

**BASIC INFORMATION REQUIRED WITH CONCEPT PLAN**

Item #	DESCRIPTION	Check if completed
I.	<b>PROJECT PLAT INFORMATION</b>	
2	Name, address of owner, applicant, developer and lienholder, date of application.	
3	Name and address of engineer, land surveyor architect, planner, and/or landscape architect, as applicable, involved in document preparation.	
4	Title block denoting name and type of application, tax map sheet, block and lots, parcel and street location	
5	A vicinity map at a specified scale (no smaller than 1"=200') showing location of the tract with reference to surrounding properties, streets, landmarks, streams, etc. Show all of the property owned according to the Tax Map(s) if only part of the property is to be developed.	
6	Existing and proposed zoning of tract and adjacent property.	
7	Adjacent property owners, names, liber and folio.	
8	Acreage of tract to the nearest thousandth of an acre.	
9	Date of original and all revisions.	
10	Size and location of any existing or proposed structures with all setbacks dimensioned (for concept plan, GDP general location but not setbacks). Include storm drains, culverts, retaining walls, fences, stormwater management facilities, sediment and erosion structures.	
11	Number of dwelling units.	
12	Location, dimensions, bearings, names of any existing or proposed roads or streets. The location of pedestrian ways, driveways, right of way widths. (for GDP, concept plans, general locations).	
13	Location and size of proposed National Park areas, play grounds and other public areas.	
14	Any existing or proposed easement (drainage and utility) or land reserved for or dedicated to public use*. Location, dimensions of proposed reservations, right of ways, open space, buffers, forested areas along with means by which these areas will be permanently maintained.	
15	Development stages or phasing plans (for GDP and concept plans, general phasing). Sections numbered by phase.	
16	Total number of off-street parking spaces including ratio and number of units per space	
17	List of required regulatory approvals/permits.	
18	List of variances required or requested.	
19	Requested or obtained design waivers or exceptions.	
20	Payment of application fees.	
21	Existing rights-of-way and/or easements on or immediately adjacent to the tract.	
22	Topographical features of subject property from USGS map or more accurate source at 2'-5' intervals, 50' beyond the boundary, with source stated on maps.	
23	Field delineated or survey topo.	
24	General areas of >15% slope shaded and identified as steep slopes Less than 5% slope - 1 foot 5 to 15% slopes - 2 feet or less >15% - as required for construction	
25	Forest Stand Delineation (See Forest Conservation provisions of Zoning Ordinance.)	
26	A 100 Year Flood Plan based on FEMA maps.	
27	Tidal and nontidal wetland delineation based on NWI maps and field review	
28	Location of sensitive areas and their Buffers (See Evironmental Standards provisions of Zoning Ordinance).	
29	Location and width of Bufferyards.	
<b>The following additional information items are required in the areas designed Critical Areas</b>		
30	Location of the Critical Area District boundary and Critical Area designation.	
31	Number of acres in the Critical Area.	
32	Mean high waterline and landward edge of tidal wetlands.	
33	Location of existing forest areas to be distrubed by construction and Planting Plan.	
34	The known locations of HPA's, the habitat of any threatened or endangered species, and the habitat of any Species in Need of Conservation (see Elkton Critical Area Program). Habitat Protection Plan reviewed by the Maryland Department of Natural Resources.	
35	The location of the Critical Area Buffer and the expanded Buffer, as required.	

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36	Hydric and highly erodible soils based on the Cecil County Soil Survey.	
37	Statement of consistency with the Critical Area Program.	

**All plats and plans must be clear and legible. Incomplete plats will be returned to the applicant for completion and resubmission**

**NOTE:** Prior to the submittal of a concept plan to the Planning Commission, the applicant shall to the extent possible, based on best available information, notify by certified mail all contiguous (inclusive of property on the opposite side of street) property owners of the proposal to subdivide the property. Notification shall include the name, address and telephone number of the developer, date and time of the Planning Commission Meeting, the acreage and zoning of the parcel proposed for the subdivision, and the proposed number of lots. Proof of notification shall accompany the concept plan submittal

Additionally, the applicant shall be responsible for the erection and maintenance of a clearly visible sign containing a copy of the proposed plat on each of the property's road frontages. Each plan shall be provided by the applicant and fabricated to specifications provided by the Planning Department. The signs shall be durable, weather resistant, have a minimum dimension of 30 inches by 36 inches and shall be maintained in place until the final plat approval. If the Director of Planning or his/her designee determines that the applicant has failed to maintain or properly install the sign(s) in compliance with these requirements, the proposed project will be withdrawn from the Planning Commission agenda.