

# DEPARTMENT OF PLANNING AND ZONING CUSTOMER ASSISTANCE GUIDE

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## SITE PLAN APPROVAL FOR COMMERCIAL BUILDING PERMITS

REVISED MAY 2006

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This guide applies to Category I and Category II Site Plan Applications for the following uses, where permitted by the Zoning Ordinance:

- Commercial uses and conversion from residential to commercial
- Uses that are accessory to commercial uses if the current use will be intensified or the traffic pattern will be altered
- Industrial uses
- Institutional uses and public facilities
- Places of worship
- Places of public assembly
- Day Care Centers with 20 or more clients
- Marinas
- Multi-family dwellings (3 or more units)
- Single-family attached dwellings (3 or more units). Exception: Pilot program for workforce housing in the Rural Community District (See Section 3-1.03 of the Calvert County Zoning Ordinance).
- Accessory apartments over a business
- Manufactured Home Communities

**Category I** Site Plans are reviewed by the Planning Commission and include the following:

- Attached residential dwelling development of three or more units and manufactured home communities.
- Institutional, local governmental, commercial, and industrial development are also Category I site plans if any of the following criteria are met:
  - The cumulative square footage of any new non-residential construction (new buildings and additions to existing buildings) is more than 5,000 sq. ft; or
  - The vehicular traffic within an existing development project will be altered; or
  - The proposed development includes an automobile filling and/or service station, car wash, fast food restaurant, bank or any use involving a drive-through/drive-up service.

**Category II** Site Plans are reviewed by the Director of Planning & Zoning and include all other site plans that do not meet the criteria for Category I Site Plans (above).

All site plans are subject to review by other agencies.

## PLOT PLAN REVIEW PROCESS

Commercial Plot Plan Review facilitates minor commercial accessory uses, minor remodeling without additions, and farm buildings. See separate Customer Assistance Guide for Non-Residential Plot Plan applications.

## SITE PLAN REVIEW PROCESS

**STEP 1: Review the Calvert County Zoning Ordinance** (available from the P&Z Dept., on-line at [www.co.cal.md.us](http://www.co.cal.md.us), and in the public library).

- Refer to Article 3 for the “Land Uses by Zoning District.” Approval from the Board of Appeals (zoning), in the form of a Special Exception or a Variance, may be necessary before Site Plan approval is granted.
- Refer to Article 4, Development Submittal Requirements for details regarding the review process.
- Refer to Article 6, Non-Residential Development Requirements for regulations such as setbacks, landscaping and screening, height limits, parking, outdoor lighting, signs, and architectural review of properties outside the Town Centers.
- Refer to Article 8, Environmental Requirements if the property is in the Critical Area or contains wetlands, steep slopes, etc.
- Refer to specific Town Center Ordinances, which take precedence over the County Zoning Ordinance, for setbacks and requirements for architectural review of structures and signs. Signs require a separate permit application.

**STEP 2: Submit a Concept Review Application to the Technical Evaluation Group through the Department of Planning & Zoning.** Application and checklist available from Planning & Zoning.

- Category I Site Plans must receive **Concept Review** before a complete application is submitted. See Concept Application & Checklist for instructions.
- Category II Site Plans have optional concept review or direct submission of formal site plan review application.

**STEP 3: Submit Site Plan Application to the Technical Evaluation Group through the Department of Planning & Zoning.** Obtain an application package with checklists; follow instructions for waiver requests.

- All site plan application submissions must be by appointment. To schedule an appointment, call 410-535-1600 x2378. See application calendar (attached) for submission dates. Note the four-week review time.

## PLAN PREPARATION

Site Plans shall be prepared and certified by an engineer, architect, landscape architect or land surveyor duly registered to practice in the State of Maryland.

*Exception to professional seal for Minor Commercial Uses:* A scale drawing may be accepted which provides the location, boundaries, dimensions, use of existing structures, roads, driveways, access, etc. for which site plan approval is requested. Applicants may purchase topography from the County Technology Services Dept. to use as a basis for their scale drawing. To order, contact the GIS Coordinator at (410) 535-1600 ext. 2307. If a record plat is required, the plat must be prepared under a professional seal according to the Subdivision Regulations (Sections 7-1.07.B.7, 7-1.07.C.4, and 7-1.09.B.2).

(See instructions below Step 8 regarding building architectural construction drawings – Calvert County Fire Prevention Requirements and MD State law requirements for designer’s seal).

**SUBMITTAL PACKAGE CHECKLIST:** To be completed by the applicant or the applicant’s agent and submitted with individual complete packages for distribution.

**DESIGN CHECKLIST:** To be signed by the plan preparer and submitted with the application.

- STEP 4: Apply separately to the following agencies for processes beyond the scope of review by the Technical Evaluation Group:** Environmental Health Department, State Highway Access Permit Office, Engineering Bureau (for road construction plan review and Public Works Agreement processing), Water & Sewerage Division (for Public Works Agreement processing), State Fire Marshal, and State and Federal wetland permits. Note: The Department of Planning & Zoning has separate processes which may need to be followed and which may include: architectural reviews, subdivision record plat review, and inventory of archaeological features (may be requested for properties in the Town Centers).
- STEP 5: Receive Technical Evaluation Group comments and revise site plans as necessary.**  
Procedure: Technical Evaluation Group meets on the fourth Wednesday to receive new applications and to complete their initial four-week review of current applications. A package of agencies' review comments is provided after four (4) weeks to the applicant by Planning & Zoning. Revisions are submitted through the Planning & Zoning Department.
- STEP 6: (Does not apply to Category II Site Plans.) Category I Application is placed on the Planning Commission Agenda.** Procedure: Site plan applications meeting the criteria of Category I are presented to the Planning Commission by Planning & Zoning staff at their evening meeting held on the third Wednesday of the month. **The applicant or agent must attend.** The Planning Commission grants conditional approval and directs staff to grant final approval when all conditions (if any) have been addressed. Applicant is notified in writing of Planning Commission action.
- STEP 7: Obtain final signatures on site plan original.** Procedure: Present site plan to Planning & Zoning for signatures by the following agencies: Planning & Zoning, County Engineer, Water & Sewerage, Health Dept, Fire/Rescue, and Soil Conservation. **Note:** First and last signatures must be Planning & Zoning. Some agencies require paper copies at this time.
- STEP 8: Provide mylar reproduction set and paper copies for distribution by Planning & Zoning.**
- STEP 9: Apply to Inspections & Permits Division for grading and building permits.**  
 Application numbers (AP#) are assigned by Inspections & Permits when the application is accepted. The status of the application can then be checked on-line at:  
[www.co.cal.md.us/permkups/default.aspx](http://www.co.cal.md.us/permkups/default.aspx)
- (a) See required "Checklist for Permit Application Package". This checklist is provided by the Planning and Zoning Dept. with final site plan approval.
- (b) See "Calvert County Fire Prevention Requirements for Permit Applications"
- (c) DESIGNER'S SEAL: Maryland Dept of Labor, Licensing & Regulation  
 General Information: 410-230-6001, [www.dllr.state.md.us](http://www.dllr.state.md.us)  
 Occupational & Professional Licensing Information: 410-230-6220
- Commercial/Public Use: Maryland law requires the seal of an architect on the original plans for construction, alteration or repair of any building for public use, defined in the law as any place of assembly, employment, health care, education, business or occupancy by the public. An engineer's seal is sufficient, and an architect's seal is not required, on plans **for commercial buildings that are not for public use.**
- Residential/Private Use: Neither an architect's nor an engineer's seal is required on original plans or on subsequent plans for repair or alteration of **one or two-family dwellings** and farm buildings; or on plans for residential buildings intended for the personal use of the customer or a member of the customer's immediate family.
- Multi-family: Plans for three or more attached residential units require the seal of an architect.

**FOR YOUR INFORMATION**

Planning & Zoning 150 Main Street Room 304 Prince Frederick, MD 20678 Fax: 410-414-3092 See list of contacts below for Phone #'s	Inspections & Permits 150 Main Street Room 201 Prince Frederick, MD 20678 410-535-2155 Fax: 410-535-2129	Soil Conservation P.O. Box 657 Prince Frederick, MD 20678 410-535-1521 x3 Fax: 410-535-0591
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Health Dept.-Environmental Health 150 Main Street, Suite 100 Prince Frederick, MD 20678 410-535-3922 Fax: 410-535-5252 Well & septic system, commercial kitchen, food & drink	Fire Marshal Southern Regional Office 200 Duke Street Prince Frederick, MD 20678 443-550-6820 Fax: 443-550-6822	State Highway Access Permits 707 N. Calvert Street Room C302 Baltimore, MD 21202 410-545-5582 or 800-876-4742
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County Planning & Zoning Department Contacts:

Planner I-Site Plans 410-535-1600 x2378, Submission and process  
 Public Advocate 410-535-1600 x2642, Status of projects and information tracking  
 Principal Planner 410-535-1600 x2339, Site design review, Planning Commission  
 Planning Commission Administrator 410-535-1600 x2636  
 Environmental Planner 410-535-1600 x2501, Forest Conservation, Critical Area, etc.  
 Historic Preservation Specialist 410-535-1600 x2504, Archaeology and Historic District Commission

County Public Works Department Contacts: (County Services Plaza, 150 Main Street, Suite 202)

Engineering Bureau 410-535-2204 (stormwater management, grading, and County roads access, Critical Area  
 review in Intensely Developed Areas, Site Plan Completion review and bonding)  
 Public Works 410-535-1600 x2568 (traffic impact analysis)  
 Water & Sewerage Division 410-535-1600 x2329

Public Safety Department Contacts: (Courthouse, 175 Main Street)

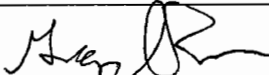
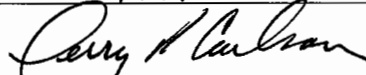
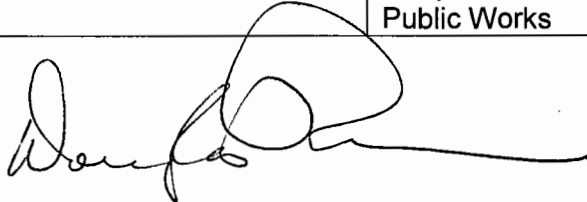
Fire/Rescue/EMS Division 410-535-1600 x2406, Fire lane and water supply for fire prevention.

Economic Development Contacts: (Courthouse Square, 205 Duke Street)

410-535-4583 or 1-800-331-9771

Handicapped Accessible Requirements:

Architectural and Transportation Barriers Compliance Board  
 111 18<sup>th</sup> Street, NW, Suite 501, Washington, DC 20036  
**1-800/USA-ABLE    www.ada.gov**

This publication has been approved by:	Date: 5/31/06
 Gregory A. Bowen, Director Planning and Zoning	 Terry P. Carlson, Director Public Works
 Douglas A. Parran County Administrator	

**NEW DOCUMENTS**  
for Calvert County Site Plan Review  
**May 2006 Zoning Ordinance**

A complete set contains:

Site Plan Review Application (5 pages)  
Site Plan Review Submittal Package Checklist (1 page)  
Site Plan Design Checklist (4 pages)  
Forest Conservation Worksheet (2 pages)  
    <sup>2<sup>nd</sup></sup> page contains threshold information for applicant  
Traffic Impact Analysis Requirements (1 page)  
Technical Evaluation Group Schedule (1 page)  
Community Planning Districts Map (1 page)  
Architectural Review Application (1 page)  
Calvert County Fire Prevention Requirements (2 pages)  
Accessible Parking Spaces-Americans with Disabilities Act (3 pages)

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Customer Assistance Guide “Site Plan Approval for Commercial Building Permits” revised May 2006

**COMMERCIAL PREMISE ADDRESSES**  
Instructions

**NOTICE TO Commercial PERMIT APPLICANTS:**

Before any *COMMERCIAL BUILDING*, *ELECTRIC* OR *PLUMBING* permit application is processed, you must have the correct premise address for your individual unit on your application when it is presented to the Inspections & Permits Office. Only the Calvert County Department of Planning & Zoning may assign premise addresses. Once assigned, copies are provided to the property owner or landlord to give to all contractors, agents and tenants.

Procedure to obtain addresses:

Building addresses must be assigned by the Planning & Zoning Dept, 410-535-1600, X2564, Jenni Woodburn. The addresses need to be entered into the County's permit system (Hansen) prior to construction applications, so that all applications are linked to the correct location.

For each shopping center or multi-unit commercial complex, the owner, landlord or property manager needs to verify what the MAXIMUM number of interior building partitions will be, and submit a single drawing sheet to Jenni for address assignment.

Once the addresses are in the system, the owner can always select less units for out-fitting, or units can be combined in the future, but the maximum number of addresses need to be available in the permitting system for construction, inspections and use & occupancy purposes.



# Site Plan Review Application

Calvert County, Maryland

Department of Planning and Zoning

150 Main Street

Prince Frederick, MD 20678

Phone: (410)535-2348 or (301)855-1243 TDD: (410)535-6355

Fax: (410)414-3092 Email: pz@co.cal.md.us

## IMPORTANT INFORMATION FOR APPLICANT:

All information must be completed and all items applicable on the attached "*Site Plan Application Package Checklist*" must be provided. Package preparation instructions are on the checklist. Please call Planning and Zoning with any questions about submittal requirements.

