



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

SKETCH PLAN APPLICATION & REVIEW CHECKLIST

Form SD3

(Last Revised: January 1, 2021)

Submittal Requirements:

- 2 complete copies of this application and checklist
- 2 complete sets of the sketch plan, storm water report and any other support information.
- There is no fee for an 'ESD Sketch Plan' (see fee chart for sketch plan for subdivisions and other certain projects).

Case No. ZS - ____ - ____

Office Use Only

Name of Project: _____

Location of Property: _____
(Please include street address, if known)

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

Brief description of proposed work (i.e. addition, accessory building, parking; please include size of addition and amount of disturbed area):

Engineering/Survey Company Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Developer/Applicant Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Property Owner Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

This Chart for Staff Use Only	1 st Review	2 nd Review	3 rd Review
Date Accepted for Processing			
Review Date			
Returned to Design Firm			

Related Planning File References (Site Plans, Preliminary Plats, BZA Cases, HDC Cases). Please provide the file number(s) for any prior City reviews for this property. If none, state so:

ZS (Site Plans): _____

P (Subdivision Dev. Plan): _____

A (Annexation): _____

ZM (Rezoning): _____

HDC (Historic): _____

S (Sub. Plats): _____

Z (Bd. of Zoning Appeals): _____

FC (Forest Conservation): _____

This form is to be used for both an “ESD Sketch Plan” used in the site plan process, as well as the sketch plan that the Ordinance requires for subdivisions and certain types of commercial development. The submission, review and Planning Commission approval of a sketch plan is required, in most cases, prior to submitting a site plan or subdivision development plan.

Also referenced in the City Code as a “Sketch Plan for Stormwater Management” or “ESD Sketch Plan” the plan is also used by the Planning and Code Administration Department to review the proposal in general terms in order to identify any potential code compliance issues early in the development process, and is required prior to submitting most site plans. It is intended to provide the applicant with an opportunity to resolve problems with respect to a subdivision or development early in the proceedings and to make necessary modifications and revisions prior to incurring the expense of preparing formal development plans.

A sketch plan for a subdivision or other certain types of development may require additional detail depending on the nature of the development.

A Sketch Plan diagrammatically illustrates a conceptual layout for lots, greenway lands, open space, building sites, and street alignments. It does not include hard engineering data necessary for construction. However, the sketch plan must include the site environmental features, preliminary estimates of storm water management requirements, and design narrative required by the City’s Storm water Management Ordinance. Submission of a Sketch Plan does not constitute formal filing of a plan with the City, and shall not commence a statutory review period. The Planning Commission shall review the Sketch Plan for consistency with the Policies and Goals of the Comprehensive Plan, with the criteria contained in the Zoning Ordinance, Forest Conservation Ordinance, and with other applicable City ordinances. Their review should advise the applicant of the extent to which the proposed subdivision or land development conforms to the relevant standards of this Article, and may suggest possible plan modifications that would increase its degree of conformance.

When compliance with the Forest Conservation Ordinance is required, the Forest Stand Delineation (Form C1) shall be submitted with this sketch plan. Although there is no review fee for this sketch plan review (unless it is for a subdivision or other certain types of development), there is a review fee for a forest stand delineation.

Unless otherwise routed by the Zoning Administrator due to unique or specific issues, the sketch plan is reviewed at the staff level by the office of the City Engineer and the Development Review Planner/Zoning administrator in the Planning and Code Administration Department. Minor site plans, minor subdivisions, boundary line adjustments and small re-subdivisions are exempt from this process. For a Planned Unit Development (PUD) a Concept Plan serves this purpose and when developing a PUD, that form (SD-4) should be used for this step, and not this application.

The Planning Commission shall review the Sketch Plan and the findings and recommendations and any other reports pertaining to the Plan, and provide comments, recommendations, and requirements as appropriate. The Planning Commission shall approve, approve with conditions, or disapprove the Sketch Plan.

- (1) If the Planning Commission grants the conditional approval of a Sketch Plan, the conditions and reasons thereof shall be stated in writing.
- (2) If the Planning Commission disapproves the Sketch Plan, the reasons for disapproval shall be stated in writing and reference shall be made to the specific sections of this Article and/or the Comprehensive Plan.
- (3) If the Planning Commission approves the Sketch Plan, the applicant is authorized to proceed with the preparation of a Development Plan or Site Plan. Approval of a Sketch Plan shall not incur any vesting rights.

