



Harford County Department of Planning and Zoning  
Development Review  
**CONCEPT PLAN APPLICATION**

**SITE DESCRIPTION**

**Project/Subdivision Name:** \_\_\_\_\_

\_\_\_\_\_  
(Tax Map No.)

\_\_\_\_\_  
(Grid No.)

\_\_\_\_\_  
(Parcel No.)

\_\_\_\_\_  
(Lot No.)

\_\_\_\_\_  
(Plat #)

\_\_\_\_\_  
(Zoning District)

\_\_\_\_\_  
(Tax IDs)

\_\_\_\_\_  
(Street Address and/or Road Name)

\_\_\_\_\_  
(Residential/Commercial/Industrial)

\_\_\_\_\_  
(Conventional/Special Development)  
(specify)

\_\_\_\_\_  
(BOA #)

\_\_\_\_\_  
(No. of Lots)

\_\_\_\_\_  
(No. of Units)

\_\_\_\_\_  
(No. of Acres)

\_\_\_\_\_  
(Public or Private Water)

\_\_\_\_\_  
(Public or Private Sewerage)

\_\_\_\_\_  
(Elementary School)

\_\_\_\_\_  
(Middle School)

\_\_\_\_\_  
(High School)

**APPLICANT/CONSULTANT INFORMATION**

**OWNER**

\_\_\_\_\_  
(Name)

**DEVELOPER/CONTRACT PURCHASER**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail)

\_\_\_\_\_  
(Contact Person)

\_\_\_\_\_  
(Contact Person)

**SURVEYOR/ENGINEER**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Contact Person)

\_\_\_\_\_  
(City, State, Zip Code)

## PLAN APPLICATION REQUIREMENTS

***Submission of application for subdivision plans will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plan for processing. Plan submission applications found to be incomplete will be rejected prior to entering the County's subdivision plan processing system.***

***Please be advised that all plan applications are accepted by appointment only. All plan submission appointments must be scheduled with the Subdivision Review Section at 410-638-3103 ext. 1380.***

### **LEGEND**

**P Provided   NA Not Applicable  
X Not Provided, Justification Attached.**

### **Submittal Requirements**

- \_\_\_\_\_ Concept Plan (30 copies)
- \_\_\_\_\_ Community Input Meeting (CIM) date \_\_\_\_\_
- \_\_\_\_\_ CIM Minutes (date submitted \_\_\_\_\_ )
- \_\_\_\_\_ CIM mailing certification (including County Council)
- \_\_\_\_\_ CIM certification newspaper ad
- \_\_\_\_\_ Other Documents (DPW Fee Authorization letter, waivers, etc.)
- \_\_\_\_\_ Appropriate Fees

### **Checklist**

- \_\_\_\_\_ Proposed subdivision name.
- \_\_\_\_\_ Owner/developer name and address.
- \_\_\_\_\_ Surveyor and/or Engineer name and address.
- \_\_\_\_\_ Election district.
- \_\_\_\_\_ Location map including sketch of nearby subdivisions.
- \_\_\_\_\_ Tax map number and zoning including sketch of nearby subdivisions.
- \_\_\_\_\_ Deed reference.
- \_\_\_\_\_ North arrow and date of drawing.
- \_\_\_\_\_ Acreage of tract – total and net.
- \_\_\_\_\_ Matchlines used for subdivision of two plats.

### **Physical and Environmental Conditions**

- \_\_\_\_\_ Boundary lines of subdivision indicated in heavy outline.
- \_\_\_\_\_ Present zoning of tract and adjoining properties.
- \_\_\_\_\_ Corporation lines.
- \_\_\_\_\_ Adjacent property owners or subdivisions labeled.
- \_\_\_\_\_ Contour lines at 5-foot intervals.
- \_\_\_\_\_ Water courses – perennial and intermittent streams, tidal waters on or adjacent to site.
- \_\_\_\_\_ Existing building locations.
- \_\_\_\_\_ Parks and other public spaces.
- \_\_\_\_\_ Bridges and existing drainage systems (culverts, inlets, etc.)
- \_\_\_\_\_ Limits of the Harford County Chesapeake Bay Critical Area Overlay District including any

Application/checklist for Review and

Approval of Concept Plans

Page 3 of 3

\_\_\_\_\_ required

\_\_\_\_\_ Floodplain shown.

\_\_\_\_\_ Floodplain study provided.

\_\_\_\_\_ FEMA panel and district.

\_\_\_\_\_ Natural Resource District boundary lines and any required buffer areas.

\_\_\_\_\_ Tidal wetland boundaries and any required buffers.

\_\_\_\_\_ Non-tidal wetlands located on or adjacent to the site (identified by existence of predominantly hydric soils or obligate, facultative wet hydrophytic vegetation).

\_\_\_\_\_ Steep slopes between 15% and 25% designated.

\_\_\_\_\_ Steep slopes greater than 25% designated.

\_\_\_\_\_ Soils present on-site including identification of the location of soils with development constraints (highly erodible soils, soils with severe septic limitations, etc.)

\_\_\_\_\_ Vegetative cover (particularly location of forested areas on and adjacent to the site) and location of significant individual trees.

\_\_\_\_\_ Areas which are located on or adjacent to sites that have been identified as containing plant and wildlife habitat or State or County importance. Such areas would be included the following:

\_\_\_\_\_ Habitats of State-designated, threatened or endangered species and species in need of conservation.

\_\_\_\_\_ State-designated natural heritage areas.

\_\_\_\_\_ Anadramous fish spawning and nursery areas.

\_\_\_\_\_ Submerged aquatic vegetation beds.

\_\_\_\_\_ Other areas identified by State and federal agencies as important plant or wildlife habitat areas.

\_\_\_\_\_ Proposed open space, active/passive.

\_\_\_\_\_ Areas of significant/special natural features to be left undisturbed, including, but not limited to, features such as water bodies, tidal and non-tidal wetlands, forested areas to be retained, and plant and wildlife habitat identified as of State or County importance.

\_\_\_\_\_ Proposed uses of property.

\_\_\_\_\_ Type of units.

\_\_\_\_\_ The location and general area of all property proposed to be set aside for public or private reservation, designating the purpose thereof.

\_\_\_\_\_ Total number of residential units with subtotal of each type.

\_\_\_\_\_ Gross and net residential acreage.

\_\_\_\_\_ Type of development specified (Conventional, Conventional with Open Space or Planned Residential Development).

\_\_\_\_\_ Board of Appeals Case Number.

\_\_\_\_\_ Phasing of development.

\_\_\_\_\_ Density of residential development.

\_\_\_\_\_ Acreage of tract in Critical Area, designation and buffer exempt Utilities, Water and Sewage Facilities

\_\_\_\_\_ Railroads and utility rights-of-way.

\_\_\_\_\_ Public utilities (transmission towers, pipelines, water, storm drains, gas, power, and telephone lines) and related easements.

\_\_\_\_\_ Tentative location of fire hydrants, valves, water lines, sewer lines, and pump stations, etc.

\_\_\_\_\_ Location of stormwater management facilities and proposed methods of stormwater management.

Should you have any questions, please contact the Development Review Section of the Department of Planning and Zoning at 410 638 3103.