



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

SUBDIVISION DEV. PLAN APP. & REVIEW CHECKLIST

Form SD2

(Last Revised: January 1, 2021)

Submittal Requirements:

Case No. P - _____

- Original Application, including checklist and all relevant schedules and documents.
- Four complete paper sets of plan.
- Electronic version of the plan, application, checklist and relevant schedules emailed to staff.
- Filing fee (please consult current fee schedule)

Office Use Only

Name of Project: _____

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

Deed Reference: _____ Liber: _____ Folio: _____ Zoning District: _____ No. of Lots: _____

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			

City of Hagerstown, Maryland
Subdivision Development Plan Application & Review Checklist

Form SD2 (Last Revised January 1, 2021)

Page 2 of 12

Related Planning File References (Site Plans, Preliminary/Development Plans for Subdivisions, 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 Prelim./Dev. Plan): _____

A (Annexation): _____

ZM (Rezoning): _____

HDC (Historic): _____

S (Sub. Plats): _____

Z (Bd. of Zoning Appeals): _____

FC (Forest Conservation): _____

SA (Minor Site Plans): _____

C (Concept Plan): _____

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 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 O = Incomplete N/A = Not Applicable
	PLAN DATA REQUIREMENTS				
	Sketch Plan Approval by Planning Commission				Date:
	Numeric E-911 assigned address				Obtain before submitting.
5.F.1.	Scale: 1" = 10' to 1" = 100' depending on the size of the property. Notated by written statement and by a scale bar.				Staff may accept other scales in units of 10 depending on the site.
5.F.1.	Text size at least one-eighth (1/8) inch in height.				
5.F.1.	Each sheet shall be numbered and shall show its relationship to the total number of sheets.				
5.F.1.	Boundary of project shown as follows: ----- -- -				
5.F.1.	Legend clearly indicating which features are existing and which are proposed.				
5.F.1.	Vicinity Map 1" = 1,000 feet scale or greater.				
5.F.1.	Dimensions shall be in feet and decimal parts thereof.				
5.F.1.	County Tax Map and Parcel Number.				
5.F.1.	Date of drawing, revision schedule, election dist. & north arrow.				
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.	Show and label City/County boundary line if appropriate.				
5.F.1.	Calculations showing the development complies with the parking requirements of the Zoning Ordinance and City Engineer.				Residential subdivisions typically require 3 spaces per dwelling unit.
5.F.1.	A notation identifying the zoning district, including any overlays.				
5.F.1.	Open space areas, as required by and of such design standards as are required by this Article.				
5.F.1.	City Unique ID Number and property owner name and address,				
5.F.1.	Where any revision is made, or when the Plan is a re-subdivision of a previously approved Plan, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features.				
5.F.1.	Name of Development.				

City of Hagerstown, Maryland
Subdivision Development Plan Application & Review Checklist

Form SD2 (Last Revised January 1, 2021)

Page 3 of 12

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1st Review	2nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.F.1	Area of property and all existing and proposed buildings.				
5.F.1	Developer Name and Address (if different from owner).				
5.F.1	Certificate signed and sealed by a registered land surveyor or registered engineer, responsible for developing the plan.				See end of Article 5 for required text.
5.F.1	Owner's certifications and statements. See appendix of Article 5 for required text.				
5.F.1.	A boundary survey or survey of record of the property to be subdivided, and all remaining lands, including map book and page reference, locating and identifying adjacent or abutting streets (existing or platted), subdivisions, un-subdivided parcels, easements, water areas, and the like, and all visible monuments, showing all courses, distances, and area, and tie-ins to all adjacent street intersections. At a minimum, show the entire parent tract or original parcel on an index map.				
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 plan; include a benchmark with elevation and location on the plan.).				
5.F.1.	Slopes of 15% or greater, including justification for need in cases where the developer proposes to develop or disturb such slopes.				
5.F.1.	Location, width and names of all existing or prior platted streets or other public streets, railroad and utility rights-of-way, parks and other public open spaces.				
5.F.1.	Other conditions on the tract being developed including, but not necessarily limited to, watercourses, wetlands, floodplains, rock out crop areas, wooded areas and other environmentally sensitive areas and significant features.				
5.F.1.	Utilities on and adjacent to the tract: location, size and invert elevation of existing sanitary sewerage facilities and storm drains; location and size of water mains; location of fire hydrants, utility lines and street lights (within work area).				
5.F.1.	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.F.1, 5.I.4.m.	Location and design of all required sidewalks and crosswalks. Sidewalks are required along all public streets and walkways are required from front doors to the public sidewalks.				
5.F.1.	If water mains, sanitary sewers, and storm drains are not on or adjoining the tract, indicate the direction, distance to, and size of nearest water mains and sewers showing invert elevation of sewers to extent known to developer.				
5.F.1.	Other conditions on adjoining land within 100 feet; approximate direction and gradient of ground slope, including any embankments or retaining walls, character, location and ownership of private sewerage systems within 100 feet of the development boundary, railroads, utility lines, towers and other nearby nonresidential land uses or adverse influences; owners of adjoining un-platted land; for adjoining platted land refer to subdivision Plat by name recorded.				
5.F.1.	Indicate location of any on-street parking. Also include calculation of parking requirements, both on and off site.				
5.F.1	Layout and dimension of proposed lots, including lot lines, lot numbers, and block letters. Provide calculations of the density of residential development.				

