

Development Review Division

14741 Governor Oden Bowie Drive Upper Marlboro, MD 20772

Contact: <u>DRDapplications@ppd.mncppc.org</u>

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:	
DOCUMENTS REQUIRED	
 □ Signed application form □ CD or direct digital file share link of all documents/plans required for acceptance (PDF files) □ Approved stormwater management concept plan (if applicable) □ Copies of Previously Approved Resolutions/Decisions □ Zoning Sketch Map with subject property outlined in red – must match the plat of computation (no older than 6 months) 	 □ Informational Mailing with Affidavit, Receipt, and list of addresses (applicable if owners are not the petitioners) (owner; not applicable) □ Map or Plat □ Site Plan □ Landscape Plan □ State Ethics Commission Affidavit □ Statement of Justification □ 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 	F- 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.

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General Notes (in order):

□ Total Acreage (broken down by all zones) □ Title Block □ Existing Zoning □ Title Block □ Proposed Use of Property □ Revision Block □ Number of Lot, Parcels, Outlots & Outparcels □ Professional Signed and Sealed □ Breakdown of Proposed Dwelling Units by Type □ Location Map □ Gross Floor Area (Commercial/Industrial Only) □ North Arrow □ 200 Foot Map Reference (WSSC) □ Drawings at Same Scale □ Tax map number and grid □ Property Boundaries Outlined in Red with Bearings and Distances □ Water/Sewer Designation (Existing) □ Zoning of Subject Property □ Water/Sewer Designation (Proposed) □ Total Area Calculation in Square Feet or Acres □ Stormwater Management Concept Number □ Adjacent Properties - Owner's Names, Lot, Block, Zoning, Use and Buildings Within 50 feet □ O-foot Public Utility Easement along all rights-of-way □ Location, Area, Height and Distance to Property Line for Existing and Proposed Buildings, Structures and Uses □ Cemeteries on or contiguous to the property (indicate yes or no) □ Dimensions of all Existing and Proposed Buildings and Structures □ Dimensions of all Existing and Loading Facilities □ Layout of Parking and Loading Facilities □ Dimensions of all Existing and Loading Facilities □ Layout of Parking and Loading Facilities
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☐ Wetlands (indicate yes or no) ☐ Schedules for Required Parking and Loading Spaces
□ 100-year floodplain (indicate yes or no) □ Typical Sizing of Parking and Loading Spaces
☐ Within Chesapeake Bay Critical Area (indicate yes or no) ☐ Typical Screening of Loading Facilities
☐ Source of topography ☐ Drive Aisles - Location, Width, Circulation and Street
□ Applicant (indicate either owner or contract purchaser) 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
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for different cases)

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Reviewer Comments:

APPLICATION DEFICIENCIES:	
Technician Comments:	
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Supervisor Comments:	☐ SCHEDULE FOR SDRC
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