



DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS DEVELOPMENT MANAGEMENT

Concept Plan Requirements

OVERVIEW

Baltimore County Code (BCC) Section 32-4-213, requires the submission of a concept plan to be reviewed by County agencies and the Maryland Department of Transportation State Highway Administration (MDOT-SHA). The concept plan is to be a schematic representation of the proposed development, drawn to scale minimum 1 inch = 50 feet, maximum width of 36 inches, with sufficient detail to enable the county and the public to understand what is being proposed and to be able to respond to those proposals in an informed manner. The concept plan may be prepared from deed information using topography shown on the Baltimore County Geographic Information System (GIS) and illustrating all items on the following concept plan checklist contained here within. It is recommended that the applicant participate in a Pre-Concept Plan Conference (PCPC) and/or interact with individual County reviewing agencies prior to submitting a concept plan check print

A Concept Plan Conference (CPC) will be scheduled after the concept plan is accepted by PAI-Development Management (PAI-DM). The plan shall be accepted as "filed" when the concept plan fee is paid in full and plans are accepted for distribution. The filed date shall land 10 working days prior to the first Tuesday to occur which affords a 10 working day County review period prior to a CPC. The CPC provides the applicant with written comments from the County reviewing agencies and MDOT-SHA.

Prior to the final concept plan submission, you will need to submit two (2) concept plan check prints to PAI-DM. This office performs a preliminary review for form and consistency and provides the required PAI-DM tracking classification information. Once the concept plan check print is found satisfactory, PAI-DM will issue instructions for the submission of the concept plan to PAI-DM.

Be aware the provisions of BCC Section 32-6-111, establishing a development impact fee, will apply to any residential new construction resulting from this project. For non-residential development, BCC Section 11-4-302 through Section 11-4-305 establishes a development impact surcharge. It is the responsibility of the Applicant, through the review process, to confirm the applicability of any such fee, its amount, and the amount of any credit 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.

CONCEPT PLAN REQUIREMENTS CHECKLIST

The concept plan consists of two separate plans, a site constraints plan and a site proposal plan.

A checkmark (✓) indicates pertinent information that has been shown or noted on the plan. Not applicable (N/A) denotes information not applicable to this development proposal. All blanks must be filled in.

SITE CONSTRAINTS PLAN

1. General

- _____ Name and address of the developer
- _____ Name and address of the preparer of the plan
- _____ Tax account numbers
- _____ Location or vicinity map, preferably at 1 inch = 1000 feet scale
- _____ Property boundaries from the deed or tax map information
- _____ Zone lines
- _____ North arrow, and three Maryland Coordinate System [MCS] grid ticks
- _____ Growth Tiers

2. Natural Environment Assessment

Although not required at this stage of review, it is strongly recommended that the location of natural features listed below features be field delineated and shown in the concept plan. Field delineations will be required for the development plan. Be aware, if the required field delineations on the subsequent development plan are significantly different from the delineations shown in the concept plan, the development plan may encounter delay and or disapproval.

Approximate locations of the following:

- _____ Existing topography as shown on county GIS maps, highlighting slopes greater than 25%;
- _____ 100-year floodplain limits as shown on FEMA maps, county studies, or computed using approximate methods;
- _____ Soil mapped and labeled in accordance with the NCRS WEB Soil Survey, Baltimore County, Maryland;
- _____ Streams, seeps, ponds, or other water bodies on and within 200 feet of the development site;
- _____ Wetlands;
- _____ Existing land cover (e.g. forest, meadow, agricultural, etc.);

- _____ Forest buffer limits, including adjustments for steep slopes and/or erodible soils in accordance with DEPS's Policies, Rules, and Regulations Manual. It is not necessary to prepare the formal evaluation as outlined in Sections II and IV of the Manual unless DEPS field verification is requested;
- _____ Significant regulated plant or wildlife communities using DEPS or Maryland Department of Natural Resource data;
- _____ Existing well and sewage disposal system on and within 100 feet of the development site;
- _____ Soil evaluation tests (perc tests);
- _____ Existing underground fuel and chemical storage tanks on and within 100 feet of the development site.

3. Noise Mitigation

If the developer proposes construction on a residential building lot(s) that lies within 500 feet of the edge of the pavement of a designated highway, an engineer with competency in highway acoustical analysis must prepare a noise assessment report. The report shall be submitted with the concept plan and the plan must show the recommendations of the report. See the Development Management/Development Plans Review (DMDPR) Policy Manual for further details and report requirements. If a noise assessment report is required but not submitted with the concept plan, the concept plan submittal package will not be accepted for filing.

- _____ Size, type, and location of noise mitigation measures;
- _____ HOA easement for maintenance of noise mitigation measures;
- _____ Note describing HOA's responsibility for maintenance of noise mitigation measures.

4. Built Environment Assessment

Approximate locations of the following:

- _____ Existing, buildings, and roads on and within 200 feet of the development site;
- _____ Designated historic structures or sited per the Landmarks Preservation Commission or the Maryland Historical Trust Inventory;
- _____ Designated sites as per the Maryland Archeological Survey;
- _____ Significant views that may affect the development proposal;
- _____ Significant features (e.g., specimen trees, buildings, streetscape(s), etc.) that may affect the development proposal;
- _____ Existing land uses (e.g. commercial, single-family residential, townhouse residential, etc.) on and within 200 feet of the development site;
- _____ Road rights-of-way and easements;
- _____ Interstate and major state highways within 500 feet of the development proposal.

