

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: _____

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

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
1.	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

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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