

## General Zoning Checklist

**Submittal Date:** \_\_\_\_\_

**Project Name & Number:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Technician Review Date:** \_\_\_\_\_ **Date to Supervisor:** \_\_\_\_\_

**Date to Reviewer:** \_\_\_\_\_ **Date Returned to Technician:** \_\_\_\_\_

**Date Comments Transmitted to Applicant:** \_\_\_\_\_

**Application and Posting Fee \$:** \_\_\_\_\_

**Date Revised Plans/Documents Received:** \_\_\_\_\_

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### **DOCUMENTS REQUIRED**

- |  |   |
|--|---|
| <input type="checkbox"/> Signed <a href="#">application form</a>   | <input type="checkbox"/> Informational Mailing with Affidavit, Receipt, and list of addresses ( <b><u>applicable if owners are not the petitioners</u></b> ) ( <b>owner; not applicable</b> ) |
| <input type="checkbox"/> CD or direct digital file share link of all documents/plans required for acceptance (PDF files)                                     | <input type="checkbox"/> Map or Plat  |
| <input type="checkbox"/> Approved stormwater management concept plan (if applicable)   | <input type="checkbox"/> Site Plan  |
| <input type="checkbox"/> Copies of Previously Approved Resolutions/Decisions   | <input type="checkbox"/> Landscape Plan   |
| <input type="checkbox"/> Zoning Sketch Map with subject property outlined in red – <b><u>must match the plat of computation (no older than 6 months)</u></b> | <input type="checkbox"/> State Ethics Commission Affidavit  |
|  | <input type="checkbox"/> Statement of Justification   |
|  | <input type="checkbox"/> Application Fee Made Payable to M-NCPPC (DO NOT SUBMIT FEE UNTIL REQUESTED)  |

### **PROPERTY SURVEY REQUIREMENTS**

- Professional Signed and Sealed
- Bearings and Distances in Feet
- Zoning of Subject Property
- Adjoining Property - Zoning, Use, Owner's Names and/or
- Lot and Block
- Abutting Streets - Name, Location, Center Line and Right-of- Way Width (public or private)

### **PLAN REQUIREMENTS**

All plans must be prepared, signed and sealed by a licensed land surveyor or a property line surveyor.

**General Notes (in order):**

- Subdivision Name
- Total Acreage (broken down by all zones)
- Existing Zoning
- Proposed Use of Property
- Number of Lot, Parcels, Outlots & Outparcels
- Breakdown of Proposed Dwelling Units by Type
- Gross Floor Area (Commercial/Industrial Only)
- 200 Foot Map Reference (WSSC)
- Tax map number and grid
- Aviation Policy Area (airport name and APA #)
- Water/Sewer Designation (Existing)
- Water/Sewer Designation (Proposed)
- Stormwater Management Concept Number
- 0-foot Public Utility Easement along all rights-of-way
- Mandatory Park Dedication (if applicable, how to be provided)
- Cemeteries on or contiguous to the property (indicate yes or no)
- Historic Sites on or in the vicinity of the property (indicate yes or no)
- Wetlands (indicate yes or no)
- 100-year floodplain (indicate yes or no)
- Within Chesapeake Bay Critical Area (indicate yes or no)
- Source of topography
- Applicant (indicate either owner or contract purchaser)

**Drawing Requirements:**

- Title Block
- Revision Block
- Professional Signed and Sealed
- Location Map
- North Arrow
- Drawings at Same Scale
- Property Boundaries Outlined in Red with Bearings and Distances
- Zoning of Subject Property
- Total Area Calculation in Square Feet or Acres
- Adjacent Properties – Owner's Names, Lot, Block, Zoning, Use and Buildings Within 50 feet
- Location, Area, Height and Distance to Property Line for Existing and Proposed Buildings, Structures and Uses
- Dimensions of all Existing and Proposed Buildings and Structures
- Layout of Parking and Loading Facilities
- Access and Internal Circulation
- Schedules for Required Parking and Loading Spaces
- Typical Sizing of Parking and Loading Spaces
- Typical Screening of Loading Facilities
- Drive Aisles - Location, Width, Circulation and Street Connection
- Proposed Striping Method
- Lighting - Location, Height and Luminaire
- Waste Storage Areas and Typical Screening
- Typical for Fences and Retaining Walls
- Existing and Proposed Rights-of-Way and Easements
- Street Names and Distance to Nearest Intersecting Street
- Existing Vegetation or Tree Cover
- Tidal and Nontidal Wetlands
- Stormwater Management Facilities
- Storm Drains
- Steep Slopes
- Perennial Streams
- 100-Year Floodplain
- Notes of Prior Approvals (i.e., Application # for all prior cases, relevant code sections, and specific requirements for different cases)

**APPLICATION DEFICIENCIES:**

Technician Comments:

Supervisor Comments:

**SCHEDULE FOR SDRC**

Reviewer Comments: