



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)

(Address)

(City, State, Zip Code)

(Telephone)

(Fax)

(E-mail)

(Contact Person)

DEVELOPER/CONTRACT PURCHASER

(Name)

(Address)

(City, State, Zip Code)

(Telephone)

(Fax)

(E-mail)

(Contact Person)

SURVEYOR/ENGINEER

(Name)

(Address)

(City, State, Zip Code)

(Telephone)

(Fax)

(E-mail)

(Contact Person)

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

- _____ 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.
 - _____ Anadromous 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.