



**CALVERT COUNTY· Department of Planning & Zoning**

Revised July 2019

**Project Name:** \_\_\_\_\_

**SITE PLAN DESIGN CHECKLIST** (4 pages)

The information (where applicable) identified on the following Site Plan Design Checklist must appear on the site plan drawings or be enclosed with the site plan package prior to being accepted and distributed to the reviewing agencies by the Planning and Zoning Department.

1.  Site Plan must be clearly legible and of a quality that would permit legible reproduction
2.  Project's Name
3.  Applicant:     Name                       Address                       Telephone Number                       Signature
4.  Owner:         Name                       Address                       Telephone Number                       Signature
5.  Developer/Contract Purchaser (if applicable)  
    Name                       Address                       Telephone Number                       Signature
6. Professionals responsible for preparation of the Site Plan (Maryland Seal required):

<input type="checkbox"/> Engineer:	<input type="checkbox"/> Name	<input type="checkbox"/> Address	<input type="checkbox"/> Telephone Number	<input type="checkbox"/> Signature	<input type="checkbox"/> Seal
<input type="checkbox"/> Landscape Architect	<input type="checkbox"/> Name	<input type="checkbox"/> Address	<input type="checkbox"/> Telephone Number	<input type="checkbox"/> Signature	<input type="checkbox"/> Seal
<input type="checkbox"/> Architect	<input type="checkbox"/> Name	<input type="checkbox"/> Address	<input type="checkbox"/> Telephone Number	<input type="checkbox"/> Signature	<input type="checkbox"/> Seal
<input type="checkbox"/> Land Surveyor	<input type="checkbox"/> Name	<input type="checkbox"/> Address	<input type="checkbox"/> Telephone Number	<input type="checkbox"/> Signature	<input type="checkbox"/> Seal
<input type="checkbox"/> Forester	<input type="checkbox"/> Name	<input type="checkbox"/> Address	<input type="checkbox"/> Telephone Number	<input type="checkbox"/> Signature	<input type="checkbox"/> Seal
<input type="checkbox"/> MD DNR Qualified Professional (Forestry Plan)	<input type="checkbox"/> Name	<input type="checkbox"/> Address	<input type="checkbox"/> Telephone Number	<input type="checkbox"/> Signature	(Seal N/A)
7.  Date of preparation
8. Scale of drawing(s):
  - 1" = 40'
  - Larger scale (1" = 30', 1" = 20')
  - Another convenient scale approved by Planning and Zoning Department prior to submittal.
9.  Number of sheets (\_\_\_\_\_ sheets.)
10. Sheet size:
  - 18" wide x 24" long
  - 24" wide x 36" long
  - Another convenient size approved by Planning and Zoning Department prior to submittal.
11.  1 1/4" margin on left edge of drawings
12.  North Arrow
13.  Plan Legend
14.  Index of Sheets
15.  Tax Map, Block & Parcel numbers
16.  Construction sequence and timing schedule
17.  A note that contractor must notify the Dept. of Inspections & Permits at least 48 hours prior to the start of construction
18.  Planning & Zoning Approval Block on each sheet of the site plan for approval and expiration dates.
19.  Department Public Works Statement Block on the cover sheet of the site plan
20. Vicinity Map:
  - Scale 1" to 1 mile
  - Another convenient scale approved by Planning & Zoning Department prior to submittal (Scale\_\_\_\_\_)
  - Location of the property with respect to surrounding property and streets
  - Key streets & highways within 1 mile
  - North Arrow

