



**GENERAL INFORMATION**  
**SITE PLAN REVIEW (SECTION §ZS 1-325)**  
WORCESTER COUNTY GOVERNMENT CENTER  
DEVELOPMENT REVIEW AND PERMITTING  
ONE WEST MARKET STREET – ROOM 1201  
SNOW HILL, MD 21863-1070  
(410) 632-1200  
FAX: (410) 632-3008



Projects requiring site plan review may be reviewed by the Department, the Technical Review Committee (TRC) and/or the Planning Commission. Meeting dates and deadlines for submittals are shown on the attached sheet. Any exceptions to the scheduled deadlines must be approved by the Zoning Administrator. **A complete site plan package including the ten (10) sets of site plans, fee, and a digital copy in accordance with the County's fee schedule must be received in order for the Department to initiate the review process.** The fee schedule for major and minor plans is based on different parameters as those described in the paragraphs below:

**Administrative Waiver:** The Department will review and may approve site plans for commercial and industrial structures that do not exceed 2,500 square feet of gross floor area, more than ten (10) required parking spaces, or constitute a minor conversion of use.

**Minor Site Plan:** The Technical Review Committee (TRC) will review and may approve site plans for a project, in which the cumulative gross floor area of the building(s) does not exceed a total of 10,000 square feet and the land area devoted to the use, including parking, area of disturbance, etc., does not exceed three (3) acres.

**Major Site Plan:** The TRC and the Planning Commission will review, and the Planning Commission may approve site plans which exceed the limits of a minor site plan. Major Site Plans are subject to the *Design Guidelines and Standards for Commercial Uses*.

**Sketch Plan:** The TRC and/or the Planning Commission may review and offer preliminary comments on a sketch plan, subject to additional review on an official application. The review for sketch plans is free of charge.

The Technical Review Committee (hereafter: TRC) consists of the following or their representatives: Zoning Administrator, Building Administrator, Director of Environmental Programs, Natural Resources Administrator, Department of Public Works - Roads Division Superintendent and Water and Wastewater Division Deputy Director, State Highway Administration (SHA), Stormwater Management/Sediment Erosion Control Inspector, Fire Marshal, Critical Area Specialist, Forestry Specialist, and one (1) member of the Planning Commission.

The *Design Guidelines and Standards for Commercial Uses* will apply to site plans with proposed buildings totaling 10,000 square feet of gross floor area or more, building additions exceeding 50% of the gross floor area, and to buildings over 5,000 square feet in gross floor area that abut Samuel Bowen Boulevard. This document has standards which are mandatory, and guidelines which are voluntary. All items listed in this document are able to be waived, provided that the circumstances identified in the document are met and if also found in the *Zoning and Subdivision Control Article*, there are waiver provisions in the respective code section.

### **Stormwater Management & Sediment and Erosion Control Regulations.**

If a project is proposed to disturb 5,000 square feet or greater or to utilize 100 cubic yards or greater of fill material, the project will be subject to the Stormwater Management/Sediment Erosion Control Regulations.

Based upon the extent of the site improvement, a project may be considered exempt, eligible for a waiver, or require Stormwater Management/Sediment Erosion Control Plan approvals. Drainage plans and runoff calculations must be submitted to Bobby Shockley for review and approval. Mr. Shockley can be reached at (410) 632-1220, ext. 1141 for any questions or to schedule an appointment on Wednesdays and Thursdays. Please keep in mind, while Mr. Shockley may recommend a waiver, the Department of Environmental Programs is the approving authority.

Prior to the TRC's review of a site plan, the applicant must obtain Concept Plan Approval. Prior to the Planning Commission's review of a site plan, the applicant must obtain Site Development Plan Approval. Once the project has been reviewed and approved by the Planning Commission, Final Plan approval shall be obtained. **All fees are due upon submittal of plans for review.**

### **Forest Conservation Regulations.**

If a proposed project is associated with a public or private subdivision plan, application for site plan approval, and/or a grading or sediment control permit, the project requires compliance with Forest Conservation regulations. Depending upon the project, the applicant may be required to submit a Forest Stand Delineation and Forest Conservation Plan.

Prior to the TRC's review of a site plan, the applicant must submit a Forest Conservation Application form, pay the review fee, and obtain Forest Stand Delineation approval. Prior to the Planning Commission's review of a site plan, the applicant must also obtain Forest Conservation Plan approval.

Contact: Dave Mathers, ext. 1146 or Dave M. Bradford, Department of Environmental Programs, (410) 632-1220, ext. 1143.

### **Critical Area Regulations.**

If the project is located within the boundaries of the Atlantic Coastal Bays Critical Area or the Chesapeake Bays Critical Area, additional requirements may apply. If a project meets parameters, the Critical Area Commission will be notified to review the project as well.

Contact: Joy Birch, ext. 1161 or Dave M. Bradford, Department of Environmental Programs, (410) 632-1220, ext. 1143.

### **Wetlands Regulations.**

If a proposed project contemplates disturbance of tidal and non-tidal wetlands and/or associated buffers, the applicant must comply with the regulations imposed by the Maryland Department of the Environment, Water Resources Administration.

Contact: Maryland Department of the Environment: Non-Tidal Wetland Division at (410) 543-6703 or Tidal Wetland Division at (410) 537-3571.

### **Subdivision Regulations.**

If a proposed project involves the subdivision of land, the applicant must comply with Title II, Subdivision Regulations, of the Zoning and Subdivision Control Article found here: <https://ecode360.com/WO1426>

While a site plan review and subdivision plat submittal may be performed concurrently, the site plan must be approved prior to the Department approving the construction plans and/or final plat. Should revisions to the site plan affect the preliminary plat, subsequent review and approvals of a revised preliminary plat may be necessary.

Contact: Cathy Zirkle at the Department of Development Review and Permitting, (410) 632-1200, ext. 1136.

The Department of Environmental Programs in their function as the Local Approving Authority, also reviews subdivisions in accordance with COMAR 26.04.03.

Contact: Kristi Evans, Environmental Health Specialist, at (410)623-1220, ext. 1606.

### **Sanitary Service Area Regulations.**

If a proposed project is located within a Sanitary Service Area, written verification that sewer capacity and/or water supply is available to serve the proposed project from the Department of Environmental Programs must be submitted to the Department prior to the Planning Commission review of the site plan.

Contact: Kristi Evans, Environmental Health Specialist, (410) 632-1220, ext.1606.

### **Water and Wastewater Construction Standards.**

If a proposed project includes construction of public water and/or sewer infrastructure, the applicant would be required to execute a standard Public Works Agreement and will dedicate utilities constructed to the Water and Wastewater Division of the Department of Public Works for operation. The developer shall also fund an escrow account to cover construction related expenses of the Water and Wastewater Division. Design and construction of water and sewer infrastructure shall follow the Standard Specifications and Details for Water Mains and Sewer Mains as prepared by the Water and Wastewater Division.

Contact: Chris Clasing, P.E., Deputy Director of Public Works at 410-641-5251, ext. 2318.

### **Septic Regulations.**

If a proposed project is to be served by a private septic disposal system or private well, written verification that sewer capacity and/or water supply is adequate to serve the proposed project will be needed from the Department of Environmental Programs. This could also be a determination regarding the status of the soil evaluation which stipulates that there exists adequate sewer capacity to serve the project and/or well location will be acceptable. Information must be received prior to the Planning Commission review of the site plan.

