

BASIC INFORMATION REQUIRED WITH MINOR SITE PLAN APPLICATIONS

Item #	DESCRIPTION	Check if completed
1.	Name, address of owner, applicant, developer and lienholder, date of application.	
2.	Name and address of engineer, land surveyor architect, planner, and/or landscape architect, as applicable, involved in document preparation.	
3.	Date of survey.	
4.	Seal, signature and license number of engineer, land surveyor, architect, and/or landscape architect, as applicable, involved in document preparation. Each sheet must have a surveyor's seal.	
5.	Title block denoting name and type of application, tax map sheet, block and lots, parcel and street location	
6.	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.	
7.	Existing and proposed zoning of tract and adjacent property.	
8.	Adjacent property owners, names, liber and folio.	
9.	Title, north arrow and scale (1"+100').	
10.	Appropriate signature block for planning director, planning commission chairman, and the health department	
11.	Appropriate certification blocks.	
12.	Certification and dedication by the owner or owners to the effect that the subdivision as shown on the final plat is made with his or her consent and that it is desired to record same.	
13.	Monumentation, location and description.	
14.	Standardized sheets 24"x 36" (final - black ink or mylar).	
15.	Metes and bounds survey showing dimensions, bearings, curve, data, length of tangents, radii, arc, chords, and central angles for all centerlines and rights-of-way, and centerline curves on streets, datum and benchmark, primary central points approved by the Town Engineer. (Boundary of proposed subdivision can be a deed plot).	
16.	Acreage of tract to the nearest thousandth of an acre.	
17.	Date of original and all revisions.	
18.	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.	
19.	Number of dwelling units.	
20.	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).	
21.	All proposed lot lines (width and depth) and area of lots in square feet, number of lots, lot numbers.	
22.	Location and type of utilities.	
23.	Copy and/or delineation of any existing or proposed deed restrictions or covenants.	
24.	References to protective covenants governing the maintenance of undedicated public spaces or reservations.	
25.	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.	
26.	Statement of owner dedicating streets, right-of-way, and any sites for public use.	
27.	Total number of off-street parking spaces including ratio and number of units per space	
28.	List of required regulatory approvals/permits.	
29.	List of variances required or requested.	
30.	Requested or obtained design waivers or exceptions.	
31.	Payment of application fees.	
32.	Total area of the site that will be temporarily and/or permanently disturbed.	
II. SETTING-ENVIRONMENTAL INFORMATION		
33.	All existing streets, water courses, flood plains wetlands, or other environmentally sensitive areas on or adjacent to the site.	

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34	Existing rights-of-way and/or easements on or immediately adjacent to the tract.
35	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.
36	Field delineated or survey topo.
37	General areas of >15% slope shaded and identified as steep slopes
38	Forest Stand Delineation (See Forest Conservation provisions of Zoning Ordinance.)
39	Preliminary Forest Conservation Plan (See Forest Conservation provisions of Zoning Ordinance.)
40	Final Forest Conservation Plan (See Forest Conservation provisions of Zoning Ordinance.)
41	Existing system of drainage of subje t site and adjacent sites and of any larger tract or basin of which it is a part.
42	A 100 Year Flood Plan based on FEMA maps.
43	Tidal and non-tidal wetland delineation based on NWI maps and field review.
44	Location of sensitive areas and their Buffers (See Evironmental Standards provisions of Zoning Ordinance).
45	Location and width of Bufferyards.
46	Soil types based on Cecil County Soil Survey.
The following additional information items are required in the areas designed Critical Areas	
47	Location of the Critical Area District boundary and Critical Area designation.
48	Number of acres in the Critical Area.
49	Mean high waterline and landward edge of tidal wetlands.
50	Location of existing forest areas to be distrubed by construction and Planting Plan.
51	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.
52	The location of the Critical Area Buffer and the expanded Buffer, as required.
53	Hydric and highly erodible soils based on the Cecil County Soil Survey.
54	Environmental assessment.
55	Statement of consistency with the Critical Area Program.
IMPROVEMENT PLANS, AND CONSTRUCTION INFORMATION	
56	Grading and drainage plans including roads, drainage ditches, sediment basins, and berms.
57	Existing and proposed contour intervals as follows:
58	Less than 5% slope - 1 foot
59	5 to 15% slopes - 2 feet or less
60	>15% - as required for construction
61	Proposed street grades, typical cross sections and profiles, right-of-way widths, pedestrian ways, total area of roads.
62	Existing and proposed utility infrastructure plans and profiles including sanitary sewer, water, storm drainage and stormwater management, as appropriate in the case of minor subdivisions.
63	Grades and sizes of sanitary sewers and waterlines.
64	Direction and distance to water and sewer if not available on or adjacent to the site with invert and elevation of sewer.
65	Certification from electric and telephone utilities of adequate facilities to serve proposed development.
66	Location of fire hydrants.
67	Construction details as required by Ordinance.
68	Stormwater Management Plan.
69	Soil Erosion and Sediment Control Plan.
70	Lighting plan and details, as required.
71	Landscape plan and details, including required Bufferyards.
72	Required County, State, and/or Federal or approvals, e.g., State Highway Administration, County Public Works, Army CORPS of Engineers, DNR Wetlands Permi/License, MDDE Quality Certification, MDOE sanitary construction permit, local Health Department approvals.

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 minor site 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.