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.F.1.	Layout and dimension of proposed lots, including lot lines, lot numbers, and block letters. Provide density calculations.				
5.F.1.	Street plan containing the location of all existing and proposed streets, widths of all proposed rights-of-way and proposed paving widths, proposed street names, and plan and centerline profile of all proposed streets.				
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.				
5.F.1. and Article 4	Building setback and build-to lines expressed lineally and in chart form all frontages, front setbacks, side and rear setbacks, accessory structure setbacks and setbacks from residential or lesser intense uses and districts.				All public street frontages are front setbacks.
5.F.1.	Notation explaining all associated planning and zoning files (BZA, FC, NCU, annexation, HDC, past subdivisions or site plans) AND ANY RELEVANT CONDITIONS OF APPROVAL ATTACHED THERETO.				
5.F.1	Note stating that for work along street rights of way, developer is responsible to obtain a Roadside Tree Permit from MD DNR.				
5.F.1	Location and dimension of all parcels proposed to be dedicated or reserved for school sites, parks, open space, used by occupants of the development, and for other public uses.				
5.F.1.	Copy of current deed of ownership, and If applicable) a copy of homeowner association documents.				Provide for the file. Do not embed in the plan.
5.F.1.	Rights-of-way proposed to be created for all access, storm drainage, and utilities purposes.				
5.F.1.	A Forest Conservation Plan, including the locations and means for forest retention, reforestation or afforestation (when applicable).				See instructions later in this checklist.
5.F.1.	A final storm drainage plan and final storm water management plan, with calculations.				
5.F.1.	A final grading plan, showing grading for all subdivision improvements, and, where applicable, mass grading.				
5.F.1.	Location of all existing and proposed buildings, lighting, fencing, structures, parking facilities and other improvements, and means of trash collection. Include a scale dimension from the property lines to proposed buildings. All parking facilities shall be designed in accordance with Article 5, Section I.4.				Specific outlines of proposed single-family dwellings, duplexes and semi-detached dwellings are not required.
5.F.1.	A final sediment control plan, if required by SCDistrict regulations, for the entire project area and for any adjacent area affected by the area to be developed, including: The location of forest protection measures, temporary and permanent sediment control measures and vegetative stabilization, and the construction sequence for providing forest protection measures and adequate sediment control measures to prevent off site drainage.				
5.F.1	For cluster subdivisions, notation stating that setback variances for dwellings and accessory buildings are prohibited, since using the cluster regulations is a self-created hardship.				
5.F.1.	Digital submittal of the Plan in a format accepted and approved by the City Engineer showing all proposed improvements, including but not limited to, proposed grading, streets, utility lines, service locations, storm drains, building footprints, setbacks, curb locations, sidewalks, the exterior boundary of the subdivision, and all new interior lot lines. It shall be tied to the City Grid and monuments system (MD State Plane Coordinates NAD 83-epoch 1996).				