Contact: Kristi Evans, Environmental Health Specialist, (410) 632-1220, ext.1606.

### **County Road Regulations**

If a proposed project is located on a county road, the applicant may be required to install a commercial entrance in accordance with the minimum required standard as adopted and approved by the County Commissioners. The applicant would be required to post a bond with the County for the installation of this entrance. Upon satisfactory completion of the work and acceptance by the Department of Public Works - Roads Division, all monies will be returned to the applicant. Any roadways developed must follow Section §PW1-206 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland which provides that the County Commissioners shall, from time to time, adopt construction standards by resolution providing for the construction, reconstruction, maintenance and repair of 'County Roads' and 'Other Public Roads' with Worcester County.

Contact: Kevin Lynch, Roads Superintendent, at (410) 632-2244, ext. 2104.

### **State Highway Administration Regulations**

If a proposed project is located on a state highway, the applicant may be required to install a commercial entrance.

Contact: Aws Ezzat, P.E, Maryland State Highway Administration at (410) 677-4048.

### **Board of Zoning Appeals**

If a proposed project requires approval of the Board of Zoning Appeals for special exception(s), variance(s), etc., these **approval(s) must be obtained from the Board of Zoning Appeals prior to review of the site plan by the Planning Commission.** The Technical Review Committee may review site plans which require relief from the Board of Zoning Appeals only if the Planning Commission has final approving authority.

Contact: Cathy Zirkle, (410) 632-1200, ext. 1136 or Kristen M. Tremblay, AICP, Zoning Administrator, ext. 1131.

### **Other Requirements**

Requirements for application submittal are outlined within the County Ordinances. Checklists are made available to applicants that indicate required information for application submittal. All required information shall be shown on reproductions or original drawings. Ink or pencil notations/revisions will not be accepted on prints. **Applicants are urged to schedule an appointment with staff to briefly review the site plan prior to actual submittal in order to determine if it substantially meets the requirements of the pertinent code sections.**

**\*Incomplete or improperly prepared plans will be rejected. Please include a copy of the completed checklist of fees along with your submission.**

Attached please find relevant excerpts from the Zoning and Subdivision Control Article and the Technical Review Committee (TRC) application criteria. The Ordinance in its entirety may be found at the following link: <https://ecode360.com/WO1426> or a hard copy may be purchased in the Commissioner's office.

Any questions relative to the site plan review or building permit process should be directed to Kristen M. Tremblay, AICP, Zoning Administrator, ext. 1131. Thank you.

Worcester County, Maryland  
One West Market Street  
Room 1201, Government Center  
Snow Hill, MD 21863-1070  
(410) 632-1200



OFFICE USE ONLY:

Date Filed: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

**APPLICATION TO THE DEPARTMENT – DRP, TECHNICAL REVIEW COMMITTEE,  
AND/OR PLANNING COMMISSION**

**APPLICATION BEING MADE FOR:**

\_\_\_\_\_ Administrative Waiver  
\_\_\_\_\_ Minor Site Plan/ Subdivision  
\_\_\_\_\_ Major Site Plan  
\_\_\_\_\_ Site Plan Revision

\_\_\_\_\_ Sketch Plan  
\_\_\_\_\_ Preliminary Plat  
\_\_\_\_\_ Construction Plans  
\_\_\_\_\_ Final Plat

**TO THE DEPARTMENT – DRP, TECHNICAL REVIEW COMMITTEE, AND/OR  
PLANNING COMMISSION:**

A request is hereby made for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF PROPERTY:**

Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Physical Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**ENGINEER, SURVEYOR, OR LAND PLANNER INFORMATION:**

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person & Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person & Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

**FEE CHECKLIST (REQUIRED) - TO BE PAID AT TIME OF SUBMISSION**

**\*Please check the boxes below for applicable fees and include with your submission. If based on acreage or lots, include amount in checkbox.**

Check	Acres	Development Review and Permitting:		Check	Acres	Department of Environmental Programs Site Plan Reviews:	
Below	Lots#	Site Plan Reviews:		Below	Lots#	*Please confirm amounts for EP by calling 410-632-1220	
		Sketch Plan	No Fee			Sketch Plan	No Fee
		Administrative Review	\$50			Public Water & Sewer	\$60
		Minor Site Plan	\$300			Public Water & Private Sewer	\$85
		Major Site Plan	\$450 base fee, plus \$35 per acre			Private Water & Public Sewer	\$85
<b>Site Plan Revisions and Extensions:</b>						Private Water & Sewer	\$150
		<i>Less than 25% of site</i>	\$150			<b>Subdivision Plat Review:</b>	
		<i>More than 25% of site</i>	\$150 base fee, plus \$35 per acre			Public Water & Sewer, 5 lots or less	\$100
		3rd and Subsequent Review	\$100 per review			Private Water & Sewer, 5 lots or less	\$180
		Site Plan Extension Request	\$150			Public Water & Sewer, 6 lots or more	\$200
<b>Subdivision Reviews:</b>						Private Water & Sewer, 6 lots or more	\$150 first 5 lots, plus \$25 per add'l lot
		Sketch Plan	No Fee			Property Line Revision/Septic Area/Ag Lot	\$150
		Minor Subdivision Plat	\$250			<b>Forest Conservation &amp; Critical Area Program Reviews:</b>	
		Preliminary Plat	\$350 base fee, plus \$15 per lot over 5 lots			Declaration of Intent (Forestry)	\$50
<b>Construction Plan Reviews:</b>						<b>Forest Conservation OR Critical Area Plans:</b>	
		Minor Subdivision (less than 5 lots, if required)	\$150			Minor Site Plan	\$100
		Major Subdivision (60 to 20 lots)	\$150 base fee, plus \$10 per lot			Major Site Plan	\$200 base fee, plus \$25 per acre
		Revisions	25% of original fee			Minor Subdivision	\$100
<b>Final Plat:</b>						Major Subdivision	\$200 base fee, plus \$25 per lot
		Final Plat	\$350 base fee, plus \$10 per lot over 5 lots			<b>Revisions:</b>	
<b>Plat Revisions:</b>						<i>Less than 25% of site</i>	\$150
		<i>Less than 25% of site</i>	\$150			<i>More than 25% of site</i>	\$150, plus \$35 per acre
		<i>More than 25% of site</i>	\$150 base fee, plus \$5 per lot			<b>FIRE MARSHAL REVIEW FEE IS A FLAT \$100 FOR MAJOR OR MINOR PROJECTS**</b>	
<b>Total Amount of Fees Submitted:</b>							