5. Consistency with Council adopted plans

- _____ Baltimore County Master Plan 2020;
- _____ Community or Revitalization Plans;
- _____ Recreation and Parks Plan;
- _____ Streetscape Plan;
- _____ Western Baltimore County Pedestrian and Bicycle Plan;
- _____ Eastern Baltimore County Pedestrian and Bicycle Plan;
- _____ Greenway Plan;

6. Performance areas

- _____ Design Review Panel Areas;
- _____ Downtown District (DT District)
- _____ Commercial Revitalization District

SITE PROPOSAL PLAN

1. General

- _____ Zoning permitted/proposed density calculations
- _____ Proposed type and locations of dwelling units;
- _____ Proposed square footage, location, and use of nonresidential structures;
- _____ Proposed road network and sidewalks, pathways, cluster mailboxes, and dumpster locations;
- _____ Proposed open space calculations and greenways;
- _____ Proposed parking location calculations;
- _____ Proposed water and sewer and/or individual private well and septic;
- _____ Proposed schematic landscape plan and planting unit calculations;
- _____ Average daily trip calculations;
- _____ Identification of proposed grading;
- _____ Location of community signage;
- _____ Pattern book required Planned Unit Development [PUD] proposals.

DEVELOPMENT IMPACT FEES

The residential concept plan shall contain the following Development Impact Fees Information:

_____ Identification of the current mapped area boundaries as shown on the Baltimore County Public Schools Facilities Map with the 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 BCC Section 5-701 of the Economic Development Article of Annotated Code of Maryland.

_____ A Baltimore County Commercial Revitalization District.

_____ A 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, or 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, Section 201, Definitions, 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. Section 501 and used primarily for religious purposes.

_____ Indication if impact fee credits will be applied.

REQUIRED INFORMATION ON ALL PLANS

PREPARER OF PLAN

Name: _____
Address: _____
Date: _____
Phone No.: _____
Professional Seal No.
and expiration date: _____


DEVELOPER/OWNER

Name: _____
Address: _____
Date: _____
Phone No.: _____
Tax Account No.: _____

COUNTY APPROVAL COLUMN

The left side of every sheet must have an approval column that is 5 inches wide along the length of the sheet. This column is dedicated for County approval use only.


A. Use this approval block for the **Major Subdivision (4 lots or more)** plan

County Approval	
DRC ITEM #: _____ PAI #: _____ MAJ #: _____	
Company Name: _____ Engineer Name: _____ Address: _____ Phone Number: _____ E-Mail: _____	
 <p><i>Professional Seal</i></p>	<p><i>Professional Engineer certification language here</i></p>
<p><i>County approval stamp here</i></p>	

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

Note: The Concept Plan check print is not required to be sealed. All subsequent plans submitted for County review must be signed and sealed by the plan preparer.

B. Use this approval block for Amendment (b-2) plan

County Approval	
DRC ITEM #: _____	
AMENDMENT # : _____	
PAI #: _____	
REF - _____	
LIM#: _____	
PURPOSE:	
Company Name: _____	
Engineer Name: _____	
Address: _____	
Phone Number: _____	
E-Mail: _____	
 <p><i>Professional Seal</i></p>	<p><i>Professional Engineer certification language here</i></p>
<p><i>County approval stamp here</i></p>	

Block shall be 5" wide and sufficiently tall to ensure legibility

CONCEPT PLAN TABLES

Existing	Not Existing	Field Delineated	Field Verified	
				Topography and street grades (min 5-foot contour appropriately labeled)
				Slopes greater than 25%
				100-year floodplain
				Soils mapped according to <u>Soil survey, Baltimore County, Maryland</u>
				Streams, seeps, ponds, or other water bodies within 200 feet of site boundaries
				Wetlands
				Forest buffer limits including adjustments for steep slopes and/or erodible soils
				Land cover on and within 200 feet of the site
				Significant regulated plant or wildlife communities
				Wells on site and within 100 feet of the site
				Septic on site and within 100 feet of sit
				Underground fuel tanks on site and within 100 feet of the site

1. Environmental Information

Soil evaluation tests (perc tests) performed YES ___ NO ___ DATE _____
 Site within 500 feet of major highway: YES ___ NO ___ DATE _____

2. Existing Built Conditions

Existing	Not Existing	
		Locations of existing buildings within 200 feet of site boundaries
		Location of existing roads within 200 feet of the site boundaries
		Designation historic sites
		Designated archeological sites
		Significant views
		Significant features (specimen trees, buildings, streetscape, etc.)
		Land uses on or within 200 feet of the site boundaries
		Road rights of way and easements

INFORMATION ON THE SITE PROPOSAL PLAN

1. County Adopted Plans

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

2. Performance Areas

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

3. Resource Conservation Zones 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		

B. Density Residential Zone Site Data

Existing Zoning and Maximum Density Permitted

Zone	Acres	Units Allowed	Density Units	Units Proposed
Total				

Site Development Proposal

Dwelling Type	Proposed Units	Parking Required	Parking Provided	Open Space Required	Open Space proposed	Average Daily trips	Phase	Development Schedule
Total								

C. Recreation and Parks Open Space Proposal

Local Open Space Type	Acres
Active Open Space	
100-Year Flood Plain	
Amenity Areas	
Trails and Connectors	
Other	
Total Provided	
Proposed Ownership	

Undeveloped Areas	Acres
Storm Water Management	
HOA/COA Areas	
Other	
Total Provided	

ADDITIONAL INFORMATION

Anticipated Actions: _____

Zoning Variances Case Nos. _____

Zoning Special Exceptions Case Nos.: _____

Consistency with Design Manuals: _____

Other: _____

DIGITAL PLAN SUBMITTAL

Surveyors and engineers 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-plans>