



Harford County Department of Planning and Zoning
Development Review

MAJOR PRELIMINARY PLAN APPLICATION

SITE DESCRIPTION

Project/Subdivision Name: _____ Plan Alias: _____

(Tax Map No.)

(Grid No.)

(Parcel No.)

(Lot No.)

(Plat #)

(Zoning District)

(Tax ID)

(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)

(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 application submissions 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.

- _____ Preliminary Plans (30 copies)
- _____ Landscaping/Lighting Plan /Buffer Plan (5 copies & checklist)
- _____ Traffic Impact Analysis (TIA) - Trips Generated _____ (2 copies & CD/electronic copy)
- _____ Declaration of Intent (DOI)
- _____ Forest Conservation Plan (FCP) (3 copies)
 - _____ FSD submitted on _____
 - _____ Community Input Meeting (CIM) date _____
 - _____ CIM minutes (date submitted _____)
 - _____ CIM mailing certification (including County Council)
 - _____ CIM certification newspaper ad
 - _____ Storm Water Management (SWM) Concept Plan submitted
- _____ List of adjacent property owners
- _____ Other Documents (TDR's, waivers, DPW Fee Authorization letter, etc.)
- _____ Appropriate fees

Checklist

- _____ Proposed subdivision name
- _____ Owner name and address.
- _____ Subdivider or developer name and address.
- _____ Surveyor and/or Engineer name and address.
- _____ Election district.
- _____ Location map including sketch of nearby subdivisions.
- _____ Tax map number, parcel(s) number and lot(s) number
- _____ Deed reference.
- _____ Scale of 1" to 50' or 1" to 100' or as approved by P & Z.
- _____ North arrow and date of drawing.
- _____ Acreage of tract – total and net.
- _____ Matchlines used for subdivision of two plats.
- _____ Revision note.
- _____ Boundary lines of subdivision indicated in heavy outline.

____ Present zoning of tract and adjoining properties.
____ Corporation lines.
____ Adjacent property owners or subdivisions labeled.

Physical and Environmental Conditions

____ 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.)
____ Proposed open space – passive and/or active: where and what facilities.
____ Limits of the Harford County Chesapeake Bay Critical Area Overlay District including any required buffers.

*** Total acreage of tract in Critical Area** _____

Acreage of IDA _____

Acreage of LDA _____

Acreage of RCA _____

____ Floodplain shown.

*** Acreage of Floodplain** _____

Floodplain study provided _____

FEMA panel and district _____

____ Natural Resource District boundary lines and any required buffer areas.

*** Acreage** _____

____ Tidal wetland boundaries and any required buffers.

____ Non-tidal wetlands located on or adjacent to the site (identified by existence of predominantly hrdric 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 sever 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.

____ Extent of forest cover (in acres) to be removed and any areas to be reforested.

____ 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 State or County importance.

____ *Forest Conservation Plans which include information concerning the delineation of tree species, composition in forested areas, including the average DBH of canopy trees and description of the understory and ground cover, forested areas to be retained to address clearing restrictions in the Critical Area and to preserve significant plant and wildlife habitat and to maintain wildlife Corridors, and proposed measures for afforestation, if needed.

- ____ Layout, number of blocks, lots, typical dimension and areas of proposed lots.
- ____ Proposed building setback lines with dimensions from the street rights-of-way.
- ____ Proposed uses of property.
- ____ The location and dimensions of all property proposed to be set aside for public or private reservation, designating the proposed thereof.
- ____ Location of all proposed monuments.
- ____ Other than single family dwellings, approximate location and shape of each multi-family residential structure.
- ____ Type of residential units with number in each building.
- ____ Total number of residential units with subtotal of each type.
- ____ Gross and net residential acreage.
- ____ Type of development specified (Conventional , COS, PRD, COP, Mixed Use)
- ____ Board of Appeals Case Number.
- ____ Phasing of development.
- ____ Bill 76-111 Requirements
 - ____ Total acreage as of February 8, 1977.
 - ____ Lot number.
 - ____ Panhandle lots.
 - ____ Family conveyance (name and relationship).
 - ____ Outline of total tract on vicinity map.
 - ____ Lot created after February 8, 1977.
 - ____ Lots associated with Transfer of Development Rights (TDR).
- ____ Density of residential development.
- ____ Area (in acres) of: building roofs, parking lots, streets or roads, sidewalks, patios, other impervious surfaces.
- ____ Transfer of Development Rights Documentation.

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.
- ____ Note stating final location for fire hydrants, valves, water lines, sewer lines, pump stations, etc. shall be determined during construction drawings.
- ____ Proposed location for wells and 100 foot radius around well.
- ____ Location of septic reserve and well on adjacent lots.
- ____ PERC test locations.
- ____ Proposed sewage disposal system.
- ____ Location of stormwater management facilities and proposed methods of stormwater management, including calculations to verify compliance with pollutant loading standards.
- ____ Conceptual grading plan including approximate limits to areas of disturbance and areas of significant cut and fill.
- ____ Location and delineation of Water Source District.

Streets, Roads and Parking

- ____ Location, name, width of pavement and rights-of-way, all existing streets adjoining subdivision or intersection street that bounds it.
- ____ Private roads so marked.

Application/checklist for Review and
Approval of Major Preliminary Plans
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- _____ Radii shown on all horizontal curves.
- _____ Delineation of the road improvement rights-of-way, all existing streets adjoining subdivision or intersection street that bounds it.
- _____ Layout widths and names of proposed street, widths of alleys, cross walkways and easement reservations.
- _____ Location, width and delineation of all sidewalks, pedestrian linkages and transit stops.
- _____ Tentative profiles of street centerlines as required by DPW.
- _____ Length of any cul-de-sac or panhandle.
- _____ Vertical and horizontal sight distances recorded at intersection with County roadways.
- _____ Proposed grades indicated on all roads.
- _____ Modification to property entrance (roadway widening, acceleration and deceleration lanes).
- _____ Number of parking spaces in each off-street parking area with total.
- _____ Proposed and existing driveway.

* Indicates information required solely for development within the Critical Area.

Should you have any questions, please contact the Development Review Section of the Department of Planning and Zoning at 410-638-3103 ext. 1380.

THE DEVELOPMENT ADVISORY COMMITTEE (DAC) MEETS ON THE FIRST AND THIRD WEDNESDAY OF EACH MONTH. THIRTY (30) FOLDED COPIES NEED TO BE SUBMITTED FOUR (4) WEEKS PRIOR TO THE MEETING ALONG WITH A LIST OF ADJACENT OWNERS, ALL APPROPRIATE FEES AND OTHER SUBMITTAL REQUIREMENTS (listed on first page).