**2024**  
**TECHNICAL REVIEW COMMITTEE**  
**YEARLY SCHEDULE**

<b>TRC DEADLINE</b>	<b>STAFF: PROJECT CONFIRMATION DEADLINE* (Including Outstanding Fee Payments)</b>	<b>TRC AGENDA DISTRIBUTED</b>	<b>STAFF COMMENT DEADLINE</b>	<b>TRC PACKET DISTRIBUTION</b>	<b>TRC MEETING</b>
December 15, 2023	December 28, 2023	December 29, 2023	January 5, 2024	January 8, 2024	January 10, 2024
January 12, 2024	February 1, 2024	February 2, 2024	February 9, 2024	February 12, 2024	February 14, 2024
February 16, 2024	February 29, 2024	March 1, 2024	March 8, 2024	March 11, 2024	March 13, 2024
March 15, 2024	March 28, 2024	March 28, 2024	April 5, 2024	April 8, 2024	April 10, 2024
April 12, 2024	April 25, 2024	April 26, 2024	May 3, 2024	May 6, 2024	May 8, 2024
May 10, 2024	May 30, 2024	May 31, 2024	June 7, 2024	June 10, 2024	June 12, 2024
June 14, 2024	June 27, 2024	June 28, 2024	July 5, 2024	July 8, 2024	July 10, 2024
July 12, 2024	August 1, 2024	August 2, 2024	August 9, 2024	August 12, 2024	August 14, 2024
August 16, 2024	August 29, 2024	August 30, 2024	September 6, 2024	September 9, 2024	September 11, 2024
September 13, 2024	September 26, 2024	September 27, 2024	October 4, 2024	October 7, 2024	October 9, 2024
October 11, 2024	October 31, 2024	November 1, 2024	November 8, 2024	November 12, 2024	November 13, 2024
November 15, 2024	November 27, 2024	December 2, 2024	December 6, 2024	December 9, 2024	December 11, 2024
December 13, 2024	December 26, 2024	December 27, 2024	January 3, 2025	January 6, 2025	January 8, 2025
January 10, 2025	January 23, 2025	January 31, 2025	February 7, 2025	February 10, 2025	February 12, 2025
February 14, 2025	February 27, 2025	February 28, 2025	March 7, 2025	March 10, 2025	March 12, 2025

**\*Projects must have obtained all required preliminary approvals, including the payment of any outstanding review fees prior to this date in order to remain on the agenda for the upcoming TRC meeting.**

**2024  
PLANNING COMMISSION  
YEARLY SCHEDULE**

<b>PC DEADLINE</b>	<b>STAFF: PROJECT CONFIRMATION DEADLINE* (Including Outstanding Fee Payments)</b>	<b>STAFF: PACKET ITEM DEADLINE (NOON)</b>	<b>PC AGENDA &amp; STAFF REPORT DISTRIBUTED</b>	<b>REGULAR PC MEETING</b>	<b>SPECIAL PC MEETING</b>
December 15, 2023	December 22, 2023	December 28, 2023	December 29, 2023	January 4, 2024	January 11, 2024
January 12, 2024	January 19, 2024	January 25, 2024	January 26, 2024	February 1, 2024	February 8, 2024
February 16, 2024	February 23, 2024	February 29, 2024	March 1, 2024	March 7, 2024	March 14, 2024
March 15, 2024	March 22, 2024	March 27, 2024	March 28, 2024	April 4, 2024	April 11, 2024
April 12, 2024	April 19, 2024	April 25, 2024	April 26, 2024	May 2, 2024	May 9, 2024
May 10, 2024	May 17, 2024	May 30, 2024	May 31, 2024	June 6, 2024	June 13, 2024
June 14, 2024	June 21, 2024	June 27, 2024	June 28, 2024	July 3, 2024	July 11, 2024
July 12, 2024	July 19, 2024	July 25, 2024	July 26, 2024	August 1, 2024	August 8, 2024
August 16, 2024	August 23, 2024	August 29, 2024	August 30, 2024	September 5, 2024	September 12, 2024
September 13, 2024	September 20, 2024	September 26, 2024	September 27, 2024	October 3, 2024	October 10, 2024
October 11, 2024	October 18, 2024	October 31, 2024	November 1, 2024	November 7, 2024	November 14, 2024
November 15, 2024	November 22, 2024	November 27, 2024	December 1, 2024	December 5, 2024	December 12, 2024
December 13, 2024	December 20, 2024	December 26, 2024	December 27, 2024	January 2, 2025	January 9, 2025
January 10, 2025	January 17, 2025	January 30, 2025	January 31, 2025	February 6, 2025	February 13, 2025
February 14, 2025	February 21, 2025	February 27, 2025	February 28, 2025	March 6, 2025	March 13, 2025

**\*Projects must have obtained all required preliminary approvals, including the payment of any outstanding review fees prior to this date in order to remain on the agenda for the upcoming TRC meeting.**

PLEASE NOTE: SPECIAL MEETINGS ARE SCHEDULED BY THE PLANNING COMMISSION ONLY WHEN DEEMED NECESSARY



**2024**  
**BOARD OF ZONING APPEALS**  
**YEARLY SCHEDULE**

<b>DEADLINE</b>	<b>DRAFT AGENDA TO STAFF</b>	<b>STAFF CONFIRMATION DEADLINE</b>	<b>BZA NEWSPAPER</b>	<b>BZA POST/MAIL</b>	<b>REGULAR HEARING</b>	<b>SPECIAL MEETING</b>
January 10, 2024	January 12, 2024	January 15, 2024	January 17, 2024	January 24, 2024	February 8, 2024	February 14, 2024
February 14, 2024	February 16, 2024	February 20, 2024	February 21, 2024	February 28, 2024	March 14, 2024	March 20, 2024
March 13, 2024	March 15, 2024	March 18, 2024	March 20, 2024	March 27, 2024	April 11, 2024	April 17, 2024
April 10, 2024	April 12, 2024	April 15, 2024	April 17, 2024	April 24, 2024	May 9, 2024	May 15, 2024
May 15, 2024	May 17, 2024	May 20, 2024	May 22, 2024	May 29, 2024	June 13, 2024	June 20, 2024
June 12, 2024	June 14, 2024	June 17, 2024	June 20, 2024	June 26, 2024	July 11, 2024	July 17, 2024
July 10, 2024	July 12, 2024	July 15, 2024	July 17, 2024	July 24, 2024	August 8, 2024	August 14, 2024
August 14, 2024	August 16, 2024	August 19, 2024	August 21, 2024	August 28, 2024	September 12, 2024	September 18, 2024
September 11, 2024	September 13, 2024	September 16, 2024	September 18, 2024	September 25, 2024	October 10, 2024	October 16, 2024
October 16, 2024	October 18, 2024	October 21, 2024	October 23, 2024	October 30, 2024	November 14, 2024	November 20, 2024
November 13, 2024	November 15, 2024	November 18, 2024	November 20, 2024	November 27, 2024	December 12, 2024	December 18, 2024
December 11, 2024	December 13, 2024	December 16, 2024	December 18, 2024	December 23, 2024	January 9, 2025	January 15, 2025
January 15, 2025	January 17, 2025	January 21, 2025	January 22, 2025	January 29, 2025	February 13, 2025	February 19, 2025
February 12, 2025	February 14, 2025	February 18, 2025	February 19, 2025	February 26, 2025	March 13, 2025	March 19, 2025

**PLEASE NOTE: SPECIAL MEETINGS ARE SCHEDULED BY THE BOARD OF ZONING APPEALS ONLY WHEN DEEMED NECESSARY.**

## **TECHNICAL REVIEW COMMITTEE** **APPLICATION CRITERIA**

In accordance with the Rules of Procedure of the Technical Review Committee (TRC) as approved by the Planning Commission, an application can be rejected if the following components are not submitted by the specified deadline date for the corresponding meeting.