## PROJECT INFORMATION

Date of Submittal \_\_\_\_\_

Case# \_\_\_\_\_

Category I: TEG and Planning Commission Review

Category II: TEG Review

(Zoning Ordinance 4-2.01 describes categories)

If the subject of previous Concept Review, please provide Case # \_\_\_\_\_

(Concept plan review is required first for all Category I site plans)

Fee Remit # \_\_\_\_\_

No Fee/Non-Profit Org.

\$400- 5,000 square feet and over (of new construction)

\$100- less than 5,000 square feet (of new construction)

Project Name \_\_\_\_\_

Premise Address \_\_\_\_\_

Road Type:       SHA                       County                       Private

(check all that apply and list all roads)

Road Frontage \_\_\_\_\_

**NOTE:** Please obtain and review the Customer Assistance Guide titled "*How to Obtain Site Plan Approval for Commercial Building Permits.*" This guide details the development review **process, timelines, and additional applications** that may be required for your construction project.

Site Plan approval is not a permit. Following site plan approval, construction permits must be obtained for grading/clearing, building construction and signs. An occupancy permit is required for change in use.

# PARCEL INFORMATION

(parcels included in the application)

Tax Map. No	Parcel No.	Tax ID No.	Lot (if any)	Block (if any)	Section (if any)

Zoning District \_\_\_\_\_ Town Center \_\_\_\_\_ Sub District \_\_\_\_\_

Community Planning District \_\_\_\_\_ (see attached map) Election District 1 2 3

Current Deed Reference & Date \_\_\_\_\_ (Copy of deed is required per checklist)

Total Acreage of Property \_\_\_\_\_ Total Acreage Disturbed \_\_\_\_\_

Check all proposals applicable to this development:

Subdivision  Lease Lot  Combine/replat parcels or lots  Condominium

Is property within Critical Area?  Yes  No Acreage in Critical Area: \_\_\_\_\_

If so, which district?  IDA  LDA  LDA3  RCA

Submit Critical Area Form

Current or Past Applications (if any):	Case #	Action Date
Rezoning		
Board of Appeals		
Subdivision		
Previous Site Plan Review		
Architectural Committee		
Historic District		
Historic Sites Survey		
Other		
Other		

**Provide a transmittal letter, if applicable:**

- Explanation for any missing or pending information (examples are signatures; pending recording of access easement or subdivision plat; pending Board of Appeals application).
- Requests for waivers or reductions with Ordinance reference and explanation and justification.
- NOTE: Waivers of wetland delineation and/or traffic impact analysis must be requested and obtained prior to, **and submitted with** this application (see checklist and Customer Assistance Guide).

## PROJECT DESCRIPTION

Specific Type of Business \_\_\_\_\_

Public Water       Public Sewerage       Private Water       Private Septic System

Provide the following information from the Calvert County Zoning Ordinance available in the Department of Planning and Zoning, the Public Library, and on-line at <http://www.co.cal.md.us/>.

- 1) Gross square footage of existing building(s) \_\_\_\_\_
- 2) Gross square footage of new construction \_\_\_\_\_
- 3) Gross TOTAL square footage proposed at completion of construction \_\_\_\_\_
- 4) Gross SUBTOTALS of square footage **areas by use** with the Zoning Ordinance reference from **Article 3 Land Uses**. (Example: 6,000 sq.ft. garden center @ 3-1.02)

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- 5) Height \_\_\_\_\_
- 6) Basement/below-grade floor \_\_\_\_\_
- 7) Number of floors above-grade \_\_\_\_\_
- 8) # of Classrooms \_\_\_\_\_
- 9) Enrollment number \_\_\_\_\_
- 10) Patron area \_\_\_\_\_
- 11) Largest assembly/occupant capacity \_\_\_\_\_
- 12) Number of employees \_\_\_\_\_

## ATTACHED HOUSING / MULTI-FAMILY

Public Water       Public Sewerage       Private Water       Private Septic System

# of Dwelling Units by Type

Zoning Ordinance Reference

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Density / Units per Acre (divide the # of units by the acreage) \_\_\_\_\_

Acreage of Open Space \_\_\_\_\_

**Request these additional forms from P&Z Dept:**

Recreation Area Worksheet

Determination of Adequacy of Schools (with final submission)

**OWNER AUTHORIZATION**

CASE#

I/We the undersigned and the owners of the property described above do hereby submit this application for site plan review and authorize the agent(s) listed below to act on my/our behalf. I/We also authorize and give consent to entry upon the subject property by review agencies' staff and/or board members to the extent necessary to evaluate and act upon this application. In the event the applicant withdraws this authorization to enter, this application shall be deemed withdrawn in its entirety. *(If there are more than two owners, please attach a supplemental signature form.)*

Owners Corporation (if any) \_\_\_\_\_  I WISH TO BE CONTACTED

Print or type **First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

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

Print or type **First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

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

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone#** \_\_\_\_\_ **Email** \_\_\_\_\_

**APPLICANT/DEVELOPER INFORMATION & AUTHORIZATION (if different than owner)**

I/We the undersigned do hereby submit this application for review and authorize the agent listed below to act on my/our behalf. *(If there are more than two applicants, please attach a supplemental signature form.)*

Applicant Corporation (if any) \_\_\_\_\_

Print or type **First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

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

Print or type **First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

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

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone#** \_\_\_\_\_ **Email** \_\_\_\_\_

**AGENT CERTIFICATION**

I certify that the information, attachments and plans submitted herewith are true and correct to the best of my knowledge and ability. I file this application and will act on behalf of the owner(s) and applicant(s) listed above.

Print or type **First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

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

Agents Corporation (if any) \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone#** \_\_\_\_\_ **Fax#** \_\_\_\_\_ **Email** \_\_\_\_\_

**SUPPLEMENTAL SIGNATURE FORM**

**P & Z CASE #** \_\_\_\_\_

**Indicate to which authorization this supplemental signature form is for:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print or type First Name:** \_\_\_\_\_ **MI** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print or type First Name:** \_\_\_\_\_ **MI** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print or type First Name:** \_\_\_\_\_ **MI** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print or type First Name:** \_\_\_\_\_ **MI** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print or type First Name:** \_\_\_\_\_ **MI** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print or type First Name:** \_\_\_\_\_ **MI** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

## **SITE PLAN REVIEW SUBMITTAL PACKAGE CHECKLIST**

**Following are instructions for 14 sets of SITE PLAN APPLICATION PACKAGES** to bring to appointment with Planning and Zoning Department. (20 packages are needed in rare cases of State Critical Area review, ask P&Z)

**Package items 1 –5 into 14 individual complete packages for distribution:**

1. Site plan drawings **folded** to approximate size 9"x12".
2. Site Plan Application Forms (4 or 5 page form).  
(Place 1 form containing original signatures, with the fee, on top of the 14-copied packages).
3. Copies of four maps (8½ x 11" size): tax map, 600-scale soils map, USGS map, FEMA map, with the site located on each (may purchase topo from GIS Coordinator at 410-535-1600 ext. 2307).
4. This Site Plan Package Checklist.
5. Transmittal letter with project explanation.

**Package items 2-5 above into 3 additional sets.**

(purpose is to provide 3 "information" sets minus the plan drawings)

**Other Required Attachments:**

6. Fee: **\$100** (under 5,000 new sq. ft.) or **\$400** (5,000 new sq. ft. and over) payable to Calvert County Treasurer.
7. Building architectural elevation drawing – 1 COPY.
8. Site Plan Design Checklist – 1 COPY.
9. Copy of deed(s) of ownership for all properties involved – 1 COPY.
10. Forest Conservation Plan – 2 COPIES.
11. Forest Conservation Worksheet – 3 COPIES.
12. Traffic Impact Analysis Requirements form (pre-signed by DPW) – 3 COPIES.
13. Traffic Study – 2 COPIES (not applicable if waiver signed)
14. Storm water management report – 2 COPIES (not applicable if waiver pre-signed)
15. Storm drain computations – 1 COPY.
16. Wetland delineation waiver (pre-signed by Zoning Officer 8-2.05.C.2) - 2 COPIES.  
**OR**  
Wetland delineation report AND Jurisdictional Determination (JD) by Army Corps of Engineers - 1 COPY.

IF APPLICABLE (one copy):

Critical Area Application

Residential Recreation Area Worksheet

Copies of previous rulings affecting this project: Board of Appeals, rezoning, and architectural approval.

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Note: The above are County review copies. Applicant submits traffic and stormwater reports to State Highway Administration separately-ask SHA (800-876-4742) for requirements. See Customer Assistance Guide Step 4 for reference to other agencies' applications.

**CALVERT COUNTY Department of Planning & Zoning**

Revised May 2006

**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):
  - Engineer:     Name  Address         Telephone Number     Signature         Seal
  - Landscape Architect     Name  Address         Telephone Number     Signature         Seal
  - Architect     Name  Address         Telephone Number     Signature         Seal
  - Land Surveyor         Name  Address         Telephone Number     Signature         Seal
  - Forester         Name  Address         Telephone Number     Signature         Seal
  - MD DNR,         Name  Address         Telephone Number     Signature        (Seal N/A)Qualified Professional (Forestry Plans)
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.  1¼" 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. 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
19.  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.
20.  All survey monuments and benchmarks, together with their description
21. Adjacent properties:
- Adjacent property "take-off" lines
  - Owners
  - Deed reference
  - Land Use
22. Topography:
- Origin and date of original topography
  - Existing topography
  - Proposed topography (if applicable)
  - 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
23. 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
24. 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 and 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.

25.  Stormwater management design, report or waiver. Contact Engineering (410-535-2204) for requirements.

26.  Location and type of open area and/or recreation area and facilities:
- Open Space:
    - active or passive (circle one)
    - If active, identify type or proposed use.
  - Recreation Area:
    - active or passive (circle one)
    - specify what improvements or recreation facilities will be provided.

27. 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
  
- 28.  Forest Conservation Plan: Zoning Ordinance Section 8-3.
  
- 29.  Signage is to be addressed via separate architectural review and sign applications showing: type, location, setbacks, design, dimensions and materials.
  
- 30.  Lighting: Refer to Zoning Ordinance 6-6 for Lighting Regulations and Plan Submission.
  
- 31. Site Plan shall display the following information:
  - Total lot area
  - o Total building ground coverage
  - 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

## FOREST CONSERVATION WORKSHEET

Project: \_\_\_\_\_ Application #: \_\_\_\_\_  
 Tax ID #: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Lot #: \_\_\_\_\_

### EXEMPTIONS:

This project is exempt per Section: \_\_\_\_\_ of the Forest Conservation Program. If applicable, Declarations of Intent must be attached. For projects which are exempt based on lot size, site area must be provided in (A) below. For projects which are exempt based on the 30,000 s.f. clearing threshold, total forest area to be cleared must be provided in (M) below.

### FOR PROJECTS THAT ARE NOT EXEMPT, OR AS NOTED ABOVE:

INPUT:	A)	Total site area	_____
	B)	Area within 100 yr. floodplain	_____
	C)	Area of Ag. land (no chng in status)	_____
	D)	Net tract Area	_____
	E)	Land Use Category	_____
	F)	Afforestation Threshold (see Table on back)	_____
	G)	Conservation Threshold (see Table on back)	_____
	H)	Current Forest Cover	_____
	I)	Forest Area above Afforestation Threshold	_____
	J)	Forest Area above Conservation Threshold	_____
	K)	Amount above Cons. Threshold to be cleared	_____
	L)	Amount below Cons. Threshold to be cleared	_____
	M)	Total Forested Area to be cleared	_____
	N)	Forested Area above Cons Thresh to be saved	_____

### CALCULATIONS

#### Break-even Point

O) Acres above Cons. Threshold to be retained for no required reforestation: J \* 20% \_\_\_\_\_

#### Afforestation Requirement

P) Forested Acres required: D \* F \_\_\_\_\_  
 Q) Acres to be Afforested: P - H \_\_\_\_\_

#### Reforestation Requirement

R) Acres cleared above Threshold: K \* 1/4 \_\_\_\_\_  
 S) Acres cleared below Threshold: L \* 2.0 \_\_\_\_\_  
 T) Reforestation Credit: N \* 1.0 \_\_\_\_\_  
 U) Total Reforestation Requirement: R+S-T \_\_\_\_\_

#### Total Planting Requirement:

V) Afforestation and Reforestation: Q + U \_\_\_\_\_ Planting  
V \* 2.0 \_\_\_\_\_ TDR

#### Total Forest Preservation:

W) Current Forest cover saved: H - M \_\_\_\_\_

Planting Fees-in-Lieu: V \* \$0.45/sf Amount: \_\_\_\_\_  
 Forestry TDR purchase: Round up (V \* 2.0) TDR(s) to be purchased: \_\_\_\_\_  
 Forest to be retained and recorded as FRA: FRA acres: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
Name Firm Date

**Threshold Requirements for Items F & G of the Worksheet**

Zoning District	Farm & Forest District, Wetlands	Rural Community	Institutional	Residential	Town Center	Rural Commercial, Marine Commercial, I-1 Light Industrial
Afforestation Threshold*	20%	20%	15%	15%	15%	15%
Conservation Threshold**	50%	30%	20%	20%	15%	15%

\*Table 8-3.04.G.1 of Calvert County Zoning Ordinance

\*\*Table 8-3.04.I.2 of Calvert County Zoning Ordinance

CALVERT COUNTY DEPARTMENT OF PUBLIC WORKS  
TRAFFIC IMPACT ANALYSIS REQUIREMENTS

SUBDIVISION/SITE PLAN NUMBER: \_\_\_\_\_ APPLICANT ENGINEER \_\_\_\_\_  
 SUBDIVISION/SITE PLAN NAME: \_\_\_\_\_ DATE \_\_\_\_\_

The Calvert County Road Ordinance requires that any existing and all proposed roadways and streets adequately accommodate the vehicular traffic predicted or projected by any proposed development or site plan as determined under the Guidelines for Traffic Impact Analysis, Article 3.0.

