

File Number: \_\_\_\_\_



**Talbot County Department of Planning and Zoning**  
215 Bay Street, Suite 2  
Easton, Maryland 21601  
410-770-8030

---

**Site Plan Review Application  
(Minor and Major)**

**Office Use Only:**

Fee Paid: \_\_\_\_\_ Application Received Date: \_\_\_\_\_ Time: \_\_\_\_\_

T.A.C. Date: \_\_\_\_\_ Planning Commission Date: \_\_\_\_\_ C.R.M. Date: \_\_\_\_\_

Critical Area: \_\_\_\_\_ Forest Conservation Plan: \_\_\_\_\_

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

Cumulative Total of new square footage as of June 13, 2009: \_\_\_\_\_

No. of Employees: \_\_\_\_\_ No. of Shifts: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

Summary of Proposed Project: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

Was a pre-application/pre-submission meeting conducted for this project? Yes / No

If yes, please include the date of the meeting \_\_\_\_\_

---

**Important: Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**Talbot County Department of Planning and Zoning**  
215 Bay Street, Suite 2  
Easton, Maryland 21601  
410-770-8030

**IMPORTANT: Please submit one (1) copy of the following information** for initial review for completeness. The Department will determine within fifteen (15) days of submission if the application is complete. No application shall be deemed complete for processing unless all the information below has been included, and all filing fees have been paid.

Land Development Application **must** be submitted with all Site Plan Review Applications: \_\_\_\_\_

**Site Plan Review Requirements  
(Minor and Major)**

- \_\_\_\_\_ 1. Application fee as determined by fee schedule adopted by County Council.
- \_\_\_\_\_ 2. 24' X 36' site plan represented at a scale of not more than 100 feet per inch. Applicant shall submit additional site plans upon request for review by municipalities as needed.
- \_\_\_\_\_ 3. Building elevations if new construction, expansion or exterior alterations are proposed.
- \_\_\_\_\_ 4. Existing and proposed floor plans.
- \_\_\_\_\_ 5. All approved and recorded deeds for the subject land.
- \_\_\_\_\_ 6. All recorded deeds of easements, covenants, and/or maintenance agreements pertaining to the subject lands.
- \_\_\_\_\_ 7. Completed checklist addressing all requirements for a Minor or Major Site Plan submittal.

**For Major projects only:\***

- \_\_\_\_\_ 8. Complete the adjoining property owner(s) form on Page 6.
- \_\_\_\_\_ 9. Notifications to adjacent property owners require postage to be prepaid by either stamps or check at time of submittal.
- \_\_\_\_\_ 10. Aerial photograph.
- \_\_\_\_\_ 11. Written response to those design standards and development impacts as defined in Chapter 190-60.6.D of the *Talbot County Code*. If located within a Village Zoning District where no Village Master Plan has been adopted, the applicant shall submit with the application a comprehensive study addressing the elements identified in Chapter 190-10.4.B of the *Talbot County Code*.

\*Unless specified otherwise in Chapter 190, Article IV in the *Talbot County Code*, nonresidential structures, additions, accessory structures and outdoor use areas meeting or exceeding a cumulative total of 3,000 square feet of gross floor area, measured cumulatively for all site improvements submitted after June 13, 2009, require Major Site Plan approval.

**Upon determination that the following items have been deemed complete by the Department of Planning and Zoning, please assemble and submit ten hard copy packets with ten (10) copies of Items 2-7, and Items 10 and 11 if applicable. Also, please provide single hard copies of the remaining items. If produced electronically, one electronic copy of the required submission materials, in pdf format, shall also be submitted.**

Please note that a greater or a fewer number of copies may be required to be submitted, as determined by the Department to be appropriate. A determination of completeness does not constitute a determination that the application meets the requirements for approval and does not preclude the Department from requesting additional information or materials in the future to complete the review of the application.