**1. SITE PLAN REVIEW PACKET (SECTION ZS 1-325) must include, but is not limited to the following information:**

- **Site Plan Application;**
- **Ten (10) sets** of the site plan packet;
- **Fees** (including environmental programs, critical area & forestry review fees);
- Current conditions plan including any existing infrastructure (i.e. wells, septic systems, public utilities/facilities, man-made improvements, environmental features, etc.);
- Site plan illustrating the proposed development;
- Type, size, and location of construction activity;
- Entrance detail;
- Landscape plan;
- Lighting plan;
- Building elevations and floor plans (not sealed by an architect but with dimensions of all walls and square footage of use areas);
- Approved concept SWM/SEC Plan (see requirements attached);
- Critical area information, if applicable (all items set forth in NR 3-109(d) for an Environmental Report & Critical Area Site Plan);
- Forestry information (Forest Conservation Application, approved Forest Stand Delineation, preliminary Forest Conservation Plan, existing woods line, forestry application worksheet);
- Confirmation of adequate water supply and wastewater treatment facilities noting source, sewage flow allocation breakdown by use in chart form, location, type, size, etc. (if facilities are off-site pertinent information should be included with the submittal to connect to on-site development);
- An itemized list of conditions of approval by others, such as County Commissioners, Planning Commission, Technical Review Committee, Board of Zoning Appeals, Shoreline Commission, etc., and;
- An itemized list of requests for all waivers (if applicable).

**2. SUBDIVISION PLAT (PRELIMINARY) must include, but is not limited to the following information:**

- **Preliminary plat;**
- **Ten (10) sets** of the subdivision plat packet; and
- **Fees** (including environmental programs, critical area & forestry review fees);
- An itemized list of any conditions of approval by others, such as County Commissioners, Planning Commission, Technical Review Committee, Board of Zoning Appeals, Shoreline Commission, etc.;

- Approved wetland plan / delineation and copies of associated permits from the appropriate governing agency;
- Approved location of private septic areas (testing must be completed, and location, size and configurations of SRA's must be approved by Dept. of Environmental Programs);
- Well location;
- Public water and wastewater treatment plant locations - spray areas, drain fields, etc.;
- An approved Forest Stand Delineation/Worksheet, and preliminary Forest Conservation Plan;
- Critical area information, if applicable (all items set forth in NR 3-109(d) for an Environmental Report & Critical Area Site Plan);
- An Approved Concept SWM/SEC Plan including what BMP's are to be used;
- Type and location of fire suppression system;
- DRAFT copy of the Declaration and Covenants for the subdivision; and
- An itemized list of requests for all waivers (if applicable).

**3. CONSTRUCTION PLANS must include, but is not limited to the following information:**

- **Ten (10) sets** of construction plans; and
- **Fees;**
- Location, sizes, depths, type, etc. of all infrastructure - roads, water, sewer, SWM, and fire suppression;
- Copy of approved SWM/SEC Plan;
- Illustration and description of limits of forest conservation easements as shown on the forest conservation plan;
- Illustration of other easements, including, but not limited to, conservation easements, access, utilities, sewage reserve areas, drainage, etc.; and
- Critical area information and reports (buffers, notes).

**SITE PLAN REVIEW CHECKLIST (§ZS 1-325)**

**Information below must be provided on the site plan – DO NOT fill out this form.**

**General Information:**

Date Submitted: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_  
Type of Plan (major, minor, admin): \_\_\_\_\_ Fee: \_\_\_\_\_  
Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_  
Tax District: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Location (N/S/E/W): \_\_\_\_\_  
Name of Project: \_\_\_\_\_  
Type of Development (construction, redevelopment, expansion, conversion, etc.): \_\_\_\_\_  
\_\_\_\_\_  
Proposed Use: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_  
Developer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_  
Engineer/Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_  
Legal Counsel: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_

**Site Data:**

Size of Parcel: \_\_\_\_\_ Area of Disturbance (acres or sq. ft.): \_\_\_\_\_  
Property Lines with metes, bounds and dimensions (Y/N): \_\_\_\_\_  
Elec. Format in Maryland State Plane Coordinate System required? \_\_\_ Provided? \_\_\_  
Vicinity Map (Y/N): \_\_\_ North Arrow: \_\_\_\_\_ Legend: \_\_\_\_\_ Topography: \_\_\_\_\_  
Scale 1" = 50' or larger? \_\_\_\_\_ Tax Account ID No.: \_\_\_\_\_  
Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_  
Owner, tax map, parcel, zoning, use of adjoining properties identified? \_\_\_\_\_

**Structures and Exterior Use Areas:**

Existing/Proposed: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ # stories: \_\_\_\_\_  
Height: \_\_\_\_\_ Type of Construction/Basic Materials: \_\_\_\_\_  
Use: \_\_\_\_\_ Sq. Ftg. Per Use: \_\_\_\_\_  
Existing/Proposed: \_\_\_\_\_ Gross Floor Area: \_\_\_\_\_ # stories: \_\_\_\_\_

Height: \_\_\_\_\_ Type of Construction/Basic Materials: \_\_\_\_\_  
Use: \_\_\_\_\_ Sq. Ftg. Per Use: \_\_\_\_\_

Elevations (front/rear/side): \_\_\_\_\_ Floor Plans: \_\_\_\_\_  
Screening of utility areas? \_\_\_\_\_ Refuse Removal w/screen: \_\_\_\_\_  
Litter receptacles at building: \_\_\_\_\_  
Significant structures within 100' of property line: \_\_\_\_\_  
Shoreline protection setback: \_\_\_\_\_ Agricultural protection setback: \_\_\_\_\_  
Declaration of Consolidation required/ provided? \_\_\_\_\_

**Traffic Circulation:**

Road Name: \_\_\_\_\_ Arterial/Collector? \_\_\_\_\_  
Type of Road (public/private): \_\_\_\_\_ County or State: \_\_\_\_\_  
Width of Road Frontage: \_\_\_\_\_ Width of Right-of-Way: \_\_\_\_\_  
Road Dedications Required? If so, width: \_\_\_\_\_  
Aisleway width standards met? \_\_\_\_\_  
Location, type and size of access points: \_\_\_\_\_  
Separation distance per §ZS 1-319: \_\_\_\_\_ Standards Met? \_\_\_\_\_  
Distance to neighboring entrances: \_\_\_\_\_  
Interparcel connectors provided? \_\_\_\_\_ Clear sight triangles provided? \_\_\_\_\_  
Pedestrian walkways/bike paths provided? \_\_\_\_\_  
No. Bike Racks required? \_\_\_\_\_ No. Bike Racks provided? \_\_\_\_\_  
Parking:  
Use: \_\_\_\_\_ Calc. (min/max): \_\_\_\_\_ Required: \_\_\_\_\_  
Use: \_\_\_\_\_ Calc. (min/max): \_\_\_\_\_ Required: \_\_\_\_\_  
Use: \_\_\_\_\_ Calc. (min/max): \_\_\_\_\_ Required: \_\_\_\_\_  
Total Parking Required: \_\_\_\_\_ No. Handicap Spaces: \_\_\_\_\_  
Total Parking Provided: \_\_\_\_\_ No. Handicap Spaces: \_\_\_\_\_  
Method of Parking Space demarcation: \_\_\_\_\_  
Type of Surface Treatment: \_\_\_\_\_  
15' from roadway: \_\_\_\_\_ 6' from residential property line/use: \_\_\_\_\_  
Loading Spaces: Calculation: \_\_\_\_\_ Required: \_\_\_\_\_ Provided: \_\_\_\_\_  
Stacking spaces: Required: \_\_\_\_\_ Provided: \_\_\_\_\_

**Environmental Features:**

Existing Conditions Sheet provided? \_\_\_\_\_  
*Non-tidal wetlands:* Map #: \_\_\_\_\_ Proposed Area of disturbance (if any): \_\_\_\_\_  
Location illustrated (Y/N): \_\_\_\_\_ Delineation verified: \_\_\_\_\_  
MDE Approval granted? \_\_\_\_\_ License No. \_\_\_\_\_  
*Tidal wetlands:* Map #: \_\_\_\_\_ Proposed Area of disturbance (if any): \_\_\_\_\_  
Location illustrated (Y/N): \_\_\_\_\_ Delineation verified: \_\_\_\_\_  
ACOE Approval granted? \_\_\_\_\_ License No. \_\_\_\_\_  
*Floodplain:* Panel and Map Number: \_\_\_\_\_ Date: \_\_\_\_\_

Designation: \_\_\_\_\_ Base Flood Elevation: \_\_\_\_\_ Location Illustrated (Y/N): \_\_\_\_\_  
Show the Limits of Moderate Wave Action (LIMWA): \_\_\_\_\_  
Does the property impact a waterbody on the state's impaired waters list? \_\_\_\_\_  
Does the waterbody have an established TMDL? \_\_\_\_\_ If yes, what is it? \_\_\_\_\_

Is the property subject to:

Critical Area Law (Atlantic/Chesapeake)? \_\_\_\_\_ If yes, boundary illustrated? \_\_\_\_\_  
Designation? \_\_\_\_\_ Buffer Management Area? \_\_\_\_\_  
Forest Conservation Law? \_\_\_\_\_ If yes, approved plan? \_\_\_\_\_ Plan No. \_\_\_\_\_  
Recording Ref. \_\_\_\_\_ Area shown on all sheets? \_\_\_\_\_ Signs illustrated? \_\_\_\_\_  
Other easements, public/private maintenance? \_\_\_\_\_  
Stormwater Management Concept Plan Approval /Date: \_\_\_\_\_  
Site Development Plan Approval/ Date: \_\_\_\_\_  
Sediment Erosion Control Plan Approval/Date: \_\_\_\_\_  
4 sets received (Y/N)? \_\_\_\_\_ Bond amount? \_\_\_\_\_  
15' Maintenance Easement illustrated? \_\_\_\_\_ Waiver granted? \_\_\_\_\_  
Ponds screened or ornamentally planted? \_\_\_\_\_  
Drainageways (location, width, easements, type, deed reference): \_\_\_\_\_

### **Landscaping:**

Key Environmental Features Identified:

Significant trees: \_\_\_\_\_ Forested Areas: \_\_\_\_\_ Critical Habitat: \_\_\_\_\_  
Parking Area Landscaping: # trees required: \_\_\_\_\_ # trees proposed: \_\_\_\_\_  
Shrubs provided? \_\_\_\_\_ Islands at 8' by 20'? \_\_\_\_\_ Planting area at end of each row? \_\_\_\_\_  
Parking space intervals met? \_\_\_\_\_ Impervious surface 4' from base of tree note? \_\_\_\_\_  
Min. Tree Size Met? \_\_\_\_\_ 75% Native Species? \_\_\_\_\_  
Plant List with all info provided per §ZS 1-322(d)(5)? \_\_\_\_\_  
Installation and Maintenance plan? \_\_\_\_\_ Water source for plantings? \_\_\_\_\_  
Inspection & Maintenance form submitted? \_\_\_\_\_ Bond Amt.: \_\_\_\_\_  
Does the project require **screening**? \_\_\_\_\_ Provided? \_\_\_\_\_

- Major subdivisions, two-family, multi-family and townhouse developments, manufactured and mobile home parks and RPC's – required where adjoining the A-1 and A-2 Districts and along any arterial or collector road.
- Campgrounds shall be screened where adjoining any district.
- Uses permitted in the C-2, C-3 and I-1 Districts – required where adjoining the A-1, A-2, E-1, V-1, RP and R Districts. For I-1 – also required along any arterial or collector road.
- Uses permitted in the I-2 District – required where adjoining all districts other than I-2 and along any arterial or collector road.

Does the project require **buffering**? \_\_\_\_\_ Provided? \_\_\_\_\_

- Major subdivisions, two-family, manufactured and mobile home parks and RPC's – required where adjoining the RP District.

- For multi-family and townhouse developments – required where adjoining the E-1, V-1 and R Districts.
- Uses permitted in the C-1 District – required where adjoining all R and RP Districts.
- Uses permitted in the I-1 District – required where adjoining the C Districts.

Does the project require *landscaping*? \_\_\_\_\_ Provided? \_\_\_\_\_

- Required throughout the site to soften visual impact and for aesthetics.
- Commercial, commercial marine and industrial development – required along any arterial or collector road.

**Water and Wastewater Facilities:**

Well Location: \_\_\_\_\_ Septic Disposal Area: \_\_\_\_\_

If on public water and sewer: EDU's required: \_\_\_\_\_ EDU's existing: \_\_\_\_\_

Water Main Location: \_\_\_\_\_ Wastewater Main Location: \_\_\_\_\_

EDU Chart? \_\_\_\_\_ Environmental Programs Approval? \_\_\_\_\_

Amendment to Water and Sewerage Plan required? \_\_\_\_\_

**Lighting:**

Plans are required for multi-family, townhouse, commercial and industrial developments.

Typical lighting statement provided? \_\_\_\_\_ Location of lights identified? \_\_\_\_\_

Proposed Height of Freestanding poles: \_\_\_\_\_

Freestanding Type: \_\_\_\_\_ Watts/Lumens: \_\_\_\_\_

On-building Type: \_\_\_\_\_ Watts/Lumens: \_\_\_\_\_

Full cut-off fixtures? \_\_\_\_\_ Angle of light projection: \_\_\_\_\_

**Signs:**

Road Frontage: \_\_\_\_\_ Building/Unit Frontage: \_\_\_\_\_

Freestanding Signage allowed: \_\_\_\_\_ Requested: \_\_\_\_\_

On-building Signage allowed: \_\_\_\_\_ Requested: \_\_\_\_\_

Electronic messaging signs; meet additional requirements? \_\_\_\_\_

Method of illumination, if any: \_\_\_\_\_

20% landscaping provided at base? \_\_\_\_\_

**Miscellaneous:**

Recreation/Open Space Areas: \_\_\_\_\_

Utility Lines: \_\_\_\_\_

Location, height, type of fencing/walls: \_\_\_\_\_

Board of Zoning Appeals (Y/N): \_\_\_\_\_ If yes, Case No.: \_\_\_\_\_ Date: \_\_\_\_\_

Request: \_\_\_\_\_

Section(s): \_\_\_\_\_ Approved/Denied: \_\_\_\_\_

Conditions: \_\_\_\_\_

## **OTHER RELEVANT CODE SECTIONS**

*\*Please see the following for more information: <https://ecode360.com/14020239>*

The following list is not comprehensive in nature but captures the general categories of the *Zoning and Subdivision Control Article* that are applicable to most site plan reviews:

- §ZS 1-305 Lot requirements generally.
- §ZS 1-306 Access to structures.
- §ZS 1-317 Commercial development, industrial development and industrial parks.
- §ZS 1-319 Access and traffic circulation requirements.
- §ZS 1-320 Off-street parking areas.
- §ZS 1-321 Off-street loading areas.
- §ZS 1-322 Landscaping, buffering and screening requirements.
- §ZS 1-323 Exterior lighting.
- §ZS 1-324 Signs.
- §ZS 1-325 Site plan review.
- §ZS 1-326 Classification of highways.
- §ZS 1-327 Additional setbacks from drainage ditches and stormwater management facilities.

