

**NOTICE TO APPLICANTS FOR SITE PLAN/SUBDIVISION REVIEW**

**BEFORE THE PLANNING AND ZONING COMMISSION**

1. The following fees shall apply (payable to the Mayor and City Council):

- Planning & Zoning Commission Review Fee
  - \$300.00 per preliminary subdivision plat
  - \$ 38.00 per unit for residential site plans
  - \$377.00 or \$0.035 per square foot gross floor area, whichever is greater, for commercial, office and other nonresidential site plans
  
- Building permit fees and other applicable agency fees shall apply at the time of submission for building permit.
  
- Final Plat Fee
  - \$39.00 per unit for condominium plats
  - \$39.00 per lot for subdivision plats

(An escrow bond in the amount of \$500.00 may be required to ensure that a copy of the plat with all required signatures is returned to the office of Planning and Community Development.)

2. All meeting dates have established deadlines for submitting applications for hearings and site/subdivision approval. Schedule is available from the office of Planning and Community Development. Fifteen (15) complete sets (5 full size, remainder reduced size) of plans prepared in accordance with the attached checklist shall be submitted no later than 3:00 p.m. on deadline date for filing.

3. Following the scheduled staff review meeting, eight (8) complete sets (1 full size, remainder reduced size) of plans reflecting any revisions/modifications shall be submitted no later than 12 noon on the Wednesday prior to the scheduled Planning and Zoning Commission meeting date.

4. All applicable information must be completed on the application form. Signatures of all applicants and all property owners must be notarized unless signed in the presence of the Zoning Administrator.

**SITE PLAN AND PROPERTY SUBDIVISION APPLICATION**

DATE: \_\_\_\_\_

FILE NO: \_\_\_\_\_

RECEIPT NO: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

**APPLICANT'S INFORMATION**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PRINCIPLES: \_\_\_\_\_

**RECORDED PROPERTY OWNER INFORMATION**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**SITE PLAN INFORMATION**

PROJECT NAME: \_\_\_\_\_

LOCATION: (LOT, BLOCK, PLAT): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

NO. OF UNITS & BEDROOMS: \_\_\_\_\_

ARCHITECT/DESIGNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**PROPERTY SUBDIVISION INFORMATION**

CURRENT PROPERTY DESCRIPTION (LOT, BLOCK, PLAT): \_\_\_\_\_

PROPOSED SUBDIVIDED PROPERTY DESCRIPTION (LOT, BLOCK, PLAT): \_\_\_\_\_

PURPOSE OF SUBDIVISION: \_\_\_\_\_

(\*Notarization of signatures of Applicant and Property Owner is required, unless signed in the presence of the Zoning Administrator.)

\_\_\_\_\_

**\*APPLICANT'S SIGNATURE**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

NOTARY PUBLIC

SEAL

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_

**\*PROPERTY OWNER'S SIGNATURE**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

NOTARY PUBLIC

SEAL

My Commission Expires: \_\_\_\_\_

**DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**  
Checklist of Information to be Shown For Zoning Approval  
**Revised 12/14/10**

This checklist serves as a guide in preparing site plans for public hearings, for Planning and Zoning Commission review and for building permits, so all such applications may be processed in a timely and efficient manner. The following plans shall be submitted for the types of applications listed, unless otherwise waived by the Zoning Administrator:

Planning and Zoning Commission Site Plan Review and Public Hearings

**Fifteen (15)** complete sets (5 full size, remainder reduced size) of plans prepared in accordance with checklist to be submitted no later than 3:00 p.m. on deadline date.

Following staff review meeting, eight (8) complete sets (1 full size, remainder reduced size) of plans reflecting any revisions/modifications to be submitted no later than 12 noon on the Wednesday prior to the scheduled Planning and Zoning Commission meeting date.

Board of Zoning Appeals Public Hearings

Seven (7) complete sets of plans prepared in accordance with checklist.

Building and Alteration Permits

Four (4) complete sets of plans prepared in accordance with checklist.

