



MINOR SITE PLAN REVIEW CHECKLIST

Applicant/Project Name: _____

Tax Map _____ Grid _____ Parcel _____ Lot _____ Zoning: _____

Agent/Representative/Surveyor: _____

Checklist completed by: _____ Date _____

Site Plan reviewed by: _____ Date _____

The Agent/Representative/Surveyor will review the Site Plan submission & application for completeness and accuracy and each item shall be checked as follows:

- Y = Information Complete and accurate.
- N/A = Information Not Applicable.
- W = Waiver of required information. A separate request shall be submitted with this application in writing to the Planning Officer.

REQUIRED MINOR SITE PLAN NOTATIONS AND INFORMATION

Based on unique characteristics of each parcel and use, the Technical Advisory Committee and/or the Planning Officer may require additional information to be submitted during the review and approval process.

- _____ 1 The name of the proposed project
- _____ 2 Name, address and telephone number of property owner(s) and/or contract purchaser, if applicable
- _____ 3 Deed reference of property
- _____ 4 Name, address and telephone number of any consultants/professionals used to prepare the site plan
- _____ 5 Tax Map, Grid, Parcel, and Lot numbers for property to be included in title block
- _____ 6 Zoning district designation
- _____ 7 Month, Day and Year of plan preparation and latest plan revision with brief description of revision
- _____ 8 Vicinity map at a scale of not more than 1"=1,000'
- _____ 9 Graphic Scale for plan view and vicinity map
- _____ 10 North Arrow for plan view and vicinity map
- _____ 11 Lot size
- _____ 12 Maximum lot coverage permitted per Talbot County Code and maximum proposed lot coverage
- _____ 13 Scaled floor plans of existing and proposed structures defining specific uses and the square footage of each individual use within the structure(s)

- _____ 14 Elevations of all proposed structures sufficiently detailed to show the general appearance of proposed structure(s)
- _____ 15 Required building/development setbacks applicable to the site including:
 - _____ property line setbacks
 - _____ special setbacks from State Highways
 - _____ shoreline development buffer/tidal wetland buffer
 - _____ non-tidal wetland buffer
 - _____ stream setbacks
 - _____ well setbacks
 - _____ Sewage Disposal Area buffer
- _____ 16 Computations of the total areas of:
 - _____ lot
 - _____ building floor area for each type of use (existing/proposed)
 - _____ landscaped areas (existing and proposed)
- _____ 17 Critical Area Line (CA)
- _____ 18 100' Shoreline Development Buffer Line
- _____ 19 Existing features and structures located on property
- _____ 20 Dimensions of all existing structures and features
- _____ 21 Dimensions of all proposed structures
- _____ 22 All Building Restriction Lines (B.R.L.s)
- _____ 23 Location of all existing and proposed landscaped areas showing the design and the varieties of plant materials to be used and provisions for maintenance
- _____ 24 A legend to include various pattern types/line styles to be used for the purpose of identifying multiple surfaces, uses, and features unique to the site and/or use
- _____ 25 Exterior light specification information for all existing and/or proposed fixtures to ensure compliance with the Talbot County Code
- _____ 26 A parking calculation table indicating the number of parking spaces provided and required in accordance with §190-80 of the Talbot County Code
- _____ 27 Location, type and size of all accesses providing ingress and egress of site
- _____ 28 Location, design, size, height, number and orientation of all proposed signs in accordance with § 190-81
- _____ 29 Location, type, size, and height of fences, walls, screen planting, landscaping and buffer areas
- _____ 30 All provisions for the adequate disposition of natural runoff and storm water in accordance with the duly adopted design criteria and standards of the County, indicating location, sizes, types, and grades of ditches, catch basins, and pipes and connections to existing drainage systems
- _____ 31 Location of existing property lines, easements and right-of-ways
- _____ 32 Designation of pedestrian walkways to adjacent sites per §190-92 H (1)
- _____ 33 Components of the Gateway Overlay Zone Legislation requirements, if applicable
- _____ 34 The closest point of structures from Mean High Water
- _____ 35 Location of existing buildings, watercourses, wetlands (tidal and non-tidal), forests, wooded areas, hedgerows, individual mature trees, 100 year flood plains, habitats of threatened and endangered species, steep slopes, and other significant features of the site identified from available mapping sources and general field observations

- _____ 36 Location, width, name and type of all existing roads or rights-of-way within or immediately adjacent to the site
- _____ 37 Location of property lines and ownership and deed information for all tracts or parcels adjacent to any perimeter boundary of the site
- _____ 38 Location of existing well with corresponding tag information clearly identified
- _____ 39 Location of existing septic system with proper labeling of each of the components (see Talbot County Dept. of Environmental Health)
- _____ 40 Location of approved Sewage Disposal Area (see Talbot County Dept. of Environmental Health for additional information)
- _____ 41 Location of existing sewer service connection, if applicable

INITIAL COMMERCIAL ESTABLISHMENT OR CHANGE OF USE SHALL REQUIRE A GROUNDWATER APPROPRIATION PERMIT PRIOR TO SITE PLAN APPROVAL (see Talbot County Dept. of Environmental Health)

APPLICANT FAILURE TO ADEQUATELY ADDRESS ALL APPLICATION AND CHECKLIST ITEMS, AND THOSE SPECIFICATIONS IN ACCORDANCE WITH CHAPTER 190 OF THE TALBOT COUNTY CODE, MAY RESULT IN A PROJECT BEING CONSIDERED INCOMPLETE OR INACCURATE. ANY SUCH DEFICIENCIES MAY RESULT IN RETURN OF APPLICATION WITHOUT PROCEEDING TO THE NEXT LEVEL OF REVIEW. ONLY THAT INFORMATION SUBMITTED WITH THE ORIGINAL APPLICATION AND IN COMPLIANCE WITH SUBMITTAL DEADLINES WILL BE REVIEWED BY THE TECHNICAL ADVISORY COMMITTEE.

I HEREBY CERTIFY THAT THIS CHECKLIST AND ASSOCIATED PLAN ARE TECHNICALLY CORRECT AND ACCURATE TO THE EXTENT NECESSARY FOR MEETING TALBOT COUNTY REQUIREMENTS FOR MINOR SITE PLAN REVIEW SUBMISSION.

Applicant's signature

Date

Applicant's Name (Please Print)