest conservation plan.		X	X
69	Preliminary architectural plans and elevations.		X	X
70	Required county, state, and/or federal or approvals, e.g., State Highway Administration, County Public Works, Army Corps of Engineers, DNR Wetlands Permit/License, MDOE Quality Certification, MDOE sanitary construction permit, local Health Department approvals.	X		X
71	Public works agreement and surety instruments.			X