



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- 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: