



File Number: _____

Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Administrative Site Plan Review Application

Office Use Only:

Fee Paid: _____ Application Received Date: _____ Time: _____

Critical Area: _____ Forest Conservation Plan: _____

Property Owner: _____ Business Owner: _____

Address of Owner: _____

Telephone Number(s): _____ Cell Number: _____

Project Name: _____

Project Address: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Size: _____ Zone: _____

List Historical Significance/Impacts: _____

Within Town Growth Area: Y / N Critical Area: Y / N Within a Gateway Overlay Zone: Y / N

Water: Community: _____ or Individual: _____ **Sewer:** Community: _____ or Individual: _____

Square Footage and Use of All Existing Structures:

Square Footage: _____ Use: _____ Existing

Square Footage: _____ Use: _____ Existing

Square Footage: _____ Use: _____ Existing

Cumulative Total of new square footage as of June 13, 2009: _____

Number of Employees: _____ Number of Shifts: _____ Hours of Operation: _____

Summary of Proposed Project: _____

Was a pre-application/pre-submission meeting conducted for this project? Y / N: If so what date? _____

Agent/Contact Person: _____

Telephone Number(s) of Agent/Contact Person: _____ Fax Number: _____

Registered Engineer or Surveyor:

Company Name: _____

Representative: _____

Address: _____

Telephone Number(s) of Agent/Contact Person: _____ Fax Number: _____

Administrative Site Plan Review Application

- _____ 1. Application fee as determined by fee schedule adopted by County Council. Check shall be made payable to: Talbot County, Maryland.
- _____ 2. Six (6) paper copies of site plans represented at a size of not more than 100 feet per inch. Applicant shall submit additional site plans upon request for review by municipalities as needed.
- _____ 3. Six (6) copies of building elevations.
- _____ 4. Six (6) copies of existing floor plans.
- _____ 5. Six (6) copies of all approved and recorded deeds for the subject land.
- _____ 6. Six (6) copies of all recorded deeds of easements, covenants, and/or maintenance agreements pertaining to the subject lands.
- _____ 7. Completed checklist addressing all requirements for an Administrative Site Plan submittal.

Date _____

Date _____

_____ 1. Administrative Site Plan Checklist, Page 3 and 4.

_____ 2. Independent Procedures Disclosure and Acknowledgement Form, Page 5.

_____ 3. Property Directions, Page 6.



File Number: _____

Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Administrative Site Plan Checklist

Applicant/Project Name: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zoning: _____

Agent/Representative/Surveyor: _____

Checklist completed by: _____

The Agent/Representative/Surveyor will review the Site Plan submission & application for completeness and accuracy and each item shall be checked as follows:

- Y = Information Complete and accurate
N/A = Information Not Applicable
W = Waiver of required information. A separate request shall be submitted with this application in writing to the Planning Officer.

Required Notation and Information

Based on unique characteristics of each parcel and use, the Technical Advisory Committee and/or the Planning Officer may require additional information to be submitted during the review and approval process.

- _____ 1. The name of the proposed project.
- _____ 2. Name, address and telephone number of the property owner(s), business owner(s), and/or contract purchaser, etc.
- _____ 3. Deed reference of property.
- _____ 4. Name, address and telephone number of any consultants/professionals used to prepare the site plan.
- _____ 5. Tax Map, Grid, Parcel, and Lot numbers for property to be included in title block.
- _____ 6. Zoning district designation.
- _____ 7. Month, Day and Year of plan preparation and latest plan revision with brief description of revision.
- _____ 8. Vicinity map at a scale of not less than 1"=1,000'.
- _____ 9. Graphic Scale for plan view and vicinity map.
- _____ 10. North Arrow for plan view and vicinity map.
- _____ 11. Lot size.
- _____ 12. Maximum lot coverage permitted per *Talbot County Code* and maximum proposed lot coverage.
- _____ 13. Scaled floor plans of existing structures defining specific uses and the square footage of each individual use within the structure(s).
- _____ 14. Required building/development setbacks applicable to the site including:
 - _____ property line setbacks
 - _____ special setbacks from State Highways
 - _____ shoreline development buffer/tidal wetland buffer
 - _____ non-tidal wetland buffer
 - _____ stream setbacks
 - _____ well setbacks
 - _____ Sewage Disposable Area Buffer
- _____ 15. Computations of the total area of:
 - _____ lot
 - _____ building floor area for each type of use (existing)
 - _____ landscape areas (existing) not limited to state/private tidal wetlands
 - _____ areas of Chesapeake Bay Critical Area
 - _____ areas of existing building(s), road(s), parking
- _____ 16. Critical Area Boundary
- _____ 17. Shoreline Development Buffer/expanded buffer as required
- _____ 18. Features and structures located on property (existing)
- _____ 19. Dimensions of all features and structures located on property (existing)
- _____ 20. All Building Restriction Lines (B.R.L.s)

- _____ 21. Location of all existing landscaped areas showing the design and the varieties of plant materials to be used and provisions for maintenance.
- _____ 22. A legend to include various pattern types/line styles to be used for the purpose of identifying multiple surfaces, uses, and features unique to the site and/or use.
- _____ 23. Exterior lighting specifications for all existing fixtures to ensure compliance with the *Talbot County Code*.
- _____ 24. All off-street parking, loading spaces, and walkways, indicating the type of surfacing, size, stall angles, widths of aisles and a specific schedule showing the number of parking spaces provided and the number required in accordance with *Talbot County Code*, Chapter 190.
- _____ 25. A parking calculation table indicating the number of parking spaces provided and required in accordance with *Talbot County Code*, Chapter 190.
- _____ 26. Location, type and size of all accesses providing ingress and egress of site.
- _____ 27. Location, design, size, height, number and orientation of all proposed signs in accordance with *Talbot Country Code*, Chapter 190.
- _____ 28. Location, type, size, and height of fences, walls, screen planting, landscaping and buffer areas.
- _____ 29. All provisions for the adequate disposition of natural runoff and storm water in accordance with the duly adopted design criteria and standards of the County, indicating location, sizes, types, and grades of ditches, catch basins, and pipes and connections to existing drainage systems.
- _____ 30. Location of existing property lines, lengths and bearings, easements, and right-of-ways.
- _____ 31. Location of existing buildings, watercourses, wetlands (tidal and non-tidal), forests, wooded areas, hedgerows, individual mature trees, 100 year flood plains, habitats of threatened and endangered species, steep slopes, existing forest conservation areas, and other significant features of the site identified from available mapping sources and general field observations.
- _____ 32. Location, width, name and type of all existing road or right-of-way within or immediately adjacent to the site.
- _____ 33. Location of property lines and ownership and deed information for all tracts or parcels adjacent to any perimeter boundary of the site.
- _____ 34. Location of existing well with corresponding tag information clearly identified.
- _____ 35. Location of existing septic system with proper labeling of each of the components (see Talbot County Department of Environmental Health).
- _____ 36. Location of approved Sewerage Disposal Area (see Talbot County Department of Environmental Health for additional information).
- _____ 37. Location of existing sewer service connection, if applicable.
- _____ 38. Location of proposed sewer line running from structure to Sewage Disposal Area as well as location of proposed septic tank(s), sewage lift pump chamber, and/or force main(s) as applicable.

Initial commercial establishment or change of use shall require a groundwater appropriation permit prior to site plan approval (See Talbot County Department of Environmental Health)

Applicant(s) failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate. Any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.

I hereby certify that this checklist and the associated plan are technically correct and accurate to the extent necessary for meeting the Talbot County requirements for minor/major site plan review submission.

Applicant’s Signature

Date

Applicant’s Name (Please Print)



File Number: _____

Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Independent Procedures Disclosure and Acknowledgement Form

Proposed Project Name: _____

Physical Address of Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Name of Applicant: _____

Phone Number(s): _____

Agent/Attorney: _____

Phone Number(s): _____

Applicant's Email Address: _____

Agent's Email Address: _____

Property Owner: _____

Phone Number(s): _____

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Department of Planning and Zoning, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Department of Planning and Zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Department of Planning and Zoning, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.

Applicant's Signature

Date

Attorney/Agent's Signature

Date

File Number: _____



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Property Directions

Directions to the Applicant's Property. Please Print Legible.

[illegible]

All Structures and Additions must be staked out upon submittal.