

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)