*\*Please keep in mind that the project may also be subject to the *Design Guidelines and Standards for Commercial Uses*.*



**CHECKLIST FOR**  
**'DESIGN GUIDELINES AND STANDARDS FOR COMMERCIAL USES'**

Project Name: \_\_\_\_\_  
Type of Development: \_\_\_\_\_

These requirements are mandatory when:

- Subject to site plan review, §ZS 1-325;
- Project does not involve multi-family or townhouse development;
- Cumulatively totals 10,000 square feet in gross floor area or more;
- Change in occupancy as determined by the *International Building Code*;
- Is a building addition of 25% or more:
  - Except where addition is 500 square feet or less; and
  - Applicable to anything over 2,500 square feet regardless of percentage.

**Waivers:**

Authority to grant waiver (Dept/ TRC/ PC)? \_\_\_\_\_  
Has the applicant provided a list of requested waivers by section? \_\_\_\_\_  
Do the reasons provided meet the circumstances required to grant a waiver? \_\_\_\_\_

**Building Design:**

Does project identify the architectural tradition of the project? \_\_\_\_\_  
If so, what is it? \_\_\_\_\_

What is the roof form? \_\_\_\_\_ What is the roof pitch? \_\_\_\_\_

Does roof exhibit 2 or more of the features listed in (b)(2)? \_\_\_\_\_ If so, which features? \_\_\_\_\_

Has a flat roof been provided? \_\_\_\_\_

If so, does the parapet meet the requirements of Section 8(b)(5)A? \_\_\_\_\_

Does the parapet vary in height by 2' or more on each module? \_\_\_\_\_

Does this project involve a drive-thru or other ancillary canopy area? \_\_\_\_\_

If so, is the roof style, pitch, and details consistent with main structure? \_\_\_\_\_

Have all mechanical areas been screened from view? \_\_\_\_\_

Does development meet height requirements in Section 7(b)(2)? \_\_\_\_\_

Does the project incorporate items from the listed materials in Section 9(b)(3)? \_\_\_\_\_

Does it cover at least 75% of the exterior surface area? \_\_\_\_\_

Does the project have an exposed concrete or block foundation? \_\_\_\_\_

If so, has it been painted neutral? \_\_\_\_\_ Does it exceed 10 inches in exposure? \_\_\_\_\_

Maximum 2 primary colors provided: \_\_\_\_\_

Maximum 2 secondary colors provided: \_\_\_\_\_

**Public Facades:**

How many public façades are there? \_\_\_\_\_

(any façade located 100' or less from a property line and per definition in Section 3)

Does the façade have a definable base, body and cap? \_\_\_\_\_

Is the body portion at least 50% of the total building height? \_\_\_\_\_

Are there symmetrical design elements within each section of the façade? \_\_\_\_\_  
Is there a repeating pattern including 3 design elements listed in Section 13(b)(1)? \_\_\_\_\_  
If so, what are they? \_\_\_\_\_  
Do they repeat every 30'? \_\_\_\_\_ Does at least one repeat horizontally? \_\_\_\_\_  
Has trim or other elements been used to define the floors of the building? \_\_\_\_\_  
Does the building width exceed 60' without a recess or projection? \_\_\_\_\_  
If required, is the depth at least 2-3% of façade width? \_\_\_\_\_  
Does it extend at least 12' or 20% of façade width? \_\_\_\_\_  
For buildings over 200' long:  
Has it been physically or visually separated by modules? \_\_\_\_\_  
Do the modules have a façade plane change of at least 10' in depth? \_\_\_\_\_  
Is there a roofline or other major visual change? \_\_\_\_\_  
List the two details as required by Section 10(b)(1)E: \_\_\_\_\_

What detail or massing component has been repeated at least three times per Section 10(b)(1)F:  
\_\_\_\_\_

### **Windows and Doors:**

What is the proposed use? \_\_\_\_\_  
What is the % required at ground level? \_\_\_\_\_ provided? \_\_\_\_\_  
Has a minimum of 20% been provided above 15'? \_\_\_\_\_  
What is the total window surface area (cannot exceed 40%): \_\_\_\_\_  
Do ground level windows have at least a 2' min. base? \_\_\_\_\_  
Do ground level windows have min. 3' views to interior of building? \_\_\_\_\_  
(may apply to window displays associated with interior fitout permits)

### **Side and Rear Façades:**

Same building materials as public façades? \_\_\_\_\_  
Mechanical and utility equipment screened from view? \_\_\_\_\_  
Rear façades facing residential use, residential zoning or public right-of-way: landscape screen provided (may include berm of 3' in height or less)? \_\_\_\_\_  
Are service areas out of view? \_\_\_\_\_ Within buildings or screened? \_\_\_\_\_  
Landscaping required? \_\_\_\_\_ Landscaping provided? \_\_\_\_\_  
Min. 20' separation for outdoor storage/ trash/ loading, etc.? \_\_\_\_\_

### **Miscellaneous:**

Vending or newspaper machines: Inside the building? \_\_\_\_\_ If not, are they screened with landscaping? \_\_\_\_\_  
Shopping cart storage: Solid enclosure provided? \_\_\_\_\_ Is screening min. 4' in height? \_\_\_\_\_  
Consistent with building façade? \_\_\_\_\_  
Outdoor display or sale areas: permanently defined? \_\_\_\_\_ Consistent with building façade? \_\_\_\_\_  
Mechanical equipment illustrated on site plans and architectural drawings? \_\_\_\_\_ Screening provided? \_\_\_\_\_  
Outparcels or pad sites: consistent façade on all sides? \_\_\_\_\_ Access via service road? \_\_\_\_\_

**Building Placement & Outdoor Spaces:**

Buildings and land disturbance kept out of sensitive areas? \_\_\_\_\_  
Do the buildings meet the setbacks as required under Section 6(b)(2)A? \_\_\_\_\_  
Have the buildings been aligned with the road or travelway per Section 6(b)(2)B? \_\_\_\_\_  
Are multiple buildings clustered to define outdoor spaces? \_\_\_\_\_  
Are there subtle landscape transitions between built areas and natural forest (if applic.)? \_\_\_\_\_  
Have the natural or landscaped areas on the site been coordinated with those on adjacent properties? \_\_\_\_\_

Guideline: Structures should be oriented lengthwise in an east-west direction.

Entries, Section 11:

Does each principal building or use have a customer entrance space? \_\_\_\_\_  
How many entry spaces are required? \_\_\_\_\_  
Which three features are included? \_\_\_\_\_

Has a pedestrian path been provided to each entrance, public space, and parking lot? \_\_\_\_\_

Community Spaces, Section 19:

# required: \_\_\_\_\_ # provided: \_\_\_\_\_  
Size? \_\_\_\_\_ Seating provided? \_\_\_\_\_  
Min. two other features: \_\_\_\_\_

**Parking:**

Adequate vehicle stacking along driveways? \_\_\_\_\_ # vehicle stacking to nearest access point? \_\_\_\_\_  
Do access points and driveways line up? \_\_\_\_\_ Interparcel connectors provided? \_\_\_\_\_  
Traffic calming techniques utilized? \_\_\_\_\_ If so, what types? \_\_\_\_\_  
Has wayfinding information been provided? \_\_\_\_\_ If so, what kind? \_\_\_\_\_  
Parking lots of 100 spaces or more: Are they visually segmented into smaller lots? \_\_\_\_\_  
Are they equally divided? \_\_\_\_\_  
If commercial structure is 40,000 square feet or greater: Has 50% of the parking been provided to the sides and rear of the buildings? \_\_\_\_\_  
Located 15' from roadway? \_\_\_\_\_ Does 15' area provide 1 tree per 25'? \_\_\_\_\_

Guidelines:

- Where 100 or more spaces are required, supply should not exceed 5% minimum.
- Parking areas are encouraged to be located to rear and sides of buildings.
- Encourage incorporation of stormwater management techniques into parking lot design.

**Pedestrian and bicycle circulation:**

Have 5' wide sidewalks provided along road frontage? \_\_\_\_\_ Lighting provided? \_\_\_\_\_ 10' wide landscape buffer provided? \_\_\_\_\_  
Road demarcation of pedestrian routes provided, and type? \_\_\_\_\_  
Bike lanes provided within internal driveways? \_\_\_\_\_ demarcated? \_\_\_\_\_

Internal sidewalks:

Min. 5' wide from public sidewalk to all bldg entrances? \_\_\_\_\_  
Landscaping 3' in width on each side or 6' on one side? \_\_\_\_\_ Shade trees 30' on center provided? \_\_\_\_\_ Does landscaping extend min. 50% length of sidewalk? \_\_\_\_\_  
Access points from sidewalk to parking lot provided? \_\_\_\_\_

Walkways within parking area required? \_\_\_\_\_ Provided? \_\_\_\_\_ If required, provided every other bay? \_\_\_\_\_

Building sidewalks provided along façades with customer entrances:

60% of façade: canopy, arcade, etc. extending 5' over sidewalk? \_\_\_\_\_ Landscaping 6' on outside? \_\_\_\_\_ Shade trees 30' on center provided? \_\_\_\_\_ Does landscaping extend min. 50% length of sidewalk? \_\_\_\_\_

40% of façade: 6' foundation landscaping provided? \_\_\_\_\_ 5' sidewalk provided? \_\_\_\_\_ Shade trees 30' on center provided? \_\_\_\_\_ Does landscaping extend min. 50% length of sidewalk? \_\_\_\_\_

Seating required every 100' along customer entrance façades:

# required: \_\_\_\_\_ # provided: \_\_\_\_\_ spacing met? \_\_\_\_\_ covered? \_\_\_\_\_

### **Landscaping:**

In addition to the regulations contained in §ZS 1-322, the following standards apply:

Does plan address all items listed in Section 17(b)(6)? \_\_\_\_\_

Have existing trees been protected and incorporated into the site design? \_\_\_\_\_

Are the edges of the site heavily landscaped and screened from adjoining noncommercial or nonindustrial uses? \_\_\_\_\_

Does the property front on an arterial or collector highway? \_\_\_\_\_ Has 35' buffer been provided, except where exempt? \_\_\_\_\_

Have 10' wide buffer planting areas been provided along property lines? \_\_\_\_\_

Facades without parking, service area or customer entrance: 10' wide foundation landscape buffer provided? \_\_\_\_\_

Drive-thru:

Between building and public right-of-way, 8' wide landscape buffer required \_\_\_\_\_

Visible from public right-of-way, 5' wide landscape buffer required \_\_\_\_\_

### **Exterior Lighting:**

In addition to the regulations contained in §ZS 1-323, the following standards apply:

Fixtures of consistent design throughout the development? \_\_\_\_\_

Building and site lighting used as architectural element? \_\_\_\_\_

Freestanding poles located 10' from perimeter property lines and outside of perimeter plantings? \_\_\_\_\_

### **Signage:**

In addition to the regulations contained in §ZS 1-324, the following standards apply:

Are messages ten or less syllables or symbols per sign? \_\_\_\_\_

Are sign materials and finishes compatible with façade? \_\_\_\_\_

Are on-building signs integrated into building design? \_\_\_\_\_



DEPARTMENT OF ENVIRONMENTAL PROGRAMS

# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MD 21863  
TEL: 410-632-1220 / FAX: 410-632-2012

Burn Permits  
Plumbing & Gas Permits  
Well & Septic

Community Hygiene  
Beach Monitoring  
Soil Evaluations

## **Plat and Plan Review Submittal Form**

Please fill out the information below and check to appropriate fee. Plans cannot be reviewed until correct fees have been collected.

Property owner \_\_\_\_\_

Property location \_\_\_\_\_

Tax Map \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_ Tax Account ID# \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

Please check one of the following options below:

### **Plat and Plan Reviews**

\_\_\_\_\_ **Plat Review** – 5 Lots or less – Public water and sewer = \$75

\_\_\_\_\_ **Plat Review** – 5 Lots or less – Private water and sewer = \$180

\_\_\_\_\_ **Plat Review** – 6 Lots or more – Public water and sewer = \$200

\_\_\_\_\_ **Plat Review** – 6 Lots or more – Private water and sewer = \$150 for first 5 lots, plus \$25 per additional lot

\_\_\_\_\_ **Plat/Plan Review** – property line revision/septic area/Ag lot= \$120

### **Technical Review Committee (TRC)**

\_\_\_\_\_ Commercial Construction Plan Review, public water and sewer = \$60

\_\_\_\_\_ Commercial Construction Plan Review, public water and private sewer= \$85

\_\_\_\_\_ Commercial Construction Plan Review, private water and private sewer = \$100

\_\_\_\_\_ Sketch Plan Review, no fee

### **Plan re-submittal**

\_\_\_\_\_ This plat/plan is a revised version showing changes requested by Environmental Programs-- \$25



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LAND PRESERVATION PROGRAM  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

# STORMWATER MANAGEMENT PLAN REVIEW

## FEE SCHEDULE

### (1) Single Family Dwellings:

- A. \$3.00 per 1,000 square feet of disturbance, with a minimum fee of \$150.00
- B. Revisions to approved plans: \$75.00

### (2) Agricultural Structures and Uses:

- A. \$2.00 per 1,000 square feet of disturbance/stormwater design area, with a minimum fee of \$300.00.
- B. Revisions to approved plans: \$150.00 base fee, plus \$50.00 per hour beyond the first hour of review.

### (3) Multi-Family, Commercial, Industrial and Institutional Structures and Uses:

- A. \$3.00 per 1,000 square feet of disturbance/stormwater design area, with a minimum fee of \$600.00.
- B. Revisions to approved plans: \$175.00 base fee, plus \$50.00 per hour beyond the first hour of review.