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
Fire Dept.	The following statement and supporting bullet points shall be shown on the plan: Construction occurring on this site shall comply with NFPA 241, <i>Standard for Safeguarding Construction, Alteration, and Demolition Operations</i> , and Chapter 16 of NFPA 1, <i>Fire Code</i> . <ul style="list-style-type: none"> • No open air burning is permitted. • A permit is required from the Hagerstown Fire Marshal to perform blasting operations. • Fire Department access shall be maintained to all buildings. 				
5.E.1.c	Subdivision will include entire property, leave no remnants and provide sufficient access to all relevant sections of the site.				
5.E.2.a	Street Layout - Arrangement, character, extent, width, grade and location of all streets shall conform to the transportation element of the Comprehensive Plan and the Public Ways Construction Standards and Engineering Guidelines; and shall be considered in their relation to existing and planned streets, topographical conditions, public convenience and safety, and appropriate relation to the proposed uses of land to be served by such streets. Any proposed intersection with a state highway will be subject to the review and approval of the State Highway Administration.				
5.E.2.b	Street layout should consider natural and topographic features such as tree lines, hedgerows, stone walls, fence lines, and watercourses. Alteration of natural, cultural, or historic site features should be kept to the minimum necessary. Any prominent natural vistas should be emphasized.				
5.E.2.c	Many streets have purposes in addition to vehicular traffic and should be designed to incorporate bicycle, pedestrian, and public transit routes.				
5.E.2.d & h	Development should connect to adjacent developments. Multiple points of access are required depending on the number of lots. See text for more information. Stubs will be provided to undeveloped adjacent properties.				
5.E.2.e	Where topography or other significant conditions make continuance or projection of existing streets impossible or substantially impracticable, they shall still accomplish the transportation element of the Comprehensive Plan or to any specific area transportation plan, as approved by the Commission.				
5.E.2.f	Where subdivision abuts or contains an existing or proposed arterial street or other streets with expected arterial traffic volumes as defined by the Public Ways Construction Standards and Engineering Guidelines, the Commission may limit access from individual lots and may require local access streets, deep lots with rear service alleys, or such other treatment. All lots shall front on a public street right-of-way.				
5.E.2.g	Rectilinear traditional street layouts with occasional diagonal elements are the preferred subdivision design.				
5.E.2.i	Cul-de-sacs are discouraged and only allowed under certain circumstances. See text for specifics.				

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.E.2.j & k	A subdivision involving new or existing streets crossing railroad tracks shall provide adequate right-of-way and slope easements, for construction of an underpass or overpass. No street intersection shall include more than four street approaches.				
5.E.2.l	Streets shall be bordered by sidewalks on both sides, excepting circumstances where a sidewalk on one side may be deemed sufficient, as recommended by the City Engineer and/or Planning and Code Administration Department, and approved by the Planning Commission.				
5.E.2.m	Streets shall be the focus of buildings. All buildings will front on public streets. Reverse frontage lots are discouraged unless unique conditions exist and the Planning Commission approves an adequate landscape plan to shield the rear yards of the lots.				
5.E.2.n	Street trees shall be provided in accordance with Article 5, Subsection 1.4.i.				
5.E.2.o	Alleys are a predominant Hagerstown feature and the use of alleys is encouraged in new subdivisions to allow for vehicle parking to the rear of properties, to provide additional connectivity, and to improve the pedestrian orientation of primary streets by reducing or eliminating curb cuts. Alleys may be either public or private, depending upon function. Private alleys shall be constructed to City standards.				
5.E.2.p & q	Gated neighborhoods and private streets are prohibited.				
5.E.2.r	Panhandle lots are discouraged. See text for details.				
5.E.2.s	The Zoning Ordinance, in most cases, limits lots to containing no more than one dwelling structure per lot. This shall not preclude condominium subdivision when applicable. Consult the applicable sections of Article 4.				
5.E.2.t	Open Space – some developments require open space. See text for more detail.				
5.E.2.u	All interior townhouse lots shall back to open space, an alley or other means of exiting the lot without trespassing on adjacent lots.				
5.G.1.b	All construction shall be completed in accordance with Specifications as defined in the City Engineer's <i>Public Ways Construction Standards and Engineering Guidelines</i> or successor documents, the City of Hagerstown Zoning Ordinance, and constructed in a manner acceptable to the Commission and other applicable City departments and agencies.				
5.G.2	Streets and alleys shall be graded and surfaced in accordance with the design standards in the City Engineer's <i>Public Ways: Construction Standards and Engineering Guidelines</i> , and with Chapter 216 of the Code of the City of Hagerstown, or successor documents.				
5.G.2	In the case of a subdivision containing lots fronting on an existing State, County, or City maintained road, the developer shall provide required right-of-way as necessary to serve the needs of such subdivision for access and traffic.				