All required information shall be shown on reproductions of original drawings. Ink or pencil notations/revisions will not be accepted on prints. Incomplete or improperly prepared plans will be rejected. All plans shall be legible, drawn to scale, and shall contain all of the applicable information listed below:

**I. Site Plans**

1. ( ) A title block, including the name of the project or development and the names of the property owner, developer, engineer, and architect.
2. ( ) The name of the subdivision and the lot(s) and block(s) numbers.
3. ( ) A north arrow, scale of drawing (sufficient to show proper detail) and date of the drawing.
4. ( ) Vicinity map of the immediate and surrounding area with the site noted.
5. ( ) The existing zoning of the site and adjacent properties.
6. ( ) The existing use of the site and the existing use and approximate location of existing structures on adjacent properties.

7. ( ) The boundaries or property lines of the property involved, including bearings and distances, county or municipal boundaries, the general location of all existing easements, streets, buildings, dune lines or waterways, and other existing physical features in or adjoining the subject development. Note: A sealed survey, prepared by a professional engineer or land surveyor, licensed in the State of Maryland, must accompany all building permits. An owner's certification must accompany all exterior alterations.
8. ( ) The approximate location and sizes of all existing and/or proposed sanitary and storm sewers, water mains, culverts, catch basins, and other underground structures in or near the project.
9. ( ) The location of all existing and/or proposed electrical transformers and poles. Note: Approval by Delmarva Power is required as to clearances required by the National Electrical Safety Code.
10. ( ) Location, size, and screening details of all existing and proposed dumpster pads.
11. ( ) Calculations of required and provided off-street parking spaces.
12. ( ) Calculations of required and provided off-street loading spaces.
13. ( ) Dimensions of all off-street parking spaces and dimensions of all interior drives, which shall remain unobstructed and shall maintain an overhead clearance of seven feet (7') minimum.
14. ( ) Dimensions of all off-street loading spaces which shall maintain an overhead clearance of fourteen feet (14') minimum.
15. ( ) Provisions, as required, for handicapped parking and access.
16. ( ) Specifications as to construction of parking areas, entrances, and drives.
17. ( ) Location, height, type, and direction of lighting required to illuminate off-street parking areas.
18. ( ) Location of curbing and/or wheel stops in parking areas. NOTE: Parking areas with four or more spaces must be striped.
19. ( ) Indications of proposed traffic flows within interior drives and for ingress/egress to the project.  
\* IN AN EFFORT TO MINIMIZE CURB CUTS ON COASTAL HIGHWAY, ALL PROPERTIES SHALL PROVIDE ACCESS FROM THE SIDE STREET AND/OR ALLEY WHERE POSSIBLE.
20. ( ) Location of existing or proposed automatic traffic signals adjacent to the site.
21. ( ) Location of all existing and proposed buildings, accessory and main, including dimensions of buildings and setbacks from property lines and between structures.

- 22. ( ) Existing and proposed use of all structures, accessory an main.
- 23. ( ) Location of all existing and proposed fire hydrants.
- 24. ( ) Location, size, height, and orientation of all existing and proposed signs.
- 25. ( ) Location of HVAC condensers and compressors.
- 26. ( ) Density calculations, including number of units allowed and number of units proposed, with number of bedrooms designated within each unit.

**II. Floor Plans**

- 27. ( ) Scaled and dimensioned floor plans of each unit. Typical floor plans can be used for identical units.
- 28. ( ) Designation of proposed use of each room.

**III. Building Elevations**

- 29. ( ) Elevations and dimensions of each side of structure.
- 30. ( ) Texture and materials of exterior surfaces of structure.

**IV. Landscape Plan in accordance with Chapter 98, Article II.**

- 31. ( ) Indicate landscape materials to be used (including location, botanical name, common name and installation site).
- 32. ( ) Location of existing trees three inches (3") or more in diameter measured twelve inches (12") above ground level.
- 33. ( ) Provide a forest stand delineation and a forest conservation plan for all projects containing 40,000 square feet or greater.

**V. Stormwater Management in accordance with Chapter 30, Article III**

- 34. ( ) Provide a stormwater management plan indicating the manner, location and type of measures to be used for management of stormwater runoff.
- 35. ( ) Completed worksheet and plans in compliance with 10% Rule pollution removal.