



HAGERSTOWN PLANNING OFFICE
Hagerstown, Maryland

STAFF-APPROVED SITE PLAN APPLICATION & REVIEW CHECKLIST

Submission Requirements: This original form and eight (8) copies, plus nine (9) complete sets of plans. Application will not be processed unless the checklist found on the remaining sheets of this form is completed, with the appropriate plan page references included, and all materials requested are provided, and all relevant application fees have been paid.

For Planning Office Use Only:	Staff-Approved Site Plan File SA-_____	Accepted: _____
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Name of Project: _____

Property Location: _____

Deed Reference: Liber _____ Folio _____ **Zoning District:** _____

Related Planning Office File References (site plans, subdivision plats, BZA cases). If none, state so.

Proposed Work (i.e., addition, accessory building, parking; please include size of addition and amount of disturbed area): _____

Engineer/Architect: _____ **Contact:** _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Developer: _____ **Contact:** _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Property Owner: _____ **Contact:** _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Instructions to Engineer/Surveyor: In the column marked “Engineer/Surveyor,” identify each page which the required item appears on the plan. For items that appear on each page of the plan, use “All.” If not applicable, address as “Not Applicable” in a note on the plan and reference the page of the plan on which the note appears in the column below.

Ordinance Subsection	Ordinance Requirements	Engineer/Surveyor	1 st Review	2 nd Review	3 rd Review	<u>Review Key</u> ✓ = OK I = Incomplete N/A = Not Applicable
	Vicinity Plan to scale of not less than 2,000'=1". Municipal boundaries shown as necessary					
	Name of Project					
	Street address of property, including City and State					
	Zoning District					
	Election District					
	City Unique Property ID Number					
	Area of property					
	Name and address of land owner					
	Name and address of developer, if different from owner					
	Scale					
	North arrow					
	Date of drawing					
	Tract boundary lines					
	Drawing of existing conditions and proposed improvements of sufficient quality and completeness to permit effective review of proposed development; drawn to a uniform scale.					