Instructions to Engineer/Surveyor: In the column marked “Engineer/Surveyor” on the following pages, identify each page which the required item appears on the plan. For items that appear on each page of the plan, use “All.” If the item is 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. PCAD = Planning and Code Administration Department.

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.I.8.a	HAS THE REQUIRED CONSULTATION WITH THE PLANNING COMMISSION BEEN CONDUCTED REGARDING CERTAIN TYPES OF DEVELOPMENT IN THE CR, RH, RO, N-MU, CC-MU DISTRICT AND THE PUD OVERLAY DISTRICT?				Do not proceed until the consultation has been conducted.
	PLAN DATA REQUIREMENTS				
5.C.2.a	For subdivisions, has a pre-application meeting been conducted?				
5.C.2.b	For a subdivision, has staff conducted a site inspection?				
5.C.2.d(1)	The location of all areas proposed for land disturbance (streets, foundations, yards, storm water management areas, etc.) with respect to notable features of natural or cultural significance;				
5.C.2.d(2)	The potential for street connections with existing streets, other proposed streets, or potential developments on adjoining parcels;				
5.C.2.d(3)	The location of proposed access points along the existing road or street network;				
5.C.2.d(4)	The proposed building density and impervious coverage.				
5.C.2.d(5)	The availability and capacity of water and sewer.				
5.C.2.d(6)	Proposed public improvements; highways or other major improvements planned by public authorities for future construction on or near the tract to the extent known.				
5.C.2.d(7)	Consideration of Forest Conservation and other environmentally sensitive areas, including but not limited to slopes of 15% percent or greater.				
5.C.2.d(8)	Open space.				
5.C.2.d(9)	Parking considerations.				
5.C.2.d(10)	The extent to which the environmental site design (ESD) techniques have been incorporated into the design.				
5.F.1.	Scale: 1" = 10 feet to 1" = 100 feet, depending on size of site. (Staff may accept other scales in units of 10).				
5.F.1.	Legend clearly indicating which features are existing and which are proposed.				
5.F.1	Approximate proposed layout, (location, alignment, width), and tentative names of streets, lots and other elements basic to the proposed use in relationship to site conditions.				
5.F.1	Streets on/adjacent to the tract (both existing and proposed).				
5.F.1.	100-year floodplain limits and approximate location of wetlands, if any, or provide note that no floodplain exists.				
5.F.1.	Significant topographic, physical, and cultural features including fields, pastures, meadows, wooded areas, significant trees, significant vegetation, steep slopes, ponds, streams, existing rights-of-way, easements, and any significant historical resources, including known and suspected human burial sites.				
5.F.1.	Limit of disturbance line in relation to the retention of existing trees proposed to be saved.				
5.F.1	Show and label the City/County boundary line if appropriate.				
5.F.1	The approximate location and general description of proposed methods for sewage collection, storm drainage, water supply, stormwater management and other utilities.				
5.F.1.	A notation identifying the zoning district, including any overlays, City Unique ID number, and County tax map and parcel number and election district.				
5.F.1.	Owner Name and Address.				

