

COMPREHENSIVE PLAN AND DEVELOPMENT REGULATIONS

165 Attachment 3

Town of Bel Air

Appendix A

Checklist for Site Plan and Subdivision Plan Review
[Amended 4-3-2017 by Ord. No. 780-17]

Project: _____

Site	Subdivision	Identification and Description
<input type="checkbox"/>	<input type="checkbox"/>	Proposed development name
<input type="checkbox"/>	<input type="checkbox"/>	Property owner name and address with phone number
<input type="checkbox"/>	<input type="checkbox"/>	Subdivider or developer name and address
<input type="checkbox"/>	<input type="checkbox"/>	Land planner and/or architect name and address with phone number
<input type="checkbox"/>	<input type="checkbox"/>	Surveyor and/or engineer name and address with phone number
<input type="checkbox"/>	<input type="checkbox"/>	Location and ownership of adjoining land
<input type="checkbox"/>	<input type="checkbox"/>	Location map, including sketch of nearby subdivisions
<input type="checkbox"/>	<input type="checkbox"/>	Tax Map number and parcel number
<input type="checkbox"/>	<input type="checkbox"/>	Deed reference
<input type="checkbox"/>	<input type="checkbox"/>	Scale of not less than one inch to 100 feet
<input type="checkbox"/>	<input type="checkbox"/>	North arrow and date of drawing
<input type="checkbox"/>	<input type="checkbox"/>	Acreage of tract, total and net
<input type="checkbox"/>	<input type="checkbox"/>	Bench mark
<input type="checkbox"/>	<input type="checkbox"/>	Metes and bounds
<input type="checkbox"/>	<input type="checkbox"/>	Signature blocks
<input type="checkbox"/>	<input type="checkbox"/>	Certifications
<input type="checkbox"/>		Sheet size (24" x 36")
	<input type="checkbox"/>	Sheet size (20" x 24")
	<input type="checkbox"/>	Election district
	<input type="checkbox"/>	Easement (existing and proposed)
<input type="checkbox"/>		Note regarding any requested waiver, special development, variance or special exception
Physical and Environmental Conditions		
<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines of subdivision indicated in heavy outline
<input type="checkbox"/>	<input type="checkbox"/>	Present zoning of tract and adjoining properties
<input type="checkbox"/>	<input type="checkbox"/>	Corporation lines
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent subdivisions labeled
<input type="checkbox"/>		Contour lines at two-foot intervals
<input type="checkbox"/>	<input type="checkbox"/>	Watercourses
<input type="checkbox"/>	<input type="checkbox"/>	Existing structures
<input type="checkbox"/>		Proposed structures
<input type="checkbox"/>	<input type="checkbox"/>	Boundary of forest area
<input type="checkbox"/>	<input type="checkbox"/>	Bridges and existing drainage systems (culverts, inlets, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Floodplain
<input type="checkbox"/>		Soil types

BEL AIR CODE

Site	Subdivision	Identification and Description
		Characteristics of Proposed Development
	<input type="checkbox"/>	Layout, number of blocks, lots, typical dimensions and areas of proposed lots
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed building setback lines (all sides)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed uses of property
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of all property proposed to be set aside for Public or private reservation, designating the purpose thereof
	<input type="checkbox"/>	Location of all proposed monuments
<input type="checkbox"/>	<input type="checkbox"/>	Location and shape of each multifamily residential structure
	<input type="checkbox"/>	Type of residential unit and number of each building
<input type="checkbox"/>	<input type="checkbox"/>	Total number of residential units with subtotal of each type
<input type="checkbox"/>	<input type="checkbox"/>	Gross and net residential acreage
<input type="checkbox"/>		Proposed landscape design, lighting and signage
<input type="checkbox"/>		Typical lot layout showing principal buildings and parking
<input type="checkbox"/>		Phasing of development
	<input type="checkbox"/>	Signed copy of homeowners' association documents
		Utilities, Water, and Sewage Facilities
<input type="checkbox"/>	<input type="checkbox"/>	Railroads and utility rights-of-way
<input type="checkbox"/>	<input type="checkbox"/>	Public utilities (transmission towers, pipelines, water, storm drains, gas, power, and telephone lines)
<input type="checkbox"/>	<input type="checkbox"/>	Tentative location of fire hydrants, valves, waterlines, sewer lines, and pump stations, etc.
<input type="checkbox"/>		Note stating final location for fire hydrants, valves, waterlines, sewer lines, pump stations, etc., shall be determined during construction drawings
<input type="checkbox"/>		Proposed S.D. system
<input type="checkbox"/>		Location of stormwater management facility
<input type="checkbox"/>		Stormwater management drainage area and flow areas to on-site stormwater management system
		Streets, Roads and Parking
<input type="checkbox"/>	<input type="checkbox"/>	Location, name, width of pavement and rights-of-way, of proposed roads and all existing streets adjoining subdivision or intersection street that bounds it
<input type="checkbox"/>	<input type="checkbox"/>	Private roads so marked
	<input type="checkbox"/>	Radii shown on all horizontal curves
<input type="checkbox"/>	<input type="checkbox"/>	Delineation of road improvement rights-of-way
	<input type="checkbox"/>	Layout widths and names of proposed streets, widths of alleys, cross walkways and easement reservations
<input type="checkbox"/>		Tentative profiles of street center lines
<input type="checkbox"/>		Length of any cul-de-sac or panhandle
<input type="checkbox"/>		Vertical and horizontal sight distances recorded at intersection with Town and county roadways
<input type="checkbox"/>		Proposed grades indicated on all roads and parking areas
<input type="checkbox"/>		Modification to property entrance (roadway widening, acceleration and deceleration lanes)

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Site	Subdivision	Identification and Description
[]		Number of parking spaces in each off-street parking area with total
[]		Sidewalk and handicap ramps
[]		Standard details to be shown:

NOTE: THE LACK OF INFORMATION UNDER ANY ITEM SPECIFIED HEREIN OR IMPROPER INFORMATION SUPPLIED BY THE APPLICANT MAY BE CAUSE OF DISAPPROVAL OF A PRELIMINARY PLAN.