### (4) Waivers: \$150.00 flat fee.

Effective 7/1/2019

Map \_\_\_\_\_ Lot \_\_\_\_\_  
Parcel \_\_\_\_\_ LOD \_\_\_\_\_ Bond \_\_\_\_\_



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## REQUIREMENTS FOR STORMWATER MANAGEMENT CONCEPT PLAN

Project Title \_\_\_\_\_ Review Date \_\_\_\_\_

- \_\_\_\_\_ 1. Check based on the Total Area of Disturbance/Stormwater Design Area  
**(Submission will not be accepted without payment of fees at time of submittal)**
- \_\_\_\_\_ 2. Narrative that supports the concept plan and describes how ESD will be implemented to the MEP
- \_\_\_\_\_ 3. Project Data – Tax map, Parcel and Lot, Street and Development
- \_\_\_\_\_ 4. Location Map/Appropriate Scale/North Arrow/Legend
- \_\_\_\_\_ 5. DNR Forest Conservation Plan or Statement
- \_\_\_\_\_ 6. Location and Description of Property Line, Monuments and Onsite Benchmarks
- \_\_\_\_\_ 7. Existing Vegetation and Names and Existing Natural Features
- \_\_\_\_\_ 8. All Wetlands, Wetlands buffers, 100 Year Flood Plain or Disclaimer and Natural Drainage Patterns
- \_\_\_\_\_ 9. Topography Existing and Proposed, includes F.F. elevations
- \_\_\_\_\_ 10. Surface area to be Graded/Disturbed
- \_\_\_\_\_ 11. Limits of Disturbance Areas to be Protected
- \_\_\_\_\_ 12. Location and Description of all Utilities Existing and Proposed i.e. Water/Well, Sewer/Septic, Telephone, Gas, Electric, Cable and Stormwater, etc.
- \_\_\_\_\_ 13. Location and Description of Soils according to USDA/NRCS Soil Survey/Worcester County
- \_\_\_\_\_ 14. Name, Address and Telephone Number of Landowner, Applicant and Developer
- \_\_\_\_\_ 15. Limits and Descriptions of all Easements and Right of Ways Existing/Proposed
- \_\_\_\_\_ 16. Critical Area Limits, Designations and Buffers or Disclaimer
- \_\_\_\_\_ 17. Building Setback Lines
- \_\_\_\_\_ 18. Preliminary estimates of Stormwater Management Requirements; The selection and location of ESD Practices to be used and the location of all points of discharge from the site.
- \_\_\_\_\_ 19. The anticipated location of all proposed impervious areas, buildings, roadways, parking, sidewalks, and other site improvements
- \_\_\_\_\_ 20. Plan shall be signed, dated and sealed by a Professional Engineer

Map \_\_\_\_\_ Lot \_\_\_\_\_  
Parcel \_\_\_\_\_ LOD \_\_\_\_\_ Bond \_\_\_\_\_



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CRITICAL AREAS  
FORESTRY CONSERVATION  
COMMUNITY HYGIENE

## REQUIREMENTS FOR STORMWATER MANAGEMENT SITE DEVELOPMENT PLAN

Project Title \_\_\_\_\_ Review Date \_\_\_\_\_

- \_\_\_\_ 1. All information provided in the concept plan review with comments addressed
- \_\_\_\_ 2. Final site layout and acreage and total site impervious area
- \_\_\_\_ 3. Delineated drainage areas at all points of discharge
- \_\_\_\_ 4. Stormwater volume requirements for ESD targets and quantity control
- \_\_\_\_ 5. The location and size of ESD practices used to the MEP and all nonstructural, alternative surfaces, and micro-scale practices used
- \_\_\_\_ 6. Hydrology analysis for runoff rates, storage volumes, and discharge velocities
- \_\_\_\_ 7. Stormwater design details and specifications
- \_\_\_\_ 8. Discharge calculations demonstrating stable conveyance of runoff off site
- \_\_\_\_ 9. A narrative to support the site development design and demonstrate that ESD will be achieved to the MEP
- \_\_\_\_ 10. Preliminary erosion and sediment control plans showing LOD, sensitive areas, buffer, and forests that are to be preserved, proposed phasing of construction sequencing, proposed practices, and stabilization techniques

Sequence of Construction including:

- A. The following statement: "Contact the Worcester County Department of Environmental Programs at 410-632-1220 to schedule a pre-construction meeting at least 48 hours prior to commencing any site work. **Failure to do so may result in an immediate "Stop Work order."**
- B. A detailed description of how stormwater BMP's will be constructed/phased and protected during project construction.

\_\_\_\_ 11. **STORMWATER MANAGEMENT SUPERVISION AND CERTIFICATION NOTE:**

The contractor and owner shall provide supervision and certification of all construction of stormwater management practices that provide infiltration and filtering, by a professional engineer duly licensed in the State of Maryland.





LAND PRESERVATION PROGRAM  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
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DEPARTMENT OF ENVIRONMENTAL PROGRAMS

## Worcester County

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WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FORESTRY CONSERVATION  
COMMUNITY HYGIENE

### REQUIREMENTS FOR STORMWATER MANAGEMENT FINAL PLAN

Project Title \_\_\_\_\_ Review Date \_\_\_\_\_

- \_\_\_\_\_ 1. All information provided in the Concept and Site Development Plans with all comments addressed  
\_\_\_\_\_ 2. A Stormwater Management report that:

- A. *Must be designed using the 2007 Maryland Design Manual, Volumes I & II*
- B. Will contain a letter of transmittal
- C. Will contain the following at minimum
  - 1. A title sheet
  - 2. A table of contents
  - 3. A list of figures and tables
  - 4. A body of report which will contain
    - a) An introduction/narrative
    - b) Methodologies used
    - c) An analysis
    - d) A summary
    - e) Conclusions
- D. Appendices which must include all background information used in the stormwater management analysis. The background information shall be sufficient to facilitate a straight forward review and will typically include drainage area maps and soil type maps. All made land will have soil borings of five (5) feet minimum to identify soil types, land use maps, drainage area computations runoff curve number computations, time of concentration computations elevation-storage computations, TR-55 and TR-20 worksheets (for Delmarva Peninsula) schematic diagrams, any and all hydraulic computations. All computer input computations shall be included as part of the appendices. Schematic diagrams showing reach lengths, curve numbers, drainage areas and structure locations, will included as part to the appendices.

\_\_\_\_\_ 3. Operation and maintenance plans for all Stormwater BMPs

\_\_\_\_\_ 4. Inspection Schedule

\_\_\_\_\_ 5. Estimated construction cost for Stormwater BMPs

\_\_\_\_\_ 6. **The following statements must be included on Plan:**

*-All phases of stormwater management calculations, structure design and construction will adhere to current Maryland standards and specifications for stormwater management and the stormwater management plan for this site.*

*-All information set forth in this plan accurately conveys this site's conditions to the best of my knowledge.*

*-All structural devices for stormwater management will be protected by proper soil erosion and sediment control devices until all contributing areas have passed final stabilization inspection.*

*\*Upon completion of the project, an as-constructed survey, Notice of Construction Completion (NOCC), and letter of certification must be submitted to the department, except individual single family dwellings. Once review is complete and approved, a certificate of occupancy can be issued.*

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_