

# Zoning, Special Exception and Departures Checklist

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

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

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

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

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

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

## PLANNING TECHNICIAN – REVIEW OF BASIC REQUIREMENTS

### A. DOCUMENTS REQUIRED

- Typed and signed Application Form
- CD of all documents/plans required for acceptance
- Zoning Sketch Map (no older than 6 months)
- Conditions of all previous approvals, including comments from M-NCPPC Permits Office or DER violations
- Approval Letter for SWM Concept Plan
- Tree Conservation Plan or Exemption Letter
- State Ethics Commission Affidavit(s)
- Property Survey, sign/sealed+ bearings/distances
- Pre-Acceptance Assessment Reviews from Transportation and Historic Preservation completely filled out & signed by their staff person**
- Affidavit of Informational Mailing (letter, "Receipt," list of addressees, & affidavit of mailing)
- Receipt and All applicable pre-assessments checklist /Scoping Agreement and
- Point-by-Point Response of Revised Submission **(to be submitted after our initial review comments)**

### B. PROPERTY SURVEY

- Professional Signed and Sealed
- Bearings and Distances in Feet

### C. SITE PLAN REQUIREMENTS

#### General Notes:

- 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
- 10-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

FOR PRIOR ORDINANCE ONLY

- Lighting - Location, Height and Luminaire
- Waste Storage Areas and Typical Screening
- Typicals 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)

- Current Zone Standards -Yards or Building Setbacks, Lot Area, Lot Coverage and Lot Width
- Keyed Locations of Landscape Materials
- Planting Schedules:
  - Residential Requirements
  - Commercial/Residential Landscaped Strip
  - Parking Lot Landscaped Strip
  - Perimeter Area
  - Interior Planting
  - Buffering Res from Streets
  - Bufferyard Planting
  - Planting Details and Specifications
  - Plant Substitution Notes
  - Existing Trees and Preservation Deta

**PLANNER– STATEMENT OF JUSTIFICATION REVIEW:**

- Specific Special Exception Requirements - Section
- General Special Exception Requirements - Section 27-317
- Variances from Special Exception or Zoning Requirements - Section 27-230
- Alternative Compliance with the Landscape Manual - Section 1.3
- Certification of Non-conforming Use 27-244
- Departure from Landscape Manual Requirements - Section 27-239.01(a)(9)(A)&(B)
- Departure from Parking/Loading Design Standards - Section 27-239.01(a)(9)(A)
- Departure from Parking and Loading Spaces - Section 27-588(b)(8)
- Departure from Design Standards 27-239.01
- Departure from Sign Design Standards - Section 27-239.01(a)(9)(A)
- Special Permits 27-239.02
- Conventional Zones - Section 27-157(a)

**APPLICATION DEFICIENCIES**

**TECHNICIAN COMMENTS:**

**SUPERVISOR COMMENTS:**

**SCHEDULE FOR SDRC**

**REVIEWER COMMENT:**

FOR PRIOR ORDINANCE ONLY

FOR PRIOR ORDINANCE ONLY