



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" = 50' or 1" = 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 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.

_____ 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).