



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

MAJOR SITE PLAN REVIEW CHECKLIST



Control Number _____

Project _____

Applicant _____

Surveyor/Engineer _____

Address _____

Zoning _____ TM _____ BK _____ Parcel _____

Date _____ Reviewer _____

I. Prerequisites

Yes	No	Na	Standard	Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water/Sewer Category Change Approval (If Required)	CWSP
			Forest Conservation Requirements	CZO§75
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forest Stand Delineation (FSD) File # _____-183-_____	CZO§75.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Forest Conservation Plan (FCP) File # _____-185-_____	CZO§75.6

II. Required Supporting Information

Yes	No	Na	Standard	Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate setting forth the source of title of the owner of the tract and the place of record or the last instrument in the chain of title	CZO§60.7.1.c

III. Title Information

Yes	No	Na	Standard	Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale (1" =100' preferable)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of original	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use and Growth Management Control Number placed immediately above the title information block	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Name (include "Major Site Plan " in plan title)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of person preparing plan	

Notes:

IV. General Plan Requirements

Yes	No	Na	Standard	Reference
			Vicinity Map Identifying	CZO§60.7.1.a
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale 1-2000 preferred	CZO§60.7.1.a.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000' Critical Area Boundary (if applicable)	CZO§60.7.1.a.(2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow	CZO§60.7.1.a.(3)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of the site Names and numbers of adjoining roads Streams and other bodies of water Other landmarks	<i>CZO§60.7.1.a</i>
			Site Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A boundary survey of the tract	<i>CZO§60.7.1.b</i>
			General Notes addressing the following:	<i>CZO§60.7.1.d</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identifying the property (Tax Map, Grid, Parcel, Lot)	<i>CZO§60.7.1.d.(1)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acreage of the site (tract)	<i>CZO§60.7.1.d.(2)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning and Overlay Zoning	<i>CZO§60.7.1.d.(3)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All proposed uses	<i>CZO§60.7.1.d.(4)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor area ratio calculations	<i>CZO§60.7.1.d.(5)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking calculations – number required and number provided	<i>CZO§60.7.1.d.(6)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping requirements calculation table	<i>CZO§60.7.1.d.(7)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete ownership and complete Developer information	<i>CZO§60.7.1.d.(8)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Airport Environs(AE)overlay zone notes	<i>CZO§60.7.1.d.(9)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If TDRs will be used; final transfer serial numbers and recording references	<i>CZO§60.7.1.d.(10)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If in Critical Area, all Critical Area Notes	<i>CZO§60.7.1.d.(11)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle entrances: location, type and complete dimensions	<i>CZO§60.7.1.e</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, complete dimensions (including height) of all existing and proposed buildings.	<i>CZO§60.7.1.f</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed streets and private roads, their names, and complete dimensions and drive aisles with complete dimensions and Inter-parcel connections	<i>CZO§60.7.1.g</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and complete dimensions of sidewalks including provisions for handicap movement and bike paths	<i>CZO§60.7.1.h</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all trash disposal and recycle containers	<i>CZO§60.7.1.i</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All off-street parking spaces, including size, angle of stalls, width of aisles, type of surfacing; and dimensions of landscaped areas and type of curbing; and loading spaces and walkways.	<i>CZO§60.7.1.j</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All easements with dimensions	<i>CZO§60.7.1.k</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed utilities	<i>CZO§60.7.1.l</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All locations and size of proposed water and sewer installation; or proposed additions to existing water and installations; and any design features which are unusual or deviate from normal design practices; and proximity to nearest hydrant and its area of coverage	<i>CZO§60.7.1.m</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owners and Zoning and present use of adjoining tracts if not previously submitted with a development plan	<i>CZO§60.7.1.n</i>

NOTES:

Yes	No	Na	Standard	Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fencing, retaining walls, and screen planting (when these are required) Location, type, size, and height	<i>CZO§60.7.1.o</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plans –to be on a separate sheet	<i>CZO§60.7.1.p</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting plan on separate sheet showing footprint of illuminated area	<i>CZO§60.7.1.q</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage Plan on a separate sheet and including pavement markings	<i>CZO§60.7.1.r</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater management provisions-to accompany the site plan submission for review by the Department of Public Works and Transportation and the Soil Conservation District.	<i>CZO§60.7.1.s</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of all watercourses, impoundments, and wetlands that receive stormwater –those on the site and adjacent to the site	<i>CZO§60.7.1.t</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineation of 100-year floodplain (if applicable)	<i>CZO§60.7.1.u</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computations of hydrology, including hydraulic and structural computations and structural classifications	<i>CZO§60.7.1.v</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing topography: Where the ground is on a slope of less than 2 %, either one foot contours or spot elevations where necessary, but not more than 50 feet apart in all directions. A drainage area map at usable scale; and the citation for the source and date of the topographic information	<i>CZO§60.7.1.w</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed finished grading contours, with spot elevations as necessary, and provide floor elevations for basement, and provide flood elevations for first floor, and provide elevation of highest point above grade for each structure and provide spot elevation for high and low points on the site and other elevations deemed appropriate	<i>CZO§60.7.1.x</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All horizontal dimensions shown on the site plan must be in feet and decimals of a foot to be closest to 1/100 of a foot and all bearings in degrees, minutes, and seconds to the nearest 10 seconds.	<i>CZO§60.7.1.y</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevation drawings in color to show substantive changes from the original concept elevations	<i>CZO§60.7.1.z</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional information determined to be necessary by the Planning Director	<i>CZO§60.7.1.aa</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For projects in the Critical Area, an environmental report	<i>CZO§60.7.1.bb</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buffer Yards: sized and spaced to achieve effect as depicted in 63.4.3 Type “A”, “B”, or “C”, plan shall have required plant type and size.	<i>CZO§ 63.3 Sched. 63.3.a</i>
			Site Development Standards	<i>60.8</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Circulation design incorporates pedestrian walkways including handicapped accessibility per federal and state requirements. Pedestrian circulation systems connects building entries with parking areas, adjacent sidewalks and public uses (including schools and parks)	<i>CZO§60.8.1</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and design of vehicular access is adequate, the Director of the Department of Public Works and Transportation approval and State Highway Administration approval	<i>CZO§60.8.2</i>

Notes:

Yes	No	Na	Standard	Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicular travel lanes comply with the standards for private roads and driveways in the Subdivision Ordinance., and travel lanes and driveways adequately serve vehicular travel on the site and to and from adjacent parking areas and adjacent property. For any site bordering a state primary highway or adjacent to an existing service road in the arterial highway system, a developer may in lieu of providing travel lanes or driveways connected to adjacent parking areas and adjacent property, dedicate where necessary and construct a service road meeting County and state specifications.	<i>CZO§60.8.3</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Connection with similar facilities in adjacent developments for walkways, and travel lanes, and driveways, and curb and gutter and utilities,	<i>CZO§60.8.4</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is an adequate traffic circulation and control and pavement marking within the site and to access adjacent property.	CZO§60.8.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate setbacks, buffers, screening, fences, landscaping, walls, curbs and gutters are provided as required by this Ordinance.	CZO§60.8.6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements or rights-of-way for facilities to be publicly maintained are provided and easements are clearly defined for the purpose intended.	CZO§60.8.7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic control devices to prohibit parking along vehicular travel lanes or driveways are provided	CZO§60.8.8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate parking areas are provided in terms of: location, and layout, and design and numbers of spaces.	CZO§60.8.9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The following are adequate per this article and Chapter 70, Adequate Public Facilities: Drainage system and stormwater outfall, and water supply, and fire suppression, and sewerage facilities, and other public facilities	CZO§60.8.10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary and permanent sediment control measures are adequate according to the Ordinance requirements	CZO§60.8.11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open space and recreation areas designated and reserved as required by ordinance, including arrangements for the perpetual management	CZO§60.8.12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate numbers of refuse storage areas are designated in appropriate locations to provide for the convenient storage and collection of garbage, trash, and recyclables	CZO§60.8.13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In areas that are high perched or seasonal water table, the engineer has provided pavement design and measures to assure dry basements; and the design will preclude the water ponding around the foundation(s) of the structure(s); and will not pond in the parking lot(s)	CZO§60.8.14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standards for Development in Scenic Corridors (<i>St Andrews Church Road, Patuxent Beach Road, Point Lookout Road, New Market Turner Road, Budds Creek Road, Mattapany Road, Easterly side of Three Notch Road (MD Route 5) from the intersection of Old Village Road and Three Notch Road (MD Route 5) to the northern junction of Three Notch Road (MD Route 5/MD 235) and Point Lookout Road (MD Route 5), Both sides of Three Notch Road (MD Route 235) from the northern junction of Three Notch Road (MD Route 5/MD Route 235) and Point Lookout Road (MD Route 5) to the northern boundary of the Hollywood Town Center</i>)	CZO§62.8.1.a-e
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disturbance of existing roadway features should be minimized.	CZO§62.8.2.a
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removal of existing prominent tree stands, woodlands, outcroppings, and historic landscapes should be avoided.	CZO§62.8.2.b
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prevailing front building setbacks on adjacent lots that are within the same zoning district should be maintained.	CZO§62.8.2.c
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking area should be screened from view.	CZO§62.8.2.d
			APZ/AE Zone Restrictions	CZO§43
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use Restrictions	CZO§43.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Height Limitations	CZO, Schedule 32.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Notes	CZO§43.5.1 and 2
			Critical Area Projects	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In addition to this checklist, use the Critical Area Checklist for projects in the Critical Area.	

Notes: