



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

LANDSCAPING PLAN CHECKLIST

Schedule A

(Last Revised: January 1, 2021)

Submittal Requirements:

Case No. ZS - 20__ - __

Office Use Only

- Attach this form to the original site plan or development plan application.
- Include an electronic copy of this schedule with the electronic site plan or subdivision application.
- No additional copies of this form or the plan are required beyond those required for the plan itself.
- Filing fee is included in the site plan or development plan fee.

Name of Project: _____

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

Zoning District: _____

Engineering/Survey Company Name: _____

Contact Person: _____ Email: _____

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			

All site plans and development plans require the inclusion of a landscaping plan as part of the document. An application for a site plan or development plan will not be accepted for processing by planning staff without this schedule attached to the application, and the elements contained in the checklist found later in this form included in the drawings. Section I.4.a of Article 5 of the Land Management Code states that the intentions of the requirement for a landscaping plan for new development are as follows:

a. Intent.

The applicant shall submit as part of the site plan, a comprehensive landscape master plan, identifying the location and size of both existing vegetation to be retained and proposed new vegetation, typical planting materials, the phasing of landscape installation, and planting methods.

These regulations are established to protect and enhance the landscape of the City of Hagerstown and to ensure the appropriate use of plant material in new construction. It is the intent of these regulations to preserve natural tree cover where practicable and to include new landscape plantings with development in order to:

- | | |
|---|--|
| (1) Reinforce community identity; | (5) Create shade and reduce radiant heat; |
| (2) Enhance scenic views; | (6) Provide a visual buffer and separation of space; |
| (3) Increase building and property values; | (7) Reduce noise and shield glare; and |
| (4) Reduce storm water runoff and prevent soil erosion; | (8) Enhance the beautification of the City. |

ALTERNATE LANDSCAPING PLAN

Often, a site plan or development plan will be needed for proