



## **DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS DEVELOPMENT MANAGEMENT**

### **(b)(5) Limited Exemption Development Plan Requirements**

All (b)(5) Limited Exemption Development Plan (Plan) submissions to Baltimore County (County) must be accompanied by a letter from the Development Review Committee (DRC) indicating the Plan is appropriate for the development proposal.

The Plan review cycle is as follows:

- 1<sup>st</sup> County Review Cycle – 45 calendar days
- 1<sup>st</sup> Applicant's Correction Period – 365 calendar days.
- 2<sup>nd</sup> County Review Cycle – 30 calendar days
- 2<sup>nd</sup> Applicant's Correction Period – if necessary
- 3<sup>rd</sup> County Review Cycle – 30 calendar days if necessary

If the Plan is not resubmitted and no extension is filed to the Director of Permits, Approvals, and Inspections (PAI) within the 365-day period or an extension is not granted, the Plan review process ends.

The assigned Development Management (DM) Project Manager will oversee the processing of the Plan and will distribute to the appropriate reviewing agencies during the County review cycles. All listed applicant emails from the Basic Information Form (BIF) will receive an email distribution notification to include updated emails when a reviewing agency returns comments and/or approvals to the DM-Project Manager.

Upon the Plan receiving approval from all County agencies, the DM-Project Manager will e-mail the applicant and request (11) paper copies to be submitted to PAI-DM, County Office Building, Room 111, Attn: DM-Project Manager. The Plans will be forwarded to the offices of Real Estate Compliance, Zoning-Review, and the Department of Environmental Protection and Sustainability (DEPS) for signature and inclusion into their files. Fold all plans to 8-1/2" x 11", with the title block facing out in the lower right-hand corner. If the plan is to be noted into the Greenway Plan Book, a copy of the signed plan will be provided by Development Management.

## **(b)(5) Limited Exemption Development Plan Filing Procedure**

Prior to preparing the Plan it is strongly recommended, that the applicant contact the following agencies for pertinent data that may be required by that particular agency:

- Department of PAI
  - Development Plans Review (DPR)
  - Street Names and Addresses (PAI/DM)
  - Zoning Review (OZR)
- Department of Environmental Protection and Sustainability (EPS)
- Office of Law, Real Estate Compliance (REC)
- Department of Recreation and Parks (R&P)
- Department of Public Works and Transportation (DPWT)
- Department of Planning (DOP)
- Fire Department (BCFD)

Contact information for these Baltimore County agencies may be found on the Baltimore County Government webpage found here - <https://www.baltimorecountymd.gov/>

The Maryland State Highway Administration should also be consulted. Their information may be found here - <https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=796>

### **Check Print Submission**

Submit two (2) check prints and a completed development (b)(5) checklist to the assigned DM- Project Manager per the DRC letter. If no DM-Project Manager was designated, one will be assigned at the time of processing. Once the check print is approved, the DM-Project Manager will contact you to follow the (b)(5) instructions stated below in this submission checklist.

### **1st County Review Cycle – 45 Calendar Days**

The Plan checklist shall be followed in the preparation of the Plan.

The applicant shall file 17 hard copies of the proposed Plan with PAI–DM, County Office Building, Room 111. Submission must include the following: DRC letter attached to each plan, the filing fee, BIF, and (b)(5) checklist.

The applicant will be required to submit an extract of their computer-aided drafting and design (CAD) drawing file along with hardcopy prints for the purpose of providing to Baltimore County digital vector line work. A CAD and PDF digital file of the submitted development plan must be uploaded using the Baltimore County Fileshare Collaboration Site. For more details and submission requirements go to:

<https://www.baltimorecountymd.gov/departments/pai/development-management/digital-plan>

The required processing fees are:

One (1)-lot subdivision -- \$470; Two (2)-lot subdivision -- \$726; Three (3)-lot subdivision -- \$880

### **Fees are subject to change.**

At the completion of the 1st County Review Cycle, formal County agency review comments will be available for pickup at PAI-DM and/or will be digitally attached to an updated email notification. Plan changes occurring after the conclusion of the 1<sup>st</sup> County Review Cycle shall include a notation, “per agency comments” with the revision date.

### **1st Applicant's Correction Period – 365 Calendar Days**

Applicant will have as many as 365 calendar days to work directly with County reviewing agencies to gain plan approval. Submissions to the County during this process are not required to be routed through PAI-DM.

Do not submit 2<sup>nd</sup> County Review Cycle materials until all 1<sup>st</sup> County Review Cycle comments are addressed unless instructed otherwise by the reviewing agency. Applicant must provide proof of correspondence for such requests.

### **2nd County Review Cycle – 30 Calendar Days**

Prior to submittal for the 2<sup>nd</sup> County Review Cycle the applicant is encouraged to work with the County reviewing agencies directly to resolve any outstanding issues.

Applicant must submit a revised hard copy of the Plan with the latest County and State agency comments and mark-up plans to be filed at the beginning of the 2<sup>nd</sup> County Review Cycle within the 365-calendar day period which starts from the DM Project Manager e-mail notification of the 1<sup>st</sup> Applicant's Correction Period. If additional time is required, applicant shall file a letter to the Director of PAI requesting an extension with explanation and a target date for filing the 2<sup>nd</sup> County Review Cycle plan.

### **2<sup>nd</sup> Applicant's Correction Period – if necessary**

### **3rd County Review Cycle – 30 Calendar Days**

If necessary and provided the 2nd County Review Cycle submittal requirements were met, a third and final round of County review may be initiated.

### **(b)(5) Limited Exemption Development Plan Recording Procedures**

Building lots resulting from the Plan process must be recorded by metes and bounds description in Baltimore County Land Records, Circuit Court Building, 2<sup>nd</sup> Floor, 401 Bosley Avenue, Towson, MD 21204. Applicant may record a reduced copy of the Plan directly with the descriptions.

A standard record plat is not required but it is recommended to insure vesting of the approved Plan.

Plats must be presented in original ink on mylar with original signatures, reprographic "wash off" mylar with original signatures or other media approved for recording. Prints, diazo mylars, sepias, xerox copies, sticky backs, etc. will not be accepted. All Plats submitted for recordation shall be processed through PAI-DM and accompanied by the appropriate fees. Property transfers referencing plan titles and lot numbers only is not permitted.

Deeds or plats referencing the subdivision of land are subject to the Baltimore County Code (BCC), Section 32-4-109. If a plat is not recorded, documentation showing Plan approval by Baltimore County must be made a part of the deed.

Where dedication for road widening is required by Baltimore County, such dedication must be separately recorded by deed in the Baltimore County Land Records prior to final approval of the Plan.

**(b)(5) Limited Exemption Development Plan Submittal Checklist**

**1. The plan shall contain the following basic information:**

- \_\_\_\_ Vicinity map at upper right plan corner showing site location, north and distance to nearest public road intersection,
- \_\_\_\_ Note identifying election and councilmanic districts;
- \_\_\_\_ Census tract and watershed;
- \_\_\_\_ Development Plan name, applicant’s name and address, PAI assigned number, scale, and drawing date in title block situated at the lower right corner of the plan;
- \_\_\_\_ Name and address of the person who prepared the plan;
- \_\_\_\_ North Arrow referencing the Maryland Coordinate System.
- \_\_\_\_ Note on the plan, “*Coordinates and bearings shown on this plat are referred to the system of coordinates established in the Maryland Coordinate System NAD 83/(re-adjustment date), based on the following traverse stations: (List 2 stations with coordinates)*” and must have the re-adjustment date shown in parenthesis, i.e. – NAD 83 (2011). Reference vertical datum NAVD 88, if floodplain elevations are shown on the plan;
- \_\_\_\_ Area of tract (gross and net);
- \_\_\_\_ Current zoning of the subject property and surrounding properties;
- \_\_\_\_ Ownership of the subject property and adjacent properties, including deed reference(s) and tax account number(s), as shown on the most recent tax maps as published by the Department of Assessments and Taxation, or on the basis of more current information if the same is available to the applicant;
- \_\_\_\_ Petitions for variances, special exceptions, special hearings, Chesapeake Bay Critical Area variations, or requests for waivers from the county regulations or standards;
- \_\_\_\_ Limitations established by the courts, County Board of Appeals, Planning Board and/or Zoning Commissioner or restrictive covenants recorded with individuals or groups which would limit proposed development on the site;
- \_\_\_\_ The plan shall contain a certification under oath that there are no delinquent accounts for any other development with respect to any of the following: the applicant, a person with a financial interest in the proposed development, or a person who will perform contractual services on behalf of the proposed development. The following note shall be placed on the plan:

**“CERTIFICATE AS TO DELINQUENT ACCOUNTS**

*I, \_\_\_\_\_ certify under oath that there are no delinquent accounts for any other development with respect to any of the following: the applicant, a person with a financial interest in the proposed development, or a person who will perform contractual services on behalf of the proposed development.”*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_The plan shall be signed and sealed by the property line or professional surveyor, engineer or landscape architect as appropriate indicating that the plan is accurate and has been prepared in compliance with these regulations.

\_\_\_\_\_The plan shall include the following certification;

<b>COUNTY APPROVAL</b>
<b>BALTIMORE COUNTY (b)(5) LIMITED EXEMPTION DEVELOPMENT PLAN</b>
PAI #: _____ DRC #: _____ MIN # _____
<b>DEVELOPMENT REGULATIONS:</b> _____ Plan pursuant to BCC Section 32-4-106 (b)(5) _____ Panhandle subject to BCC Section 32-4-409
<b>REAL ESTATE COMPLIANCE</b> By: _____ Date: _____
<b>PERMITS, APPROVALS AND INSPECTIONS</b> By: _____ Date: _____
<b>ENVIRONMENTAL PROTECTION &amp; SUSTAINABILITY</b> By: _____ Date: _____

**Block shall be 5” wide and sufficiently tall to ensure legibility**

\_\_\_\_\_The Plan shall include the following note:

**SLOPE PROTECTION NOTE:**

**“The development as proposed will include protective measures adequate to prevent erosion or sloughing of any steep slopes as defined by BCC §32-4-101 of the Baltimore County Code and promote the preservation of the natural topographic features of the steep slope. This will be achieved by providing Erosion and Sediment Control measures in accordance with the requirements of the Baltimore County Soil Conservation District and the current State of Maryland Specifications for Soil Erosion and Sediment Control.”**

**2. The plan shall contain the following existing and proposed information:**

- \_\_\_ Existing topography for the subject and adjacent properties as shown on Baltimore County photogrammetric plats or more recent information where available;
- \_\_\_ Existing streams, bodies of water, and springs;
- \_\_\_ Soil types in accordance with the Soil Survey, Baltimore County, Maryland, including the identification of prime and productive soils
- \_\_\_ Existing wooded areas;
- \_\_\_ Existing buildings on the property;
- \_\_\_ One-hundred-year floodplain or flood areas for both riverine and tidal Areas;
- \_\_\_ Wetlands;
- \_\_\_ Identification of any building, property, or site within or contiguous to the proposed development included on the Maryland Historical Trust Inventory of Historic Properties, the Baltimore County Preliminary or Final Landmarks List, the National Register of Historic Places, the Maryland Archaeological Survey, or identification of any Baltimore County Historic District, or National Register District covering the proposed development;
- \_\_\_ Designated areas of critical state concern identified as such under the procedures of Section 5-611 of the State Finance and Procurement Article of the Annotated Code of Maryland, as from time to time amended, and as mapped and available for inspection in the Department of Planning;
- \_\_\_ As known to the applicant, the location and description of hazardous material as defined by Section 7-101 of the Environmental Article of the Annotated Code of Maryland, as from time to time amended.
- \_\_\_ R.C.2 – Provide Zoning history in deed and map format in accordance with zoning policy RSD-10 (property boundaries and devolution of title is checked from change in zoning regulations on November 25, 1979).
- \_\_\_ Farm use - Provide documentation of reduced acreage farm or tenant farm dwelling recommendations from the Agricultural Land Preservation Board.
- \_\_\_ R.C.4- The Directors of the DEPS and DP shall determine whether the conservancy area meets the requirements of the BCC and the Comprehensive Manual of Development Policies (CMDP). Show the R.C.4 70% conservancy area computations.
- \_\_\_ Add the following density note:  
**“This property as shown on the plan has been held intact since \_\_\_\_. The developer’s surveyor has confirmed that no part of the gross area of this property as shown on the plan has ever been utilized, recorded, or represented as density or area to support any off-site dwellings.”**
- \_\_\_ A Zoning Final Development Plan (FDP) may be required, depending on the number of lots created, as determined from Zoning Office and the effective date of the zoning regulations for that zone.

### 3. Panhandle Lots and Driveways

Development proposing panhandle lots and or driveways is subject to BCC Section 32-4-409. The use of panhandle lots is not a matter of right, and may only be permitted in limited situations as described in the BCC. To determine the suitability of proposed panhandle lots, PAI and DP have written guidelines to evaluate a proposed panhandle development and may require separate materials be submitted in support of the (b)(5) Plan.