**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.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**As a Maryland registered Design Professional/Surveyor 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 a minor or major site plan submission.**

\_\_\_\_\_  
Signature of MD Registered  
Design Professional

\_\_\_\_\_  
Date



**Talbot County Department of Planning and Zoning**  
215 Bay Street, Suite 2  
Easton, Maryland 21601  
410-770-8030

---

**Site Plan Review Checklist  
(Minor and Major)**

Agent/Representative/Surveyor: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

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.

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. Detailed purpose statement.
- \_\_\_\_\_ 3. Name, address and telephone number of the property owner(s), business owner(s), and/or contract purchaser, if applicable.
- \_\_\_\_\_ 4. Seal, signature and date of registered Project Engineer or Surveyor who prepared the plan on each sheet.
- \_\_\_\_\_ 5. Deed reference of property and last recorded plat reference, if applicable.
- \_\_\_\_\_ 6. Deed reference for any recorded right-of-ways or easements on property including existing covenants and road maintenance agreements.
- \_\_\_\_\_ 7. Name, address and telephone number of any consultants/professionals used to prepare the site plan.
- \_\_\_\_\_ 8. Tax Map, Grid, Parcel and Lot number for property to be included in title block.
- \_\_\_\_\_ 9. Zoning requirements.
  - \_\_\_\_\_ Existing Special Exception or Site Plan Conditions
  - \_\_\_\_\_ Existing zoning districts, including overlay zoning districts
  - \_\_\_\_\_ Minimum lot size
  - \_\_\_\_\_ Minimum lot width
  - \_\_\_\_\_ Maximum lot coverage
  - \_\_\_\_\_ Maximum building heights
  - \_\_\_\_\_ Parking spaces required and parking spaces provided (including ADA accessible parking spaces if applicable)
  - \_\_\_\_\_ Open space requirements
- \_\_\_\_\_ 10. Required building restriction lines/development setbacks applicable to the site shown as dashed lines with dimensions from each lot line. Restriction lines/setbacks can only be met where a lot or parcel meets the minimum lot width. Setbacks include:
  - \_\_\_\_\_ Front, rear and side property line setbacks
  - \_\_\_\_\_ Special setbacks from State Highways
  - \_\_\_\_\_ Shoreline development buffer/tidal wetland buffer
  - \_\_\_\_\_ Non-tidal wetland buffer
  - \_\_\_\_\_ Stream setbacks
  - \_\_\_\_\_ Well setbacks
  - \_\_\_\_\_ Sewage Disposable Area buffer
  - \_\_\_\_\_ Gateway Overlay District setbacks