To be "adequate", the County road(s) and intersection(s) within the study area shall maintain a LOS "C" after full project development except for Town Centers where a LOS "D" is acceptable. All State roads and intersections shall maintain a minimum LOS "D".

The following information will aid the Department of Public Works in determining the need and scope for a TIA. This form should be submitted at the time of preliminary subdivision submittal and during the initial phase of the site plan approval process.

List the existing roads and intersections within the study area which are directly affected by the proposed development as requested in the Guidelines for Traffic Impact Analysis, Article 3.0.B. Developments/sites which develop 400 ADT will require a TIA. An existing roadway which has a width of less than 18 feet from edge of surface to edge of surface is not considered adequate for any new or additional development whether a TIA is required or not.

*Provide road descriptions within the study area which will be impacted:*

ACCESS ROAD & EXIST. INTERSECTING ROADS	NO. LANES	ROAD WIDTH	ROAD SURFACE TYPE	SHOULDER TYPE & WIDTH
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*Trip generation rates based on land use:*

USE NO.	DESCRIPTION	TRIPS GENERATED
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TOTAL PROJECTED TRIPS \_\_\_\_\_

*Specify any proposed/future improvements to the public facility which would reduce the traffic impact of the proposed development:*

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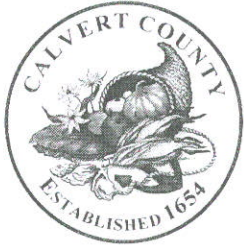
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DPW REVIEW ENGINEER \_\_\_\_\_  
 DATE \_\_\_\_\_

- NO TRAFFIC IMPACT ANALYSIS REQUIRED
- NO TIA WITH PROPOSED IMPROVEMENTS
- TIA REQUIRED, SCHEDULE MEETING



## CALVERT COUNTY DEPARTMENT OF PLANNING & ZONING

150 Main Street  
Prince Frederick, Maryland 20678  
Phone: (410) 535-2348 • (301) 855-1243

### 2007 TECHNICAL EVALUATION GROUP SCHEDULE

Director  
Gregory A. Bowen

4<sup>th</sup> Wednesday of Month at **9:30 a.m.**  
County Services Plaza Conference Room 102

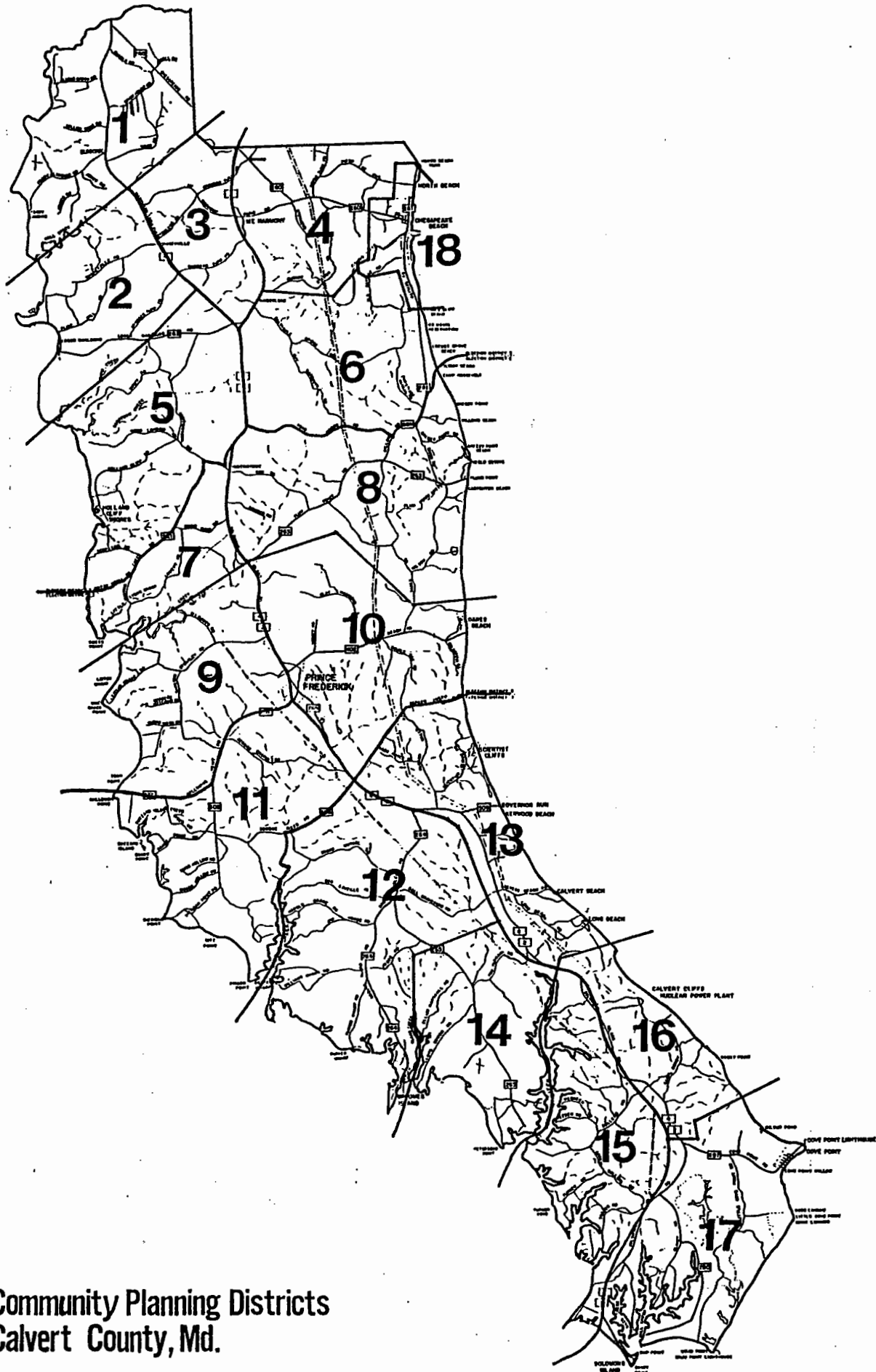
*This staff meeting for Site Plan Review is open to the public.  
Comments from the general public will only be received in writing.*