\_\_\_ Indicate front orientation by directional arrows on existing and proposed dwellings;

\_\_\_ Indicate the location of the mailbox and paved trash collection area;

\_\_\_ Indicate the width and length of all proposed in-fee strips;

\_\_\_ Indicate by note the total number of lots to be served by the panhandle driveway;

\_\_\_ For panhandle driveways serving more than one lot, the developer shall note on the record plat any covenants that provide for common use and maintenance of the panhandle driveway and culvert;

\_\_\_ Indicate the width and length of the existing right of way or recorded easement.

\_\_\_ For panhandle driveways serving more than one lot a use in common and maintenance easement/r-o-w is to be recorded with the affected lots.

\_\_\_ The Plan shall include the following note:

**“Baltimore County makes no warranty expressed or implied as to the right of any present or future owner of any lot shown on this plat to use all or any part of that land designed as a private right-of-way for the purpose of ingress, egress, regress, or the right to open or excavate the aforesaid private right-of-way for the purpose of installing, constructing, and maintaining utilities such as, but not limited to, water, sewer, electrical, telephone, drains, or cable television.”**

\_\_\_ The Plan shall include the following note:

**“The panhandle shall be paved within one year of the issuance of the first occupancy permit and prior to the issuance of the occupancy permit of the last lot to be served, whichever comes first.”**

### 4. Groundwater Management

\_\_\_ Master water and sewer designation note on plan, Interim agreement, metro water and sewer lines, existing septic systems and wells.

\_\_\_ Contours shown (Baltimore County GIS maps or field run on State Datum);

- 25 percent or greater slopes crosshatched or shaded.
- Minimum five (5) foot contours.
- Gravity fall to highest elevation of septic reserve area (SRA). If not, a variance is required.
- Two (2) percent fall (1/4 inch per foot) from house to septic tank and one (1) percent fall (1/8 inch per foot) from tank to dry well or drain-field.

\_\_\_ Show underground storage tanks on site or on adjacent properties.

\_\_\_\_\_ Where Environmental Site Design (ESD) is used for Stormwater Management, consult the DEPS Groundwater Management Policy Manual for setbacks to wells and on-site disposal systems. Go to the site below to read the manual.  
<https://resources.baltimorecountymd.gov/Documents/Environment/groundwatermanagement/groundwatermanagementpolicymanual202210.pdf>

\_\_\_\_\_ Water wells;

- Water appropriations permit (two or more new lots);
- Locate and show all drilled or dug wells;
- At least 30 feet from house. At least 15 feet from right of ways. 100 feet from well to well;
- Dry well attempts shown;
- Well abandonment reports for backfilled wells;

\_\_\_\_\_ Septic reserve areas;

- 10,000 square feet, at least 50-foot wide (new and existing lots);
- Soil tests done and properly labeled. Review cannot be accomplished until soil tests are completed;
- One water test for each septic reserve area;
- Septic reserve area centered around tests;
- At least 25 feet from swales. 10 feet from property line or easement. At least 20 feet from house. At least 100 feet from stream;
- Lot within 2,500 feet of the normal water level of water supply reservoir or within a 5,000-foot radius upstream from the water intake on streams used as a potable supply or within a 5000-foot radius of water intake located within a reservoir shall have an area not less than two acres and a minimum width of 175 feet;
- 50 feet from a dry well attempt or backfilled well;
- 100 feet from wells and not directly uphill from adjacent wells.

## 5. Environmental Impact

\_\_\_\_\_ Non-Chesapeake Bay Critical Area (CBCA);

- Soil types from SCS Soil Survey.
- Existing topography (BC GIS maps or field run). Field run may be required if field review indicates significant deviation from GIS.
- Perennial or intermittent streams, bodies of water, spring, and seeps on or within 200 feet of the property.
- Existing land cover, including forest stands.
- Field delineated and surveyed tidal and non-tidal wetlands, 100-year floodplain with associated forest buffer (FB), and building setback labeled. Field delineated, marked, and surveyed forest buffer.
- Wetland delineation reports, if applicable.
- A steep slope and erodible soils analysis is required when any of the following apply:
  - Slopes exceed ten per cent grade within 500 feet of a stream, wetland, or waterbody.
  - Soil erodibility “K” values exceed 24 within 500 feet of a stream, wetland, or waterbody.



