

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

<p>OFFICE USE ONLY:</p> <p>FILE NUMBER: _____</p> <p>APPLICATION REC'D – DATE: _____ TIME: _____</p>
--

PROJECT INFORMATION

- (1) PROPERTY OWNER _____
BUSINESS OWNER: _____
MAILING ADDRESS: _____
TELEPHONE #: _____
EMAIL: _____
- (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: _____

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.

D. Supporting documentation.

- _____ (1) Sedimentation and erosion control plan;
- _____ (2) The Forest Conservation Plan and Forest Conservation Worksheet shall be submitted in accordance with the provisions of the Town of St. Michaels' Forest Conservation Ordinance; *The Town is enforcing the regulations found in the Code of Maryland Regulations, Title 8, Department of Natural Resources, Subtitle 19, Forest Conservation.*
- _____ (3) Critical area buffer management plan;
- _____ (4) Critical area 10% water quality computations;
- _____ (5) Stormwater management plan; and
- _____ (6) Renderings or sketches which accurately depict the architecture of any proposed structures.

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

SITE PLAN REVIEW AND LAND SUBDIVISION

110 Attachment 1

APPENDIX A BASIC INFORMATION REQUIRED ON SITE PLANS

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

Item#	DESCRIPTION	Sketch Plan	Major Site Plan	
			Prelim	Final
I.	PROJECT-PLAT INFORMATION			
1.	Name, address of the owner, applicant, developer and lienholder, date of application.	X	X	X
2.	Name and address of the engineer, land surveyor architect, planner, and/or landscape architect, as applicable, involved in document preparation.	X	X	X
3.	Date of the survey.		X	X
4.	Seal, signature, and license number of an engineer, land surveyor, architect, and/or landscape architect, as applicable involved in document preparation. Each sheet must have a surveyor's seal.		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.	Location of the tract by an insert map or vicinity map at a scale of no less than one inch equals 600 feet, and such information as the names and numbers of adjoining roads, streams, and bodies of water, subdivisions, or other landmarks sufficient to identify the location of the property.	X	X	X
7.	Existing and proposed zoning of the tract and adjacent property.	X	X	X
8.	Proposed use of the structural addition.	X		
9.	Title, north arrow, and scale (1"=100')		X	X
10.	Appropriate signature block for Town officials.		X	X
11.	Appropriate certification blocks.			X
12.	Standardized sheets 18"x24" (final - black ink on mylar).		X	X
13.	Metes and bounds survey showing dimensions, bearings, curves, data, length of tangents, radii, arc, chords, central angles for all centerlines and rights-of-way, and centerline curves on streets datum, and benchmarks.		X	X
14.	The acreage of the tract to the nearest thousandth of an acre.	X	X	X
15.	Date of original and all revisions.		X	X
16.	Size and location of any existing or proposed structures with all setbacks dimensioned (for sketch plan the general location but not dimensioned setbacks). Include storm drains, culverts, retaining walls, fences, stormwater management facilities, sediment, and erosion structures.	X	X	X
17.	Location, dimensions, bearings, names of any existing or proposed roads or streets. The location of pedestrian ways, driveways, right of way, widths, (for concept plans, general locations).	X	X	X
18.	Location and type of utilities.		X	
19.	General location, character, size, height, and orientation of		X	

ST. MICHAELS CODE

Item#	DESCRIPTION	Sketch Plan	Major Site Plan	
			Prelim	Final
	proposed signs.			
20.	Location, type, size, the height of fences, walls, screen planting, landscaping, and buffer areas.		X	
21.	Any existing or proposed easement (drainage and utility) or land reserved for or dedicated to public use. Location, dimensions of proposed reservations, right of ways, open space, buffers, forested areas, and how these areas will be permanently maintained		X	X
22.	Statement of owner dedicating streets, right-of-way, and any sites for public use.			X
23.	Development stages or phasing plans (for concept plans, general phasing). Sections numbered by phase.			
24.	The total number of off-street parking spaces, including ratio and number of units per space	X	X	X
25.	List of required regulatory approvals/permits.		X	
26.	List of variances required or requested.	X	X	
27.	Any requested or obtained design waivers or exceptions.		X	X
28.	Payment of application fees.		X	X
29.	The total area of the site that will be temporarily and/or permanently disturbed.		X	
II.	ADDITIONAL INFORMATION REQUIRED FOR ADULT ORIENTED BUSINESSES			
30.	Exterior doors and designate which doors will be for public ingress and egress		X	X
31.	Location of all exterior lighting and video surveillance devices		X	X
32.	Interior layout of every building and structure, including but not limited to:			
	- All walls, partitions, doors, windows, counters, screens, or room dividers:		X	X
	- All performance areas;		X	X
	- All performance seating or viewing booths or areas:		X	X
	- All management stations;		X	X
	- The dimensions and general layout of every room or area open to patrons;		X	X
	- The dimensions and designation of every room accessible only to performers and or employees of the business; and		X	X
	- The location and orientation of any merchandise displays.		X	X
III.	SETTING-ENVIRONMENTAL INFORMATION			
33.	All existing streets, watercourses, flood plains wetlands, or other environmentally sensitive areas on or adjacent to the site.	X	X	
34.	Existing rights-of-way and/or easements on or immediately adjacent to the tract.		X	
35.	Topographical features of the subject property from USGS map or more accurate source at 2'-5' intervals, 50' beyond the boundary, with source stated on maps.		X	
36.	Field delineated or survey topo.			X
37.	General areas of >15% slope shaded and identified as steep			

SITE PLAN REVIEW AND LAND SUBDIVISION

Item#	DESCRIPTION	Sketch Plan	Major Site Plan	
			Prelim	Final
	slopes.			
38.	Slope analysis of >15% slopes. These areas shall be shaded and identified as steep slopes.		X	X
37.	Forest Stand Delineation, as required.		X	
39.	The existing drainage system of the subject site and adjacent sites and any larger tract or basin is a part.		X	X
40.	A 100-Year Flood Plain based on FEMA maps		X	X
41.	Tidal and non-tidal wetland delineation based on NWI maps and field review.		X	
42.	Non-tidal wetlands identification based on field delineation/determination.			X
43.	Location of sensitive areas and their Buffers	X	X	X
44.	Soil types based on County Soil Survey.		X	
45.	Traffic Impact Study, as required.		X	
IV	FOR SITES LOCATED WHOLLY OR PARTIALLY IN THE CRITICAL AREA			
46.	The number of acres in the Critical Area.	X	X	
47.	Mean high waterline and landward edge of tidal wetlands.	X	X	
48.	Location of existing forested areas to be disturbed by construction. Planting plan approved by the Maryland Forest Service (final).	X	X	X
49.	The known locations of HPA's, the habitat of any threatened or endangered species, and the habitat of any Species in Need of Conservation (see Denton Critical Area Program). Habitat Protection Plan reviewed by the Maryland Fish, Heritage, and Wildlife Administration.	X	X	X
50.	The location of the Critical Area Buffer and the expanded Buffer, as required.	X	X	
51.	The 100' Buffer line, lot coverage, mitigation size, and location of adjacent structures, if applicable	X		
52.	Hydric and highly erodible soils based on the County Soil Survey.	X	X	
53.	Shore erosion protection plan, if applicable.	X		X
54.	Environmental assessment.		X	
III.	PLATS, IMPROVEMENT PLANS, AND CONSTRUCTION INFORMATION			
55.	Grading and drainage plans, including roads, drainage ditches, sediment basins, and berms.		X	X
56.	Existing and proposed contour intervals as follows:		X	X
	Less than 5% slope = 1 foot			
	5 to 15% slopes = 2 feet or less			
	>15% = as required for construction			
57.	The proposed location and size of the vehicular entrance(s) to the site.	X	X	X
58.	Existing and proposed utility infrastructure plans and profiles, including sanitary sewer, water, storm drainage, and stormwater management.		X	X
59.	Grades and sizes of sanitary sewers and waterlines.		X	X
60.	Direction and distance to water and sewer if not available on or adjacent to the site with invert and elevation of the sewer.		X	
61.	Location of any outdoor storage areas.		X	X
62.	Location of fire hydrants.		X	X

ST. MICHAELS CODE

Item#	DESCRIPTION	Sketch Plan	Major Site Plan	
			Prelim	Final
63.	Construction details as required by ordinance.			X
64.	Stormwater Management Plan.		X	X
65.	Soil Erosion and Sediment Control Plan.		X	X
66.	Lighting plan and details.			X
67.	Landscape plan and details.		X	X
68.	Forest Conservation Plan		X	X
69.	Preliminary architectural plan and elevations and statements concerning compliance with the standards outlined in Chapter 340, Article XVII	X	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
71.	Public works agreement and surety instruments, as required.			X