

TOWN OF ST. MICHAELS  
PRELIMINARY SITE PLAN REVIEW APPLICATION  
(SEE §110-5 of the Code of the Town of St. Michaels)

OFFICE USE ONLY:

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

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:

§ 110-5. Preliminary site plan submission requirements.

A minimum of 10 paper copies of the plans including the following information shall be submitted to the Zoning Inspector for review. Should the Zoning Inspector find the application to be complete, the plans will be forwarded to the Technical Advisory Committee for their review and comment. All comments will be incorporated into the Zoning Inspector's staff report which shall be forwarded to the Planning Commission for their consideration. Incomplete or deficient applications will be returned to the applicant within 15 days of receipt of the application with an explanation of noted deficiencies.

A. Format.

- \_\_\_ (1) Each sheet of the preliminary site plan shall be numbered with each sheet showing the total number of pages;
- \_\_\_ (2) All dimensions shall be in feet and decimal parts;
- \_\_\_ (3) As appropriate, all sheets shall display a North arrow.

B. Data.

- \_\_\_ (1) Vicinity map showing relationship to surroundings, including existing, proposed, or mapped streets within 200 feet and municipal boundaries within 200 feet of the tract;
- \_\_\_ (2) Boundary survey or survey of record of the property showing courses, distances and area;
- \_\_\_ (3) Topographic survey of property and areas on adjacent properties impacted by development of the property with two-foot contours; smaller contour intervals may be required where two-foot contours do not indicate existing surface conditions;
- \_\_\_ (4) Delineation of all nontidal and tidal wetlands, surveyed and certified by qualified agent as to such;
- \_\_\_ (5) Location, width and names of existing platted streets or other public streets, railroad and utility rights-of-way, parks, open space areas, and municipal corporation lines within or adjoining the tract;
- \_\_\_ (6) Proposed public improvements, highways, or other major improvements planned on or near the site;
- \_\_\_ (7) Rights-of-way for all drainage purposes and utilities;
- \_\_\_ (8) All existing or proposed utilities, including location, grade and size of:
  - (a) Storm drains;
  - (b) Sewerage facilities;
  - (c) Catch basins;
  - (d) Drainageways and channels;
  - (e) Pumping stations;
  - (f) Water mains;
  - (g) Streetlights;

- \_\_\_\_\_ (h) Electric, telephone, and/or cable television lines, easement or rights of-way;
- \_\_\_\_\_ (i) Fire hydrants; and
- \_\_\_\_\_ (j) Direction of, distance to and size of nearest water mains and sewers if not located on or adjacent to the site.
- \_\_\_\_\_ (9) Conditions on adjoining lands; direction and gradient of ground slope, embankments, retaining walls, railroads and towers or other influences when identified by the applicant or Zoning Inspector to be of concern;
- \_\_\_\_\_ (10) Locations of all existing or proposed buildings, structures, parking facilities and other improvements. Submission shall include a scale dimension from the property line to the proposed building;
- \_\_\_\_\_ (11) If alteration is made to an existing building, structure, or other improvement, dotted lines shall denote features or locations to be abandoned and solid lines shall denote proposed features;
- \_\_\_\_\_ (12) Building setback lines;
- \_\_\_\_\_ (13) Drainage calculations and certification prepared by a Maryland licensed engineer;
- \_\_\_\_\_ (14) Location of refuse collection, exterior lighting, fencing, and all pedestrian walkways and sidewalks;
- \_\_\_\_\_ (15) The location, size, height, number, and orientation of all proposed signs;
- \_\_\_\_\_ (16) Landscaping plan and legend prepared in accordance with Article II; and
- \_\_\_\_\_ (17) If residential development, include homeowner's association documentation when common open space and buffer areas are provided.

C. Notes and signatures.

- \_\_\_\_\_ (1) Board of Appeals' case number/approval date and conditions (if applicable);
- \_\_\_\_\_ (2) Projected start and finish dates of the proposed building(s), building alterations and site improvements;
- \_\_\_\_\_ (3) Number of parking spaces (including handicapped spaces) that currently exist, that are required, and that are proposed);
- \_\_\_\_\_ (4) Number of residential units by type (if applicable);
- \_\_\_\_\_ (5) Residential density in units per acre (if applicable);
- \_\_\_\_\_ (6) Legend which clearly indicates existing and proposed improvements and natural features. The legend or title block must include the following information:
  - \_\_\_\_\_ (a) Zoning district;
  - \_\_\_\_\_ (b) Tax Map and parcel number;
  - \_\_\_\_\_ (c) Developer's name and address;
  - \_\_\_\_\_ (d) Owner's name and address;
  - \_\_\_\_\_ (e) Scale;
  - \_\_\_\_\_ (f) Date of drawing; date and type of revisions;
  - \_\_\_\_\_ (g) Utility symbols; and
  - \_\_\_\_\_ (h) Name of projects.
- \_\_\_\_\_ (7) Certificates and acknowledgements.