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5.F.1	Developer Name and Address (if different from owner).				
5.F.1	Existing contours with intervals not more than five (5) feet where the slope is 10% or greater and not more than two (2) feet where the slope is less than 10%. Elevations based on United States Geological Survey or equivalent adjusted datum. (Source of contour data referenced on site plan; include a benchmark with elevation and location on the plan.).				
5.F.1	Sketch plan signature block from appendix at end of Article 5.				
5.F.1.	Other conditions on the tract being subdivided including, but not necessarily limited to, watercourses, wetlands, floodplains, rock out crop areas, wooded areas and other environmentally sensitive areas and significant features. Slopes of 15% or greater, including justification for need in cases where the developer proposes to develop or disturb such slopes.				
5.F.1.	Layout and dimension of proposed lots in proposed subdivisions, including lot lines, lot numbers, and block letters. Provide calculations of the density of residential development.				Generally depicted.
5.F.1.	If applicable, include the number and types of units proposed, for multi-family dwellings, shopping centers, churches, industry or other non-public uses, including parking spaces, exclusive of single-family and two-family dwellings. Show the building footprints for all structures. Provide tabulated data for parking.				General location of structures only.
5.H.1	Do all public streets adjacent to the subject property meet current right of way width requirements? If not, right of way dedication, with associated plats, may be required for site plan approval.				
5.H.2	Is the property bisected by or otherwise impacted by a comprehensive plan planned street (see Map 5-3)? The developer may be required to incorporate the design of the street into their plan, build the street to City standards, and dedicate it to the City.				
5.K.3	Delineate the location of any human burial site(s) on the property if they are known to exist. If none are known, a note on the plan shall state whether, to the best knowledge of the owner or developer, any human burial site is known to or believed to exist on the property. If a human burial site is known or believed to be present, copies of any available documentation shall be submitted as an addendum to the plan. If anecdotal evidence suggests there may be one on site that cannot be specifically identified, a note will be inserted on the plan stating this.				Deed search may be required at the site plan or development plan stage, and if a human burial site is known or believed to be present, copies of any available documentation shall be submitted with the site or development plan.
4 and 5	Articles 4 and 5 have performance standards for most types of subdivision and development too detailed to address on a sketch plan and too numerous to include in this checklist. Have they generally been taken into consideration with the creation of this sketch plan for the type of use or development proposed?				Supplementary schedules available on the applications page of the website provide a good guide for review.
4.D.5.i and 4.K.3	No lot in a residential district that does not front a public street will be improved with a dwelling unit or units.				
4.J	When involving a zoning overlay, does this plan address all performance standards of that overlay and any conditions of approval attached thereto?				
City Engineer	Stormwater Management Approach report provide? Does the sketch plan address the City Engineer's requirements?				

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4.M.1	When the use of property involves a nonconformity, include in the zoning information block an explanation of the confirmation history of the nonconformity.				
4.Z	Include notation that the use(s) proposed are permitted by right, special exception or approved change or expansion of a legal nonconforming use.				
5.I.4.I.	Low Impact Development hydrologic design utilizing integrated management practices (IMPs), are recommended as an alternative to more conventional designs.				
5.I.5.	No storm water detention or retention structure shall be constructed to front on any public street right-of-way or in any required buffer areas. Exceptions may be allowed with approval of the Planning Commission if site constraints dictate location of the storm water structure in one of these areas.				
Article 7	When exemption is claimed, include statement on the plan why and cite the appropriate section justifying the exemption.				
Article 7	A Forest Stand Delineation and conceptual Forest Conservation Plan shall be submitted when required by Article 7, unless site has already previously approved forest conservation plan. See Article 7 for forest conservation compliance requirements.				Attach Schedule C1 and delineation exhibit when applicable.

Have you identified any improvements that require waivers to the requirements of Article 5 in order to implement a subdivision development plan or site plan YES | NO

If yes, a waiver application (Schedule W) is required to be submitted with the development plan or site plan application, but not with this sketch plan application. However, if anticipated deviations are known at this time, notes on the sketch plan should be provided in order to inform the Planning Commission that the issue exists, and it can be discussed early in the review process.

Descriptions of requirements in the preceding chart may be edited for brevity. The text of the Land Management Code shall control. For details, please consult the adopted text.

Continue to next page for statements.

Statements

I understand that sketch plan approval by the Hagerstown Planning Commission does not constitute permission to construct, or guarantee approval of a subdivision development plan or site plan, and no vested rights are created by the approval of a sketch plan. Appropriate subdivision development plans and/or site plans, as well as any relevant forest conservation plans must be approved by the Planning Commission and appropriate permits must be obtained from the City Engineer's Office and Utilities Department before construction may commence. **This statement must be signed before application will be accepted for processing.**

I understand that the design of the site plan must conform to the requirements of the City's Land Management Code, unless waivers are granted by the Planning Commission. If waivers from a design standard stated in Article 5, Subdivision and Land Development, are requested, final approval of the plan by the Planning Commission may be required.

Owner's Signature

Applicant's Signature (if different from owner)

Date

City of Hagerstown, Maryland
Planning and Code Administration Department
One East Franklin Street, Suite 300
Hagerstown, MD 21740
T | 301.739.8577, Ext. 138
F | 301.790.2650

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