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.G.2	When the end unit of a townhouse building is located at the intersection of two public streets, or a public street and a non-public driveway in a development, the end unit shall be architecturally designed to present a front facade to the side street. (See illustration in ordinance).				
5.G.3	Street signs and all other traffic control signs and devices shall be installed at the developer's expense in accordance with the City Engineer's <i>Public Ways Construction Standards and Engineering Guidelines</i> and with Chapter 216 of the Code of the City of Hagerstown. All street intersections on County and state roads and signage shall comply with County and state policies and ordinances, as applicable.				
5.G.4	Street lights shall be installed in all subdivisions. The Hagerstown Department of Utilities, Electric Division, or its designee, will design and/or approve the street light system. See text for developer responsibilities.				
5.G.5	The developer shall provide in every subdivision, storm drains, culverts, drainage ways, or other works adequate to collect and dispose of all water originating on or flowing across the property without inundating or damaging neighboring streets, roads, lots, or other properties. All systems shall be designed in accordance with specifications and comply with adopted City and state policies and ordinances, where applicable. Storm drainage facilities shall be installed at the developer's expense in accordance with the City Engineer's <i>Public Ways Construction Standards and Engineering Guidelines</i> and with Chapter 216 of the Code of the City of Hagerstown. See Section I (Site Plan Standards) for locational and design limitation regarding storm water management facilities.				
5.G.6	Curbs and gutters shall be built in accordance with the City Engineer's <i>Public Ways Construction Standards and Engineering Guidelines</i> or successor documents.				
5.G.7	Sidewalks and driveway entrances shall be constructed in accordance with the City Engineer's <i>Public Ways Construction Standards and Engineering Guidelines</i> and with Chapter 216 of the Code of the City of Hagerstown. Sidewalks shall be provided on all streets. Pedestrian sidewalks and crosswalks shall be required to provide interior circulation and access to nearby schools, parks, and other community facilities in accordance with the design standards enumerated in Article 5, Section E.				
5.G.7	Where the Planning Commission finds that sidewalks, in addition to those required parallel to streets, would provide safe, logical and convenient routing of pedestrian traffic, such sidewalks constructed in a manner appropriate to their purpose, may be required. Sidewalk handicapped ramps shall be provided at all intersections in accordance with adopted City State, and Federal ADA standards, as applicable.				
5.G.7	For all subdivided residential lots, the following off-street parking design requirements shall apply: a. Parking areas shall be solid paved surfaces or permeable pavers; b. Rear yard parking garages or parking pads are the preferred off-street parking system;				

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
	<p>c. Driveways accessing the lot from a front or side street shall be one vehicle in width;</p> <p>d. Driveways serving front-loaded garages from front and/or side streets shall be permitted to be as wide as the garage;</p> <p>e. For lots without garages and without the ability to provide rear yard parking, front yard parking pads or turn-arounds of single-vehicle-width driveways shall be permissible provided the parking area does not exceed 50% of the front yard area.</p>				
5.G.8	Each subdivided lot, parcel, or site being created shall be connected and served by a separate wastewater line to the City's wastewater system (unless alternative arrangements are made by the City for the subdivision to be served by County Wastewater System). See text for details.				
5.G.9	Each subdivided lot, parcel, or site being created shall be connected and served by a separate metered connection to the municipal water system. This connection shall be located at or near the right-of-way line. See text for details.				
5.G.10	Open Space - Ownership, maintenance, and control of open space shall be the responsibility of a Homeowners Association, a private conservation organization, or the City of Hagerstown, upon its acceptance of the same. See text for details.				
5.G.11	All monuments shall be installed in accordance with Maryland State Law (Real Property, Title 3, Section 108 of the Annotated Code) and shall be of concrete or stone and not less than six inches in diameter or four inches square and 36 inches long. See text for details. The corners of all lots shall be marked by galvanized or wrought iron pipe, or steel bars at least two feet in length and not less than 5/8 inch in diameter, the top of the pipe or bar to be set level with the established grade adjoining it.				
5.G.12 5.G.13	Provide required assurances, guarantees and performance securities, especially but not limited to items a, b, c, and d of this section. (see text for more detail)				
5.G.14	Public acceptance of required improvements and dedications. (See text for details).				
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 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	<p>Delineate the location of any human burial site(s) on the property. 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 documentation shall be submitted as an addendum.</p> <p>Deed search may be required. 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.</p>				

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.K.3	Treatment of human burial sites shall be in accordance with subsections 5.K.4 through 5.K.7. Property history search will be required for most raw land builds on the fringes of the city.				
5.K.6.a	Include the following in the plan notes the following: If any person discovers the existence of previously unknown human remains, tombstones, funerary objects, or other evidence of a human burial site which reasonably indicates the presence of a cemetery or human burial site in the course of grading, construction, or work of any kind, that person shall stop work immediately in the discovery area and shall give notice of its discovery within 24 hours to the County's State's Attorney, the County Health officer, the City's Zoning Administrator and City Engineer. All grading, site, zoning and building permits issued by the City shall be suspended and the property owner shall stop all work in the discovered area until a determination is made pursuant to Article 5, Subsection K.6.b of the Land Management Code.				
5.E.2.v	SITE DEVELOPMENT, DESIGN AND PERFORMANCE STANDARDS When this development plan is also used as a site plan for one or more of the proposed lots, or major improvements beyond those typically associated with a subdivision (for example, a community center in a residential development), that development is subject to compliance with site plan standards found in multiple sections of Article 4 and Article 5, Section I				See the checklist on Form SD-1 and any relevant related supporting schedules and attach to this application as appropriate.
	STORMWATER MANAGEMENT CONTROL FACILITIES				
5.I.4.I.	Landscaping of storm water management facilities (ponds, retention, or detention basins), is required in all zoning districts.				See Schedule A
5.I.4.I.	When adjoining a public right-of-way, such facilities shall be sited to allow for street trees and screening plantings, shall be aesthetically pleasing, and shall be designed to incorporate storm water best-management practices.				
5.I.4.I.	If a chain link fence is utilized for security purposes, it shall be sufficiently screened by plantings. Chain link shall not be permitted within the required building front yard setback.				
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.				See Schedule A
4.K.8	Sales trailers or using a constructed home as a model home and/or sales office are permitted on a temporary basis for marketing units for rent or sale within that development, provided they are shown on the approved site plan or development plan. Otherwise a site plan will be required.				
4.K.1.	Fences and Walls proposed must be shown on the plan and comply with height, material and buffering requirements (as applicable) in accordance with Article 4, Section K.1.				Attach Schedule G when fences and/or walls are proposed.
4.K.4.	All uses in the flood plain as defined by the floodplain map developed by HUD and FEMA, shall comply with Article 6, Floodplain Management Ordinance.				Attach Schedule F when floodplain is present on the property and disturbed.

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
	FOREST CONSERVATION				
Article 7	When exemption is claimed, include statement on the plan why and cite the appropriate section justifying the exemption. If covered by an existing plan, provide note with file number, plat.				
Article 7	A Forest Conservation Plan shall be submitted if activity results if more than 40,000 square feet of disturbance, unless site has already previously approved forest conservation plan. See Article 7 for forest conservation compliance requirements. <i>Required forms are Schedule C1 (Forest Stand Delineation) and Schedule C2 (Forest Conservation Plan). Schedule C1 is not required if previously completed with sketch plan.</i>				Attach Schedule C2 and plan when applicable. Attach Schedule C1 and delineation (when applicable) if it was not required earlier as part of the sketch plan.
	OTHER				
5. Certs. #1	Signature Block – Commitment to Build in Accordance with Approved Plans				
5. Certs. #2	Signature Block – Maintenance of Landscaping				
5. Certs. #4	Signature Block - Planning Commission				
PCAD	Signature Block – City Engineer				
PCAD	Signature Block – Health Department (when applicable)				
PCAD	Planning and Code Administration Department Development Plan File No (example, P-2021-01) on bottom right-hand corner of the first page.	N/A	N/A		The file number assigned to this project is: P-_____ - _____
PCAD	Other restrictions, such as location in Historic District, variances, etc.				Required by PCAD
PCAD	The plan meets all the design requirements of a development plan as set forth in Article 5, Section I. Deviations from these requirements will require a waiver(s) approved by the Planning Commission				DO NOT SUBMIT WITHOUT ATTACHING SCHEDULE W WHEN WAIVERS REQUIRED.
PCAD	Are multiple-page plans stapled along left edge?				
PCAD	Is this form being submitted to PCAD on initial submission?				
PCAD	Is this form being returned to the Planning and Code Administration Department with revised submission?				
PCAD	Are all applicable fee paid in full?				

