

TOWN OF ST. MICHAELS  
SKETCH SITE PLAN REVIEW APPLICATION  
(SEE §110-2B of the Code of the Town of St. Michaels)

OFFICE USE ONLY:

FILE NUMBER: \_\_\_\_\_ FEE: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

APPLICATION REC'D – DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PROJECT INFORMATION

(1) PROPERTY OWNER: \_\_\_\_\_ BUSINESS OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

(2) PROJECT NAME: \_\_\_\_\_

(3) PROJECT ADDRESS: \_\_\_\_\_

(4) TAX MAP: \_\_\_\_\_ PARCEL #: \_\_\_\_\_ LOT#: \_\_\_\_\_

(5) ZONING: \_\_\_\_\_

(6) PLAN PREPARED BY: COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS(S): \_\_\_\_\_, \_\_\_\_\_

(7) SEWER: COMMUNITY \_\_\_\_\_

(8) WATER: COMMUNITY \_\_\_\_\_

(9) HISTORIC DISTRICT: YES \_\_\_\_\_ NO \_\_\_\_\_

(10) CRITICAL AREA (CIRCLE) YES / NO    ZONE CLASSIFICATION \_\_\_\_\_

(11) SQUARE FOOTAGE AND USE OF ALL EXISTING AND PROPOSED STRUCTURES:

Use: \_\_\_\_\_ Existing Square Footage: \_\_\_\_\_ Proposed: \_\_\_\_\_

Use: \_\_\_\_\_ Existing Square Footage: \_\_\_\_\_ Proposed: \_\_\_\_\_

Use: \_\_\_\_\_ Existing Square Footage: \_\_\_\_\_ Proposed: \_\_\_\_\_

Use: \_\_\_\_\_ Existing Square Footage: \_\_\_\_\_ Proposed: \_\_\_\_\_

(12) FLOODPLAIN ZONES: YES \_\_\_\_\_ A B C            NO \_\_\_\_\_

(13) SUMMARY OF PROPOSED: \_\_\_\_\_

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SUBMITTAL REQUIREMENTS:

Sketch plan.

- (a) Vicinity map at a scale of not less than one inch equals 1,000 feet, and such other maps as be necessary to clearly identify the location of the property;
- (b) Boundary survey of the property;
- (c) State Wetlands Map reflecting nontidal and tidal wetlands;
- (d) General proposed land uses drawn to scale, at a scale of not less than one inch equals 200 feet;
- (e) The location of any easements, rights-of-way or any other encumbrances which pertain to the property subject to the site plan review;
- (f) Dated photographs of the property and structures thereon including elevations of all buildings. The photographs must be taken no more than 14 days prior to the submission of the application;
- (g) Computation of existing and planned square footage of all structures; and
- (h) Existing and proposed parking areas in accordance with the parking standards set forth in Town Code, Chapter 340, Article V.
- (i) When more than one sheet is necessary, each sheet shall bear the name of the project and shall be numbered to show its relationship to the total number of sheets.

APPLICANT'S FAILURE TO ADEQUATELY ADDRESS ALL APPLICATION, AND CHECKLIST ITEMS AND THOSE SPECIFICATIONS SET OUT IN CHAPTER 110 OF THE CODE OF THE TOWN OF ST. MICHAELS, MAY RESULT IN A PROJECT BEING CONSIDERED INCOMPLETE OR INACCURATE. ANY SUCH DEFICIENCIES MAY RESULT IN THE RETURN OF THE APPLICATION WITHOUT PROCEEDING THROUGH THE REVIEW PROCESS.

I HEREBY CERTIFY THAT THIS APPLICATION AND ASSOCIATED PLAN(S) ARE TECHNICALLY CORRECT AND ACCURATE TO THE EXTENT NECESSARY FOR MEETING ST. MICHAELS REQUIREMENTS FOR SKETCH SITE PLAN REVIEW SUBMISSION.

\_\_\_\_\_  
Applicant(s) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant(s) Name (Please Print)

**BUILDING PERMIT APPLICATIONS SHALL NOT BE SUBMITTED UNTIL FINAL SITE PLAN APPROVAL HAS BEEN GRANTED**