- The vegetative cover within 100 feet of a stream, wetland, or waterbody is bare soil, fallow land, crops, or active pasture, orchard or woods in poor condition.
- Standard non-disturbance and protective covenants notes. Forest buffer must be labeled as a reservation or easement. Notes must agree.
- Rare, threatened, or endangered species habitat.
- Encroachments into the forest buffer by permitted activities or structures require an alternative analysis and approval. Any other infringement in the forest buffer or building setback will require a variance and approval.
- Building setbacks, existing, and proposed utilities and easements, roads, and driveways.
- Forest Conservation Act requirements (does not apply if in critical area) prior to approval.
  - Applies to any development project 40,000 square feet or greater not approved prior to January 1993.
  - Approved forest stand delineation (FSD) or simplified forest stand delineation (lot layout should be based on FSD prioritization).
  - Approved forest conservation worksheet (FCW).
  - Approved forest conservation plan (FCP).
  - If applicable, show forest retention areas, afforestation, reforestation areas, and non-disturbance and protective covenants notes, and 35-foot setbacks.
  - A security equal to 10 percent of the estimated cost of implementing the FCP must be posted prior to approval
  - Any fee in lieu must be paid to the Department of Environmental Protection and Sustainability (DEPS) and noted on the plan prior to approval.
  - The timing of afforestation/reforestation shall be determined in conjunction with DEPS, maximum not to exceed two growing seasons following subdivision approval.
  - Label forest conservation easements and setbacks.
  - Show and label forest conservation access easements.
  - Show proposed limits of disturbance.
- A variation from the requirements of the forest conservation regulations may require submittal and approval of a special variance.

\_\_\_\_\_ Additional Items for CBCA projects.

- Critical area findings plan (contact 410-887-3980 for checklist).
- Critical area 1,000-foot boundary line.
- Critical area land use designation, i.e., IDA, LDA, and RCA.
- Slopes greater than 0.5 percent (crosshatched or shaded)
- Critical area designated forest and developed woodlands instead of a forest stand delineation.
- Critical area designated habitat protection areas.
- Critical area variation of standards request, if required.
- Water dependent facilities plan, if applicable.
- Critical area ten percent pollution reduction worksheets for sites within ID

## 6. Agricultural

- \_\_\_\_\_ R.C.2 prime and productive soil evaluation must be conducted in accordance with County Council Bill No. 113-92 and DEPS policies.
- \_\_\_\_\_ R.C.4. Show proposed conservancy area in accordance with Bill No. 113-92. A preliminary assessment may be requested prior to the Plan.

## 7. Stormwater Management (SWM) and Grading

- \_\_\_\_\_ Applicant is responsible to address the requirements from the BCC, Article 33, Title 3, Stormwater Management, and Article 33, Title 5, Excavation, Grading, Sediment Control, and Forest Management. List on the development plan any exemptions, waivers, or variances previously or presently given for this land area and state date of county approval.
- \_\_\_\_\_ Applicant is responsible to evaluate drainage adequacy of the area impacted by the proposed development and the findings stated. Development grading should maintain the existing drainage characteristics and runoff conveyed as sheet flow through vegetated areas without concentrating flow or causing erosion. House downspouts are to be discharged onto pervious areas or into drywells. Development runoff must be conveyed to a suitable outfall without imposing adverse impacts on the receiving waterbody, watercourse, wetland, storm drain, or off-site property.
- \_\_\_\_\_ Total area of land disturbance must be noted on the plan. Proposed limits of disturbance must be delineated and supported by conceptual grading.
- \_\_\_\_\_ Pre-approved building permits must address all requirements for issuance of building permits. The development must have a designated access and comply with a standard sediment control plan.