<u>Site Plan Submission Week Preceding TEG</u>	<u>Distribution at TEG</u>	<u>Agencies' Comments Due at TEG</u>	<u>PC * Deadline</u>	<u>Planning Commission Meeting</u>
11/13/06 – 11/17/06	11/22/06	12/20/06	Dec 29	1/17/07
12/11/06 – 12/15/06	12/20/06	1/24/07	Feb 2	2/21/07
1/16/07 – 1/19/07	1/24/07	2/28/07	Mar 2	3/21/07
2/20/07 – 2/23/07	2/28/07	3/28/07	Mar 30	4/18/07
3/19/07 – 3/23/07	3/28/07	4/25/07	Apr 27	5/16/07
4/16/07 – 4/20/07	4/25/07	5/23/07	Jun 1	6/20/07
5/14/07 – 5/18/07	5/23/07	6/27/07	Jun 29	7/18/07
6/18/07 – 6/22/07	6/27/07	7/25/07	Jul 27	8/15/07
7/16/07 – 7/20/07	7/25/07	8/22/07	Aug 31	9/19/07
8/13/07 – 8/17/07	8/22/07	9/26/07	Sep 28	10/17/07
9/17/07 – 9/21/07	9/26/07	10/24/07	Oct 26	11/14/07
10/15/07 – 10/19/07	10/24/07	11/28/07	Nov 21	12/12/07
11/19/07 – 11/21/07	11/28/07	12/19/07	Dec 28	1/16/08
12/10/07 – 12/14/07	12/19/07	1/23/08	Feb 1	2/20/08

\*PC Deadline: All requests must be in writing. Items of discussion and/or conceptual review of a project must be submitted no later than the deadline date along with any documentation to be presented to the PC. Site plan presentations will be based on plan revisions received **and reviewed** as of the deadline date. Any items requiring outside agency review must be submitted, distributed and **comments received prior to the deadline date.**

Mailing Address: 175 Main Street, Prince Frederick, Maryland 20678

Maryland Relay for Impaired Hearing or Speech 1-800-735-2258



**Community Planning Districts  
Calvert County, Md.**

# Architectural Review Application

Project # \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Authorization by owner or agent \_\_\_\_\_

(NOTE: Architectural Review approval letters will be sent to the address of the Applicant listed above)

## Part I - Project Description

New construction \_\_\_ Addition \_\_\_ Renovation \_\_\_ Accessory structure \_\_\_

Sign \_\_\_

Building Height \_\_\_\_\_

Siding Wood/wood appearance \_\_\_ Brick \_\_\_ Other \_\_\_\_\_ Color \_\_\_\_\_

Roofing Asphalt shingle \_\_\_ Standing seam \_\_\_ Other \_\_\_\_\_ Color \_\_\_\_\_

Roof pitch \_\_\_\_\_

Foundation Brick \_\_\_ Other \_\_\_\_\_ Color \_\_\_\_\_

Fence/utility enclosure Material \_\_\_\_\_ Color \_\_\_\_\_

Outdoor lighting standard Type: \_\_\_\_\_ Color \_\_\_\_\_

Colors

Windows \_\_\_\_\_ Doors \_\_\_\_\_

Shutters \_\_\_\_\_ Trim \_\_\_\_\_

Other \_\_\_\_\_

Sign Material Wood/wood appearance \_\_\_ Other \_\_\_\_\_

Freestanding Sign Height \_\_\_\_\_

Sign Illumination none \_\_\_ halo \_\_\_ internal \_\_\_ lettering and logo illuminated/sign face opaque \_\_\_ projecting onto sign face \_\_\_\_\_ other \_\_\_\_\_

## Part II - Required Attachments

\_\_\_ 8 1/2" x 11" elevations (to scale)

Building elevations shall show all sides of buildings and shall include (where applicable) windows and door designs and locations, shutters, corner boards, ornamentation and trim, porch/deck railing design, fence design, utility screening and outdoor lighting design to scale. Sign elevations shall show dimensions and exact wording, lettering, and logo style.

\_\_\_ Map showing project location

\_\_\_ Site plan

## Part III - Presentation Materials (for Review Committee Meeting)

\_\_\_ Samples of materials and colors

(Note: For larger projects, presentation boards are recommended)

**CALVERT COUNTY FIRE PREVENTION**  
**REQUIREMENTS FOR PERMIT APPLICATIONS**

- I. *Site Plan permit applications for New Construction and additions to existing Multifamily and Commercial Buildings:***
- a) A brief description of the building and its use shall accompany each site plan submitted for approval.
- II. *Building permit applications for New Construction and additions to Multifamily, and Commercial Buildings:***
- a) A complete set of construction documents will be required for each building permit. The construction documents shall be stamped by either a registered Architect or Professional Engineer.
  - b) An automatic review by the State Fire Marshal (SFM) will be required. A building permit can be issued prior to receiving the comments from the SFM, with the understanding that all comments shall be incorporated into the construction. The applicant will be required to sign a disclaimer acknowledging the fact that any changes or additions found by the State Fire Marshal shall be incorporated into the construction at the applicant's expense.
  - c) A use and occupancy permit will be issued by street address after the following agencies, where applicable, have signed off on the permit: Electrical Inspector, State Fire Marshal, State Highway, County Roads, Health Department, Grading Inspector, Building Inspector, Plumbing Inspector, Planning and Zoning and Fire-Rescue-EMS.
  - d) The applicant shall be billed directly by the SFM for their review and/or inspection.
- III. *Change of Occupancy permits in existing buildings where there is a change in the building use and/or change in the interior layout:***
- a) A set of construction documents will be required, including but not limited to, scaled floor plans, for each building permit.
  - b) An automatic review by the SFM will be required. A building permit can be issued prior to receiving the comments from the SFM, with the understanding that all comments shall be incorporated into the construction.

The applicant will be required to sign a disclaimer acknowledging the fact that any changes or additions found by the State Fire Marshal shall be incorporated into the construction at the applicant's expense.

- c) A use and occupancy permit will be issued by each street address after the following agencies, where applicable, have signed off on the permit: Electrical Inspector, State Fire Marshal, State Highway, County Roads, Health Department, Grading Inspector, Building Inspector, Plumbing Inspector, Planning and Zoning and Fire-Rescue-EMS.
- d) The applicant shall be billed directly by the SFM for their review and/or inspection.

