



DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS DEVELOPMENT MANAGEMENT

Development Plan Checklist

OVERVIEW:

This checklist is for major subdivisions and b-8 limited exemption development plans. Pursuant to Baltimore County Code (BCC), §32-4-221 through §32-4-224 a major subdivision development plan shall be filed within 12 months after the final Community Input Meeting has concluded.

The plan shall be drawn to an appropriate scale in a clear and legible manner and shall be filed with the Department of Permits, Approvals & Inspections—Development Management.

REQUIREMENTS:

1. The plan shall contain the following background information:
 - _____ Vicinity map showing site location and a note identifying election and councilmanic districts;
 - _____ Census tract and watershed;
 - _____ Subdivision name and applicant's name and address;
 - _____ Name and address of the person who prepared the plan;
 - _____ Current zoning of the subject property and surrounding properties including the location of any residential transition areas;
 - _____ 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;
 - _____ Existing buildings and access points on property adjacent to the subject property
 - _____ 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.

_____ **Print Name:**

_____ **Date:**

_____ The plan shall be signed and sealed by the surveyor, engineer, architect, or landscape architect as appropriate indicating that the plan is accurate and has been prepared in compliance with these regulations.

2. The plan shall identify the following existing site conditions information:

_____ Existing topography, and existing topography for 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.

3. _____ The following note shall be placed on all development plans:

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.

4. The plan shall contain the following development proposal information:

- _____ Proposed lot or building layout with parking and loading area
- _____ Or proposed number, type & locations of dwelling units, including house numbers for all buildings;
- _____ Proposed street layout with existing and future paving and right-of-way widths indicated included pedestrian walkways;
- _____ Location of existing and proposed easements or rights-of-way, public and Private;
- _____ Existing and proposed county, state and private streets, including names for new & of existing roads;
- _____ Estimated proposed average daily trips attributable to the development in the plan;
- _____ Transit services when appropriate as per the Maryland Mass Transit Administration's Access by Design publication;
- _____ Proposed and existing water and sewer lines;
- _____ Proposed and existing well and septic areas;
- _____ Proposed and existing utility systems and fire hydrants;
- _____ General schematic proposals for grading and retaining walls, including the anticipated alteration or removal of vegetation or other natural features or a designated limit of disturbance line;
- _____ Stormwater management areas supported by preliminary hydrology computation, and proposed and existing storm drainage systems and verification of suitable outfall;
- _____ A hydrogeological study and an environmental effects report if required by the Dept. of Environmental Protection and Resource Management;
- _____ For developments with lots to be served by individual water supplies, evidence of compliance with BCC Article 34, Title 2;
- _____ Proposed location and use of open space and acreage in accordance with the open space manual;
- _____ A chart indicating the required and proposed area of open space and parking spaces and indicating the number of units permitted and proposed.

_____ Notation listing all zoning and development review committee actions associated with the subject development history.

5. In the case of a plan involving a use in a residential transition area, the following information is required:

- _____ The residential transition area and existing and proposed uses therein;
- _____ The proposed buildings;
- _____ Proposed building setbacks and the distance between principal buildings;
- _____ Existing and proposed vegetation and buffer areas;
- _____ Existing and proposed lighting;
- _____ When required by the Baltimore County Zoning Regulations (BCZR), the plan shall indicate the expected levels of potential emanations, including but not limited to smoke, noise, dust, odors, vibrations, glare, and heat, and the means to continuously control such emanations;
- _____ A schematic landscape plan showing existing vegetation and proposed planting, including street trees (location and quantity), shall be submitted for all development, except in RC-2 and RC-4 zones;
- _____ The plan may illustrate the locations of building footprints or employ building envelopes. A range of maximum and minimum bulk and area values may be indicated and a listing of proposed uses for a given space in lieu of naming a single use is acceptable.
- _____ All additional information contained on the critical area findings plan as specified in BCC §33-2-202(b).

6. When required by the BCZR or the Comprehensive Manual of Development Policies, the Director of Planning may require the following additional items:

- _____ Layout of the site as it relates to the surrounding roads, and public transit systems, buildings, open space, and environmental features;
- _____ Architectural features such as scale, height, bulk, and general massing of buildings, major façade divisions, size and placement of openings, roof treatment, stylistic features and themes and materials;
- _____ Design and placement of signage, lighting, and fencing;
- _____ Safety, aspects of site design for retail commercial developments and hours of operation for nonresidential development adjacent to residential areas;
- _____ Specific design information shall be in the form of building elevations, perspective drawings, building and site cross-sections and large-scale drawings of specific site development details as required by the Director of Planning;
- _____ The plan shall clearly identify any comment raised or condition requested or proposed to the concept plan by a party if such comment or condition is unresolved at the time of filing the development plan;
- _____ At the time of filing the plan, the applicant shall file any request for a combined hearing under BCC §32-4-230. The plan shall contain a notation that such a request has been filed.

DEVELOPMENT IMPACT FEES AND SURCHARGES

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.

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.:

ADDITIONAL INFORMATION

Anticipated Actions: _____

Zoning Variances Case Nos. _____

Zoning Special Exceptions Case Nos.: _____

Consistency with Design Manuals: _____

Other: _____

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:

DEDICATION TABLE

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.


TYPE OF CONVEYANCE	NO.	TOTAL AREA* (AC)
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.

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

C. Use this approval block for **Limited Exemption (b-8)** plans

County Approval	
DRC ITEM #: _____	PAI #: _____
LIM - _____	LIM#: _____
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

DEVELOPMENT PLAN TABLES

1. Environmental Information

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

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

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 DEVELOPMENT 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. 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		

LIMITED EXEMPTION (b-8) SUBMISSIONS

The 1st Review Cycle submission for agency reviews **MUST** include a Draft Schematic Landscape Plan and Concept Stormwater Management Plan as part of the submission. The aforementioned plans must be separately bundled to include the Engineer's Transmittal and Basic Information Form. An additional \$300.00 review fee will be required for the concept swm plan review.

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>