



**TALBOT COUNTY**  
**MINOR SITE PLAN REVIEW APPLICATION**

OFFICE USE ONLY:

**FILE NUMBER:** \_\_\_\_\_

**FEE PAID:** \_\_\_\_\_

**APPLICATION REC'D - DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**TAC DATE:** \_\_\_\_\_ **PC DATE:** \_\_\_\_\_

**PROJECT INFORMATION**

(1) **PROPERTY OWNER:** \_\_\_\_\_ **BUSINESS OWNER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

(2) **PROJECT NAME:** \_\_\_\_\_

(3) **PROJECT ADDRESS:** \_\_\_\_\_

(4) **TAX MAP:** \_\_\_\_\_ **GRID:** \_\_\_\_\_ **PARCEL:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

(5) **ZONING:** \_\_\_\_\_ **WITHIN A GATEWAY OVERLAY ZONE:** \_\_ YES / NO \_\_

(6) **PLAN PREPARED BY:**

**COMPANY NAME:** \_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER(S):** \_\_\_\_\_, \_\_\_\_\_

(7) **SEWER: COMMUNITY:** \_\_\_\_\_ **INDIVIDUAL:** \_\_\_\_\_

(8) **WATER: COMMUNITY:** \_\_\_\_\_ **INDIVIDUAL:** \_\_\_\_\_

(9) **LIST HISTORICAL SIGNIFICANCE/IMPACTS:** \_\_\_\_\_

(10) **CRITICAL AREA (circle):** Y / N

(11) **SQUARE FOOTAGE AND USE OF ALL EXISTING AND PROPOSED STRUCTURES:**

**Square Footage:** \_\_\_\_\_ **Use:** \_\_\_\_\_ Existing / Proposed

**Square Footage:** \_\_\_\_\_ **Use:** \_\_\_\_\_ Existing / Proposed

**Square Footage:** \_\_\_\_\_ **Use:** \_\_\_\_\_ Existing / Proposed

(12) **# OF EMPLOYEES:** \_\_\_\_\_ **# OF SHIFTS:** \_\_\_\_\_ **HRS. OF OPERATION:** \_\_\_\_\_

(13) **SUMMARY OF PROPOSED PROJECT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIREMENTS OF A MINOR SITE PLAN REVIEW SUBMISSION:**

- \_\_\_\_\_ 1. Ten (10) paper copies of site plans represented at an appropriate size not to exceed 100 feet per inch. Applicant shall submit additional site plans upon request for review by municipalities as needed.
- \_\_\_\_\_ 2. Ten (10) copies of building elevations, if new construction is proposed.
- \_\_\_\_\_ 3. Ten (10) copies of existing and proposed floor plans.
- \_\_\_\_\_ 4. Application fee as determined by fee schedule adopted by the County Council.
- \_\_\_\_\_ 5. Four (4) copies of all approved and recorded deeds for the subject land.
- \_\_\_\_\_ 6. Four (4) copies of all recorded deeds of easements, covenants, and/or maintenance agreements pertaining to the subject lands.
- \_\_\_\_\_ 7. Completed checklist addressing all requirements for a Minor Site Plan Review submittal.

Applications for new accessory structures associated with a home-based occupation shall be submitted for a minor site plan review.

Upon determination by the Planning Officer, with the concurrence of all appropriate agencies, a site plan shall be filed for an accessory and/or addition to a commercial or industrial use structure in those cases where a field inspection indicates that the scope of the proposed accessory building and/or addition exceeding 300 square feet is of such a nature that the provisions for the handling of natural runoff and storm-water, sediment control, off-street parking, setbacks, water and sewerage, and other requirements can be adequately addressed with a minor site plan submission.

**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 THROUGH THE REVIEW PROCESS.**

**I HEREBY CERTIFY THAT THIS APPLICATION AND ASSOCIATED PLAN(S) 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)

**BUILDING PERMIT APPLICATIONS SHALL NOT BE SUBMITTED TO THE OFFICE OF PERMITS AND INSPECTIONS UNTIL FINAL SITE PLAN APPROVAL HAS BEEN GRANTED**