## 8. Development Impact Fees

The provisions of BCC §32-6-111, establishing a development impact fee, will apply to any residential new construction resulting from this project. For non-residential development, BCC §11-4-302 through §11-4-305 establishes a development impact surcharge. It will be the responsibility of the Applicant, through the review process, to confirm the applicability of any such fee, its amount, and the amount of any credits applied thereto. The fee, if applicable, shall be assessed and collected at the time of settlement conveying title or otherwise prior to the issuance of any use and occupancy permit. The development plan shall address the following:

- \_\_\_\_\_ Identification of the current mapped area boundaries as shown on the Baltimore County Public Schools Facilities Map with a notation that these areas are subject to change;
- \_\_\_\_\_ Identification if the proposed development involves public facilities by the State of Maryland, the county, or the federal government;
- \_\_\_\_\_ Identification if the proposed development is solely intended for use as dormitories;
- \_\_\_\_\_ Identification if the proposed development is solely intended for use as age-restricted (55 years and older) independent dwelling units, housing for the elderly, assisted living facilities, or continuing care facilities;

- \_\_\_ Identification if the proposed development is located in whole or in part in: An enterprise zone as defined in Section 5-701 of the Economic Development Article of the Annotated Code of Maryland;
- \_\_\_ A Baltimore County Commercial Revitalization District and or Maryland opportunity zone;
- \_\_\_ Identification if the proposed development is a private primary and/or secondary education school, private non-profit university, private non-profit college, public or private non-profit hospital;
- \_\_\_ State-designated transit-oriented development;
- \_\_\_ Identification if the proposed development is a residential development on properties and facilities, public or private, eligible to be considered as state hospital redevelopment under the MD Economic Development Code (2017 revision), Title 12 Local Development Authorities & Resources, Subtitle 2 Tax Increment Financing Act, § 201, Definitions, Item (q) State Hospital Redevelopment, Sub-items (1)(i) and (ii);
- \_\_\_ Identification if the proposed development is residential development owned by corporate entities organized and operated exclusively for religious purposes within the meaning of 26 U.S.C. §501 and used primarily for religious purposes;
- \_\_\_ Indication if impact fee credits will be applied.

**9. Dedications**

If the property owner must make conveyance to Baltimore County, the development plan and any subsequent record plat, must include the following Dedication Table, a listing of those conveyances to be dedicated by deed. Entire table must be on plan.


<b><u>DEDICATION TABLE</u></b>		
The following rights of way are to be conveyed to Baltimore County by the developer/owner of this property as a condition of approval of these plans. Data entered into the table indicates pertinent information included on the plans. Where the table is blank, data is not applicable and no dedication is required.		
<b>TYPE OF CONVEYANCE</b>	<b>NO.</b>	<b>TOTAL AREA* (AC)</b>
ACCESS EASEMENT		
CHESAPEAKE BAY CRITICAL AREA EASEMENT		
CONSERVANCY AREA EASEMENT		
DRAINAGE AND UTILITY EASEMENT		
FIRE SUPPRESSION TANK EASEMENT		
FLOODPLAIN EASEMENT		
FLOODPLAIN RESERVATION		
FOREST BUFFER EASEMENT		
FOREST BUFFER RESERVATION		
FOREST BUFFER & FOREST CONSERVATION EASEMENT		
FOREST BUFFER & FOREST CONSERVATION RESERVATION		
FOREST CONSERVATION EASEMENT		
FOREST CONSERVATION RESERVATION		

GREENWAY EASEMENT		
GREENWAY RESERVATION		
HIGHWAY WIDENING		
LOCAL OPEN SPACE		
HIGHWAY EASEMENT		
REVERTIBLE SLOPE EASEMENT		
HIGHWAY RIGHT-OF-WAY		
SIGHTLINE EASEMENT		
STORMWATER MANAGEMENT EASEMENT		
STORMWATER MANAGEMENT RESERVATION		
TEMPORARY EASEMENT – Any Type		
TURNAROUND EASEMENT		
WETLANDS MITIGATION EASEMENT		

**NOTE:** During the County review of a development plan the total areas shown in this table may be approximate. Final submittal of the limited exemption development plans, full process development plans, amended development plans, final development plans pursuant to the Baltimore County Zoning Regulations, record plats, and construction drawings shall have exact number(s) and exact area(s) of conveyance. Contact Baltimore County Office of Law: Real Estate Compliance for information.

**10. Professional signature and seal**

The Development Plan shall be signed and sealed by a surveyor, engineer, architect or landscape architect, as appropriate

Professional Name: _____ Address: _____ Phone Number: _____ E-Mail: _____	
 <p><i>Professional Seal</i></p>	<p><i>Professional certification language here</i></p>

**11. Agreements**

Where Right-of-Way Improvement Agreements (RA) or Utility Agreements (UA) are required, necessary Phase II type construction plans and documents and landscape plans may be submitted through the Development Management Project Manager after the 1<sup>st</sup> County Review Cycle. These materials may be reviewed concurrently with the (b)(5) plan. Only after the (b)(5) plan is approved by PAI, shall RA and UA agreement document packages be submitted through the Development Management Project Manager, processed and securities collected.

The (b)(5) plan shall note the specific contract number, job order number, drawing number, and UA/RA number.

The following note shall be placed on the (b)(5) plan:

*“The owners of the subject property, their heirs and assigns shall be obligated to the provisions of RA0 Agreement \_\_\_\_\_ and/or UA0 Agreement \_\_\_\_\_ upon its execution.”*

**12. For Amendment to (b)(5) plan ONLY. Use the approval block below and position at top left-hand side of the plan. The left side of the plan will need to be extended to accommodate this approval block.**

<b>COUNTY APPROVAL</b>	
<b>BALTIMORE COUNTY (b)(5) LIMITED EXEMPTION DEVELOPMENT PLAN</b>	
PAI #: _____ DRC #: _____ MIN # _____	
AMENDMENT #: _____ REF - _____	
Purpose:	
Engineer Company: _____ Engineer Name: _____ Address: _____ Phone Number: _____ E-Mail: _____	
 <i>Professional Seal</i>	<i>Professional certification language here</i>

<b>REAL ESTATE COMPLIANCE</b> By: _____ Date: _____
<b>PERMITS, APPROVALS AND INSPECTIONS</b> By: _____ Date: _____
<b>ENVIRONMENTAL PROTECTION &amp; SUSTAINABILITY</b> By: _____ Date: _____

**Block shall be 5” wide and sufficiently tall to ensure legibility**

### 13. Information Tables

#### County Adopted Plan

Existing	Not Existing	In Compliance	
			Baltimore County Master Plan 2020
			Community or Revitalization Plan(s)
			Recreation and Parks Plan
			Streetscape Plan
			Greenways Plan
			Western Baltimore County Pedestrian and Bicycle Plan
			Eastern Baltimore County Pedestrian and Bicycle Plan

#### Performance Areas

Existing	Not Existing	In Compliance	
			Design review panel Areas
			Downtown District
			Commercial Revitalization Plan

#### Zoning Density Site Data

##### Existing Zoning and Maximum Density Permitted

Zone	Acres	Units Allowed	Units Proposed
Total			

#### Site Development Proposal

Dwelling Type	Proposed units	Parking Required	Parking Provided	Average Daily Trips
Total				

#### Conservancy Area Proposal (RC4)

Open Space Type	Required	Provided
Conservancy Area		
Building Area		
Total Provided		

**14. Required Information on all Plans**

**PREPARER OF PLAN**

Company Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Professional Seal No.  
and expiration date: \_\_\_\_\_

**DEVELOPER/OWNER**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone No.: \_\_\_\_\_

**Additional Information**

Anticipated Actions: \_\_\_\_\_  
Zoning Variances Case Nos. \_\_\_\_\_  
Zoning Special Exceptions Case Nos.: \_\_\_\_\_

**15. Posting of (b)(5) Limited Exemption Development Plans**

Baltimore County requires the physical posting of all property being the subject of the Plan. The Applicant is responsible for the posting of the property. Not less than 5 working days and not more than 30 working days after the acceptance of an application for a Plan, the Applicant, the Applicant’s representative shall engage an approved sign poster to post the property. **The signs shall measure at least 24 inches by 36 inches in size and be placed within view of a public road.** Signs shall remain posted for a minimum of ten (10) consecutive days. Certification of posting is required.

Information on approved sign posters may be found here;

<https://resources.baltimorecountymd.gov/Documents/Permits/Zoning/approvedsignposters.pdf>

**The required sign shall have the form and content as shown below (see next page)**



**NOTICE of (b)(5) Limited Exemption**  
**SUBDIVISION**

**Name of subdivision as filed with the Department of Permits, Approvals and Inspections:**

**Permits, Approvals and Inspections assigned (b)(5) subdivision number:**

**Site Acreage:**

**Number of Proposed Lots:**

**DRC Item Number:**

**Name of Applicant:**

**Name and phone number of applicant's engineer or surveyor:**

**BALTIMORE COUNTY DEPARTMENT OF PERMITS, APPROVALS AND INSPECTIONS**  
**111 W. CHESAPEAKE AVENUE, ROOM 111 TOWSON, MD 21204 /410-887-3321**