



**St. Mary's County Department of Land Use and Growth Management**  
 23150 Leonard Hall Drive, Leonardtown, Md. 20650  
 Phone (301) 475-4200, ext. \*1500 Fax (301) 475-4672  
**MINOR SITE PLAN REVIEW CHECKLIST**



**Control Number** \_\_\_\_\_ **Project** \_\_\_\_\_  
**Applicant** \_\_\_\_\_ **Surveyor/Engineer** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Zoning** \_\_\_\_\_ **TM** \_\_\_\_\_ **BK** \_\_\_\_\_ **Parcel** \_\_\_\_\_ **Acreage** \_\_\_\_\_  
**Date** \_\_\_\_\_ **Reviewer** \_\_\_\_\_  
**TEC DATE** \_\_\_\_\_

**I. Required Supporting Information**

Yes	No	Na	Standard	Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of the present record owner of the property	CZO§60.4.1.b
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conditional Use Approval Required.	CZO§25.0

**II. Title Information**

Yes	No	Na	Standard	Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale (1" =100' preferable)	CZO§60.4.1.k
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of original	CZO§60.4.1.k
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use and Growth Management Control Number placed immediately above the title information block	CZO§60.4.1.k
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Name (include "Minor Site Plan " in plan title)	CZO§60.4.1.k
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax Map, Block, Parcel	CZO§60.4.1.k
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning Overlay	CZO§60.4.1.k

**III. General Plan Requirements**

Yes	No	Na	Standard	Reference
			<b>Vicinity Map</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale 1-2000 preferred	CZO§60.4.1.c.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow	CZO§60.4.1.c.(3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Area Boundary Shown (if applicable)	CZO§60.4.1.c.(2)

**Notes:**

---



---



---



---



---

Yes	No	Na	Standard	Reference
			<b>Site Plan</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate Sketch of the lot drawn to scale	CZO§60.4.1.a
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and size of vehicular entrance to the site	CZO§60.4.1.d
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of water and sewer (Septic) facilities, if required	CZO§60.4.1.e
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing and proposed parking area and pavement marking for parking area stalls and lanes as required	CZO§60.4.1.f CZO§64.2-64.10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions, height, and setbacks for all existing and proposed buildings	CZO§60.4.1.g
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed use of the structure or the structural addition	CZO§60.4.1.h
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cubic yards of proposed cut and fill	CZO§60.4.1.i
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limits of disturbance	CZO§60.4.1.j
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total Disturbed area	CZO§60.4.1.i
			<b>Environmental Features</b>	CZO§71.2.1.c
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streams	CZO§71.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands	CZO§71.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flood Plain	CZO§71.6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils	CZO§71.7.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steep Slopes	CZO§71.7.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly Erodible soils	CZO§71.7.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Habitat Protection Areas (FIDS, RT&E, CA Buffer)	CZO§71.8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forest Tree Line and clearing	CZO§71.0
			<b>Forest Conservation Requirements</b>	CZO§75.0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forest Stand Delineation/Forest Conservation Plan	CZO§75.4 & 75.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Declaration of Intent 20,000 sq ft or less	CZO§75.2 & 75.3
			<b>Airport Environs Projects</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If site is in the AE overlay zone, add Airport environs notes. ( if required )	CZO§43.5
			<b>Critical Area Projects</b>	
			An environmental report is required for projects in the Critical Area. In addition to this checklist, use the critical area checklist for projects in the critical area.	CZO§60.4.1.1 CZO§41.0

Notes:

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---