

## SITE DEVELOPMENT PLAN MINIMUM SUBMISSION REQUIREMENTS

A Site Development Plan submitted for review shall include the following elements at a minimum as applicable (elements may be added or altered as plan design changes during review process):

### **General Requirements**

- Map of entire holdings, at a convenient scale
  - Shown on index sheet if large parcel or multiple parcels
- Plan scaled at 1" = 100 ft. (or larger)
- North Arrow
- Sheets dimensioned at 18"X24", or 24"X36"
- Match lines with index if more than 1 sheet
- Vicinity map at 1" = 2,000 ft.
- Tax map and parcel numbers beneath vicinity map
  - Total parcel acreage or square footage
- Liber Folio property information for all lots shown
- Zoning District for subject property
- Comprehensive Plan designation for subject property
- Frederick County planning region designation for subject property
- Adjacent zoning district(s) and land uses surrounding subject property
- Key/Legend for all map symbols
- List of all previous land use approvals and file numbers (subdivision, site plan, board of appeals, rezoning, FRO, SWM)
- Rezoning and Board of Approval conditions must be added to plan
- Water and Sewer classification (include all designations for subject property)
- Minimum 2-foot contours
- Detailed description of proposed development and application type as Note 1 on the plan (proposed use must correspond to Zoning Ordinance Use Table in section 1-19-5.310)
- Location of all proposed and existing improvements
- Total lot area and lot dimensions for all existing and proposed lots
- Building setbacks (Required and Proposed) calculated from the ultimate right-of-way line
- Building height and number of stories (Max allowed and proposed)
- Total number of residential units proposed (total by dwelling type and number of bedrooms per unit)
- Open space and Recreation area (Required and Proposed)
  - Recreation area shall include location, type (passive/active), size (square footage or acreage)
  - Proposed amenities (playground, passive recreation space, trails)
- List of all requested modifications (setbacks, height, lot width, lot size, landscaping, lighting, parking etc.) including a description of requirement and requested modification
- Location, generalized size and type of all stormwater management facilities
- Total amount of impervious cover
- Total amount of disturbance
- Historic designations or Agricultural Easements

### **Natural Features**

- Existing natural features, such as streams, rock outcrops, and wooded areas
- Inset soils map, including wet soils, flooding soils and required setbacks as provided in Zoning Ordinance section 1-19-9.110 and 9.300
- Flooding and wet soils must be labeled as a feature on the plan in addition to the soils inset
- Streams and stream setbacks as provided in Zoning Ordinance section 1-19-9.110
- FEMA Floodplain and setbacks as provided in Zoning Ordinance section 1-19-9.110
- Waterbody buffer as applicable per subdivision (Zoning Ordinance 1-19-9.400)
- NWI and/or DNR wetlands
- Specimen trees
- FRO easements
- FRO compliance note (exemption, previous approval and current requirements)

### **Commercial/Industrial Development**

- Locations, proposed use and SF of all buildings
  - Square footage of each floor of each building
  - Building footprint for each principal structure
- Location of outdoor storage (if applicable)
- Number of employees (existing/ultimate/full-time/part-time)
- Number of business vehicles if stored/parked on-site
- Type of power to be used for any manufacturing process
- Type of waste or by products to be produced, and the proposed method of disposal
- Truck turning and movement diagram where applicable
- Adherence to Industrial District Performance standards found in Zoning Ordinance section 1-19-7.600 through 7.620

### **Transportation and Parking**

- Existing and proposed rights-of-way and centerlines (to, from, and within site)
  - Location and paved width public and private roadways and alleys/lanes
  - Label roadways as public or private, alley/lane
  - Location and paved width of ingress/egress to site
- Comprehensive Plan functional road classification for all but local roads
- Driveway entrance spacing & sight distance
- Existing and proposed pedestrian connections (to, from and within the site)
  - Location, dimensions, and materials
- Amount and location of proposed or existing Joint Use or Shared Parking
- Existing and proposed common access easements
- Parking space calculation (required vs. provided) (Zoning Ordinance 1-19-6.220)
  - Location, dimensions, and calculation for each land use
- Parking drive aisle dimensions
- Loading space calculation (required vs. provided) (Zoning Ordinance 1-19-6.210)
  - Location and dimensions
- Bicycle parking (Zoning Ordinance 1-19-6.220(H))
  - Include bicycle rack design details and location consistent with Fred Co Bicycle Design Guide
- APFO traffic generation information, or statement of exemption

### Lighting

- Location and design of outdoor lighting (Zoning Ordinance 1-19-6.500)
  - Number, location, and height of building mounted fixture
  - Number, location, and height of pole mounted fixture
- Photometric Plan (verifying lighting does not exceed .50 foot candles as measure from property line)
- Lighting note: Lighting shall not exceed .50 foot-candles as measured from property line
- Lighting note: Lighting shall be fully shielded and directed downward to prevent glare and light trespass onto adjacent properties, roadways, and the nighttime sky

### Landscaping

- Proposed landscaping and screening (Zoning Ordinance 1-19-6.400)
  - Street trees
  - Parking area buffering and screening
  - Parking area landscaping
  - Detailed explanation of achieving 20% canopy cover
- Provide diverse landscaping including native understory and overstory trees and shrubs
  - Provide number and type of each species
  - Include existing and proposed fences, walls, retaining walls and berms
- If retaining walls are proposed provide certification by landscape architect that proposed landscaping will not undermine structural integrity of retaining wall
- Landscaping must conform to section 1-19-4.610
- Location of outdoor storage, recycling and trash dumpsters

### Signs

- Location, height, size and type of all existing and proposed signs (Zoning Ordinance 1-19-6.320)
- Include façade measurement utilized in signage calculations
- Identify internal or external illumination if proposed
- Sign graphic/profile including dimensions

### Utilities

- Existing and proposed utilities
- Water/sewer easements
- Stormdrain/stormwater easements
- Stormdrain locations
- Stormwater note:
  - Identify whether the project is subject to SWM regulations (and if so what year) or if the project is exempt
- Water tanks
- Well/septic location
  - Quantity of discharge per day in gallons
- Utility vault or pedestal (e.g. transformers)