*IV. Change in Occupancy permit in existing buildings where there is no change in the building use, but a change in the interior layout:*

- a) A scaled floor plan indicating any changes will be required for each building permit.
- b) An automatic review by the SFM will be required. A building permit can be issued prior to receiving the comments from the SFM, with the understanding that all comments shall be incorporated into the construction. The applicant will be required to sign a disclaimer acknowledging the fact that any changes or additions found by the State Fire Marshal shall be incorporated into the construction at the applicant's expense.
- c) A use and occupancy permit will be issued by each street address after the following agencies, where applicable, have signed off on the permit: Electrical Inspector, State Fire Marshal, State Highway, County Roads, Health Department, Grading Inspector, Building Inspector, Plumbing Inspector, Planning and Zoning and Fire-Rescue-EMS.
- d) The applicant shall be billed directly by the SFM for their review and/or inspection.

presented by the Calvert County Fire Prevention Advisory Council  
Patrick J. Salmon, Chairman

**ADA**  
Design Guide

**1**

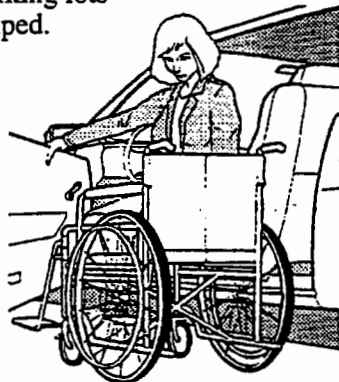
**Restriping Parking Lots**

**Accessible Parking Spaces**

When a business, State or local government agency, or other covered entity restripes a parking lot, it must provide accessible parking spaces as required by the ADA Standards for Accessible Design. Failure to do so would violate the ADA.

In addition, businesses or privately owned facilities that provide goods or services to the public have a continuing ADA obligation to remove barriers to access in existing parking lots when it is readily achievable to do so. Because restriping is relatively inexpensive, it is readily achievable in most cases.

This ADA Design Guide provides key information about how to create accessible car and van spaces and how many spaces to provide when parking lots are restriped.



**Accessible Parking Spaces for Cars**

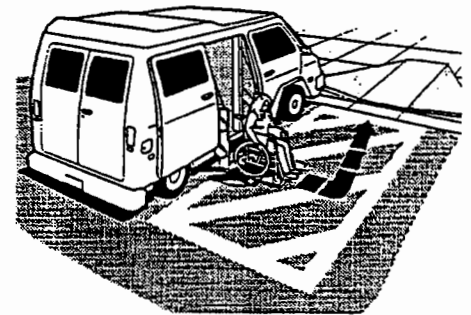
Accessible parking spaces for cars have at least a 60-inch-wide access aisle located adjacent to the designated parking space. The access aisle is just wide enough to permit a person using a wheelchair to enter or exit the car. These parking spaces are identified with a sign and located on level ground.

**Van-Accessible Parking Spaces**

Van-accessible parking spaces are the same as accessible parking spaces for cars except for three features needed for vans:

- a wider access aisle (96") to accommodate a wheelchair lift;
- vertical clearance to accommodate van height at the van parking space, the adjacent access aisle, and on the vehicular route to and from the van-accessible space, and
- an additional sign that identifies the parking spaces as "van accessible."

One of eight accessible parking spaces, but always at least one, must be van-accessible.



**SIGN 7 FT ABOVE GROUND**

**Minimum Number of Accessible Parking Spaces**

ADA Standards for Accessible Design 4.1.2 (5)

Total Number of Parking Spaces Provided (per lot)	Total Minimum Number of Accessible Parking Spaces (60" & 96" aisles)	Van Accessible Parking Spaces with min. 96" wide access aisle	Accessible Parking Spaces with min. 60" wide access aisle
	<b>Column A</b>		
1 to 25	1	1	0
26 to 50	2	1	1
51 to 75	3	1	2
76 to 100	4	1	3
101 to 150	5	1	4
151 to 200	6	1	5
201 to 300	7	1	6
301 to 400	8	1	7
401 to 500	9	2	7
501 to 1000	2% of total parking provided in each lot	1/8 of Column A*	7/8 of Column A**
1001 and over	20 plus 1 for each 100 over 1000	1/8 of Column A*	7/8 of Column A**

\* one out of every 8 accessible spaces

\*\* 7 out of every 8 accessible parking spaces

## Location

Accessible parking spaces must be located on the shortest accessible route of travel to an accessible facility entrance. Where buildings have multiple accessible entrances with adjacent parking, the accessible parking spaces must be dispersed and located closest to the accessible entrances.

When accessible parking spaces are added in an existing parking lot, locate the spaces on the most level ground close to the accessible entrance. An accessible route must always be provided from the accessible parking to the accessible entrance. An accessible route never has curbs or stairs, must be at least 3-foot wide, and has a firm, stable, slip-resistant surface. The slope along the accessible route should not be greater than 1:12 in the direction of travel.

Accessible parking spaces may be clustered in one or more lots if equivalent or greater accessibility is provided in terms of distance from the accessible entrance, parking fees, and convenience. Van-accessible parking spaces located in parking garages may be clustered on one floor (to accommodate the 98-inch minimum vertical height requirement).

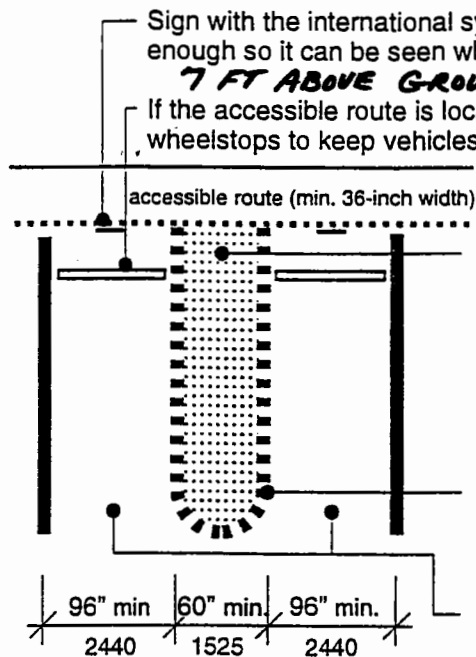
## Free Technical Assistance

Answers to technical and general questions about restriping parking lots or other ADA requirements are available by telephone on weekdays. You may also order the ADA Standards for Accessible Design and other ADA publications, including regulations for private businesses or State and local governments, at any time day or night. Information about ADA-related IRS tax credits and deductions is also available from the ADA Information Line.

Department of Justice  
ADA Information Line

800-514-0301 (voice)  
800-514-0383 (tty)

## Features of Accessible Parking Spaces for Cars

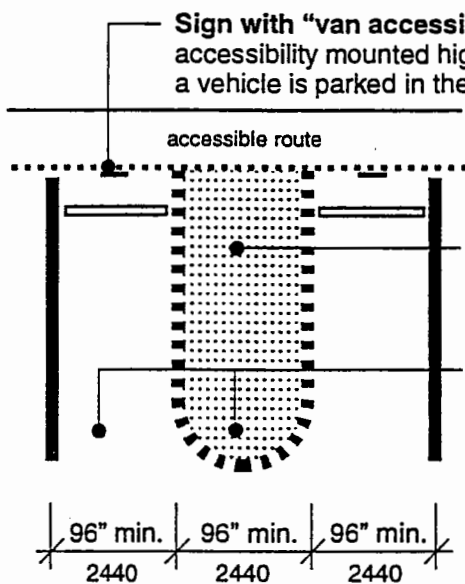


Access aisle of at least 60-inch width must be level (1:50 maximum slope in all directions), be the same length as the adjacent parking space(s) it serves and must connect to an accessible route to the building. Ramps must not extend into the access aisle.