Are waivers to the requirements of Article 5 required for any elements of this plan? YES | NO

If yes, a waiver application (Schedule W) is required to be submitted with this application. This submission will not be accepted without the waiver application when one is required.

Do not submit plans with waiver requests without consulting staff first.

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.

CHECK ALL SCHEDULES INTENDED TO BE SUBMITTED WITH THIS APPLICATION.

- | | |
|--|--|
| <input type="checkbox"/> A – Landscaping Plan | <input type="checkbox"/> I – I-MU District Design Standards |
| <input type="checkbox"/> B – Auto Sales and Rental Facility Design | <input type="checkbox"/> M – Mobile Home Park Design Standards |
| <input type="checkbox"/> C – Forest Conserv. Plan (& delineation) | <input type="checkbox"/> N – Mixed Buildings in CG and CR Districts |
| <input type="checkbox"/> D – Destination Retail Use Design | <input type="checkbox"/> P – POM Development Design Standards |
| <input type="checkbox"/> E – Alternative Energy (Wind and Solar) | <input type="checkbox"/> Q – Wireless Communications Facilities |
| <input type="checkbox"/> F – Floodplain Ordinance Compliance | <input type="checkbox"/> S – Miscellaneous Provisions |
| <input type="checkbox"/> G – Fences and Walls | <input type="checkbox"/> X – Adult Entertainment Use Zoning Regs. |
| <input type="checkbox"/> H – Mixed/Comm in Mixed Use Districts | <input type="checkbox"/> W – Application for Article 5 Waivers |

Four paper copies delivered to City Hall (see required submission materials at top of page 1). After making the initial submission to City Hall, the engineer or consultant shall deliver two paper copies directly to Washington County Soil Conservation District, one paper copy to Antietam Broadband, and when the project involves residential development, one paper copy to the Washington County Public Schools. The transmittal memo should indicate that these copies were sent under separate cover.

Instructions to Engineer/Surveyor for revisions:

This checklist is the format used by the Planning and Code Administration Department to review and comment on your plan. It will be/has been returned to you so you can address the issues raised throughout it. **When you have completed the necessary revisions to this plan, submit the following number of copies along with this checklist to the Planning and Code Administration Department.**

- | | |
|--|--------------------|
| Paper sets of complete revised plans for agencies that require paper copies: | 4 copies |
| Electronic copy of the revised plans: | 1 electronic copy. |

Return the first submission mark-up copy that was returned to you (in most cases) with your revisions. This is necessary so that staff can verify the comments made on the mark up copy have been addressed.

Statements

I understand that development plan approval by the Hagerstown Planning Commission does not constitute permission to construct. Appropriate permits must be obtained from the City Engineer’s Office, the Planning and Code Administration Department 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 development 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.

I understand that the Planning and Code Administration Department reserves the right to bring this plan before the Planning Commission for final approval even when no waivers are requested or required.

Copies of the final plan approved by the Planning Commission and signed by the Zoning Administrator shall be provided in PDF format.

Owner’s Signature

Applicant’s Signature (if different from owner)

Date

Follow Up – Planning and Code Administration Department Use

Construction must begin within three (3) years of development plan approval, unless an extension is granted by the Planning Commission. If development is in progress when the period of approval expires, the Planning Commission can renew the approval for subsequent three year periods at its discretion.		Plan approval expires on:
All other signatures must be on plan before Planning and Code Administration signs plan		
Two copies of the approved and signed plan must be retained in the file		
File completed and closed		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

Form Created: 1/1/2021
 Last Revised: 1/1/2021