21.  Legal restrictions such as zoning boundaries, Town Center Sub-area boundaries, existing covenants, building restriction lines, buffers, etc.
- Provide a statement that there are no critical areas, flood plains, wetlands or adjacent streams that impact this property and/or place the following boundaries on the site plan:
- Chesapeake Bay Critical Area line.
  - 50' buffer zone (natural vegetative buffer) from wetlands and USGS blue line streams.
  - 10' building restriction line from non-tidal flood plains and natural vegetative buffers surrounding wetland and streams.
22.  All survey monument and benchmark, together with their description
23. Adjacent properties:
- Adjacent property "take-off" lines
  - Owners
  - Deed reference
  - Land Use
24. Topography:
- Origin and date of original topography
  - Existing topography
  - Proposed topography
  - 2' contour interval (or less)
  - Slopes of 25% or greater (15% or greater in Critical Area) and those soils designated as unstable are to be identified.
  - Existing and proposed grades
25. Natural Features:
- Location of existing natural features (such as wooded areas, wetlands, streams)
  - Location of flood plains and the Flood Plain District boundaries
  - Location of significant mineral resources
  - Location of My, SrE, ErE and hydric soils
26. Location and dimensions of the following existing and proposed site improvements  
(in feet & decimals of feet):
- Distances and bearings of all boundary lines of the site to be developed
  - Total lot area
  - Total disturbed area
  - Lots
  - Roads/streets
  - Centerline of all proposed and adjoining streets with their rights-of-way widths and names
  - All radii, arcs, points of tangence, central angles and lengths of curves
  - Typical pavement sections
  - Public road dedication/widening
  - Driveways
  - Entrance/Sight Distance Certification and Plan
  - Parking areas
  - Sidewalks
  - Water related facilities
  - Loading areas
  - Location of outdoor storage areas
  - Easements
  - Drainage easements
  - Culverts
  - Storm drains
  - Retaining walls & fences
  - Utilities (existing and proposed)

- Location and nature of water supply and sewage disposal facilities. Existing wells, in use and abandoned.
- Fire Protection:
- Size of water lines
  - Location of water storage tank
  - Location of fire hydrants
  - Location of fire department connection (sprinkler)
  - Location of fire lane and fire lane signs
- Cemeteries, railroad beds, etc.
- Structures and facilities (existing & proposed)
- Location
  - Use
  - Dimensions
  - Height
  - Indication as to which are to be retained and which are to be removed and altered.
  - Footprint and elevations (front, side & rear) of all proposed buildings and structures.
27.  Stormwater management design, report or waiver. Contact Engineering (410-535-2204) for requirements.
28.  Location and type of open area and/or recreation area and facilities:
- Open Space:
    - Active or  passive
    - If active, identify type or proposed use.
  - Recreation Area:
    - Active or  passive
    - Specify what improvements or recreation facilities will be provided.
29. Landscape Plan:
- Professional responsible for the landscape plan (suggest that a registered landscape architect be consulted)
    - Name                       Address                       Phone Number                       Signature
  - Separate sheet or drawing devoted to landscape plan.
  - Existing trees utilized in required landscape plan. (Also see item #24 for Forest Conservation Plan)
  - Indicate the existing vegetation that will be retained and removed.
  - Indication of Grading Limit Line or Limit of Disturbance (LOD).
  - Plant schedule: Zoning Ordinance 6-5.02 requires native plants, indigenous to the Maryland region.
    1.  Key
    2.  Botanical name
    3.  Common Name
    4.  Quantity
    5.  Spacing (on-center-o.c)
    6.  Size
    7.  Method (referring to roof preparation)
    8.  Remarks
  - Provide construction and planting details and show at illustrative scales.
  - Plants to be identified on the landscape plan by name and by key.
  - Location and nature of existing and proposed buffer areas.
  - Screening:
    1.  Type and material of screening
    2.  Dimensions of the screening
30.  Forest Conservation Plan: Zoning Ordinance Section 8-3.
31.  Signage is to be addressed via separate architectural review and sign application showing: type, location, setbacks, design, dimensions and materials.

32.  Lighting: Refer to Zoning Ordinance 6-6 for Lighting Regulations and Plan Submission.

33. Site Plan shall display the following information:

- Total lot area
- Total building ground overage
- Total impervious surface area (pre and post construction)
- Total building gross floor area. Identify by each use per Zoning Ordinance Land Use Charts.
- Total number of parking spaces. Identify by each use per Zoning Ordinance Table 6-2.
- Total road area.
- Total open space area.
- Total number and size of buildings and/or dwelling unit by type.
- Maximum number of employees for which each individual building was designed.
- Type of power to be used for any manufacturing process.
- Type of waste or by-product to be produced by any manufacturing process.
- Proposed method of storage and disposal of wastes or by-products.

Prepared By: \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*Date*