Boundary of the access aisle must be marked. The end may be a squared or curved shape.

Two parking spaces may share an access aisle.

## Three Additional Features for Van-Accessible Parking Spaces



96" min. width access aisle, level (max. slope 1:50 in all directions), located beside the van parking space

Min. 98-inch-high clearance at van parking space, access aisle, and on vehicular route to and from van space

## Internet

You may also review or download information on the Department's ADA Internet site at any time. The site provides access to ADA regulations, technical assistance materials, and general ADA information. It also provides links to other Federal agencies, and updates on new ADA requirements and enforcement efforts. Internet address: [www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm)

## Reference:

ADA Standards for Accessible Design (28 CFR Part 36):

- § 4.1.6 Alterations;
- § 4.1.2 Accessible Sites and Exterior Facilities: New Construction, and
- § 4.1.6 Parking and Passenger Loading Zones.

ADA 4.3.3 The minimum clear width of an accessible route shall be 36 in. except around doors and turns---

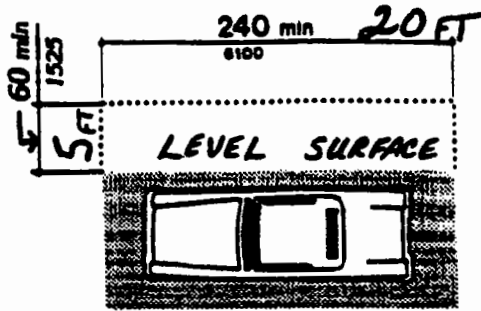


Fig. 10

Access Aisle at Passenger Loading Zones

**4.6.6 Passenger Loading Zones.** Passenger loading zones shall provide an access aisle at least 60 in (1525 mm) wide and 20 ft (240 in) (6100 mm) long adjacent and parallel to the vehicle pull-up space (see Fig. 10). If there are curbs between the access aisle and the vehicle pull-up space, then a curb ramp complying with 4.7 shall be provided. Vehicle standing spaces and access aisles shall be level with surface slopes not exceeding 1:50 (2%) in all directions.

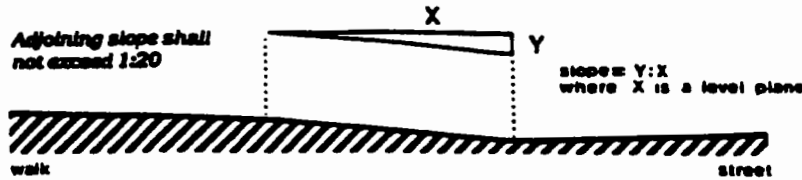
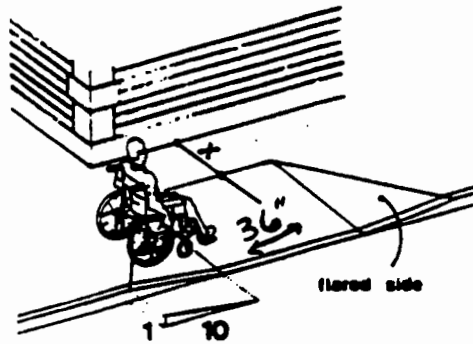
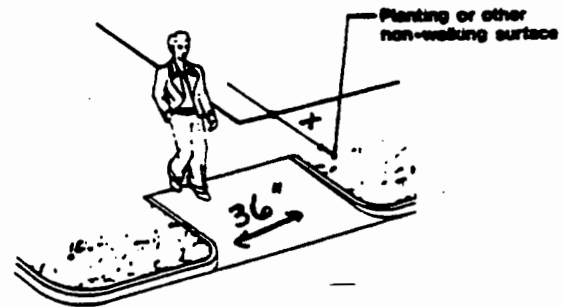


Fig. 11

Measurement of Curb Ramp Slopes



(a) Flared Sides

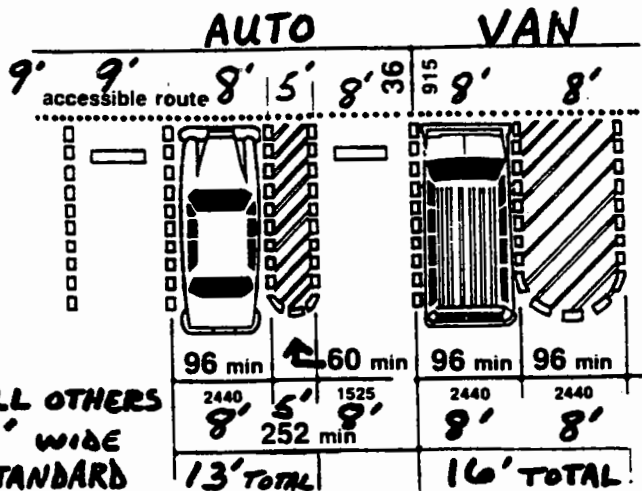


(b) Returned Curb

If X is less than 48 in, then the slope of the flared side shall not exceed 1:12.

Fig. 12

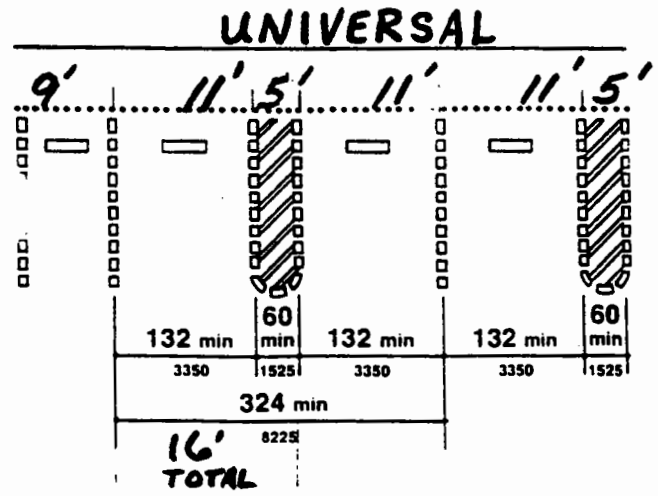
Sides of Curb Ramps



ALL OTHERS  
9' WIDE  
STANDARD

(a)

Van Accessible Space at End Row



(b)

Universal Parking Space Design