- \_\_\_\_\_ 11. Area calculations of the following:
- \_\_\_\_\_ Lot
  - \_\_\_\_\_ Building floor area designated for each type of use (existing and proposed)
  - \_\_\_\_\_ Existing and proposed building(s), road(s), parking and other use areas
- \_\_\_\_\_ 12. Boundaries of Critical Area Overlay District and Shoreline Development Buffer/expanded buffer noting maximum lot coverage limitations and calculations for the total proposed lot coverage.
- \_\_\_\_\_ 13. Revision block on the cover sheet with Month, Day and Year of plan preparation and summary of all plan revisions to any sheet. All other sheets to include a revision block itemizing the revisions to each applicable sheet with Month, Day and Year.
- \_\_\_\_\_ 14. Vicinity Map at a scale of not more than 1"=1,000'.
- \_\_\_\_\_ Show the existing perimeter boundary line of the proposed project and any larger tract if part of a subdivision.
  - \_\_\_\_\_ Show adjoining roads with the names and route numbers.
  - \_\_\_\_\_ Show Town boundary lines within 1-mile of the subdivision.
  - \_\_\_\_\_ Show north arrow
  - \_\_\_\_\_ Show graphic scale
- \_\_\_\_\_ 15. Graphic Scale and north arrow for Plan View
- \_\_\_\_\_ 16. Location of existing property lines, lengths and bearings, easements and rights-of-way.
- \_\_\_\_\_ 17. Identification and boundaries of all zoning districts on the property.
- \_\_\_\_\_ 18. Maximum lot coverage permitted per Talbot County Code and maximum proposed lot coverage.
- \_\_\_\_\_ 19. Sealed floor plans of existing and proposed structures defining specific uses and the square footage of each individual use within the structure(s).
- \_\_\_\_\_ 20. Elevations of all proposed structures sufficiently detailed to show their general appearance.
- \_\_\_\_\_ 21. Location and dimensions of features and structures located on property (existing and proposed).
- \_\_\_\_\_ 22. Location of property lines; ownership; Tax Map, Grid and Parcel numbers; zoning districts; and deed information for all tracts or parcels adjacent to any perimeter boundary of the site.
- \_\_\_\_\_ 23. Landscape Plan depicting how required landscaping will be planted on the site to address interior parking, loading areas, perimeter landscaping and other requirements per Chapter 190-40 of the *Talbot County Code*. (Also see 190-40 for plan requirements, specifications, credits and provisions for installation and maintenance.)
- \_\_\_\_\_ 24. **For major Site Plans**, the cumulative area of all on-site plantings shall be at least 25% of the site and a minimum of one tree provided or retained for each 5,000 sq. ft. of developed site area (See Chapter 190-40.3. of the *Talbot County Code*).
- \_\_\_\_\_ 25. 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.
- \_\_\_\_\_ 26. Exterior lighting specifications for all existing and/or proposed fixtures to ensure compliance with the *Talbot County Code* (Section 190-39).
- \_\_\_\_\_ 27. Location, width, name, type and centerline of all existing roads or rights-of-way within or immediately adjacent to the site.
- \_\_\_\_\_ 28. Location and design of all off-street parking and loading spaces indicating the type of surfacing, size, stall angles, and widths of aisles in accordance with Chapter 190-41 of the *Talbot County Code*.
- \_\_\_\_\_ 29. A parking calculation table indicating the number of parking spaces provided and required in accordance with Chapter 190 of the *Talbot County Code* (Section 190-41.3).
- \_\_\_\_\_ 30. Location, type and size of all existing and proposed access points providing ingress and egress of site. (Design and location standards are located in Chapter 190-35.2 of the *Talbot County Code*.)
- \_\_\_\_\_ 31. Location and design of pedestrian sidewalks and walkways and bicycle parking.
- \_\_\_\_\_ 32. Location, design, size, height, number and orientation of all proposed signs in accordance with Chapter 190 of the *Talbot County Code* (Section 190-42).
- \_\_\_\_\_ 33. Location, type, size and height of fences and walls.
- \_\_\_\_\_ 34. All provisions for the adequate disposition of runoff and stormwater 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.

- \_\_\_\_\_ 35. Components of the Gateway Overlay Zone Legislation requirements, including the designation of pedestrian walkways to adjacent sites and pedestrian easements as required by Gateway Overlay Zone, if applicable.
- \_\_\_\_\_ 36. If located in a Village Zoning District, application of design standards in conformance with Chapter 190-10.4 of the *Talbot County Code*.
- \_\_\_\_\_ 37. Location of existing buildings, watercourses, wetlands (tidal and non-tidal), forests wooded areas, hedgerows, individual mature trees, 100 year floodplains, habitats of threatened and endangered species, steep slopes, existing forest conservation areas and other significant features of the site identified from available mapping sources or as delineated in the field.
- \_\_\_\_\_ 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 Department of Environmental Health); proposed septic tank(s), sewage lift pump chamber, and/or force main(s) as applicable.
- \_\_\_\_\_ 40. Location of approved Sewage Disposal Area (see Talbot County Department 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 Department 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 the associated plan are technically correct and accurate to the extent necessary for meeting the Talbot County requirements for minor/major site plan review submission.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (Please Print)





**Talbot County Department of Planning and Zoning**  
215 Bay Street, Suite 2  
Easton, Maryland 21601  
410-770-8030

---

**Independent Procedures Disclosure and Acknowledgement Form**

Proposed Project Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Agent/Attorney: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Agent's Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Department of Planning and Zoning, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Department of Planning and Zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Department of Planning and Zoning, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

**I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Agent's Signature

\_\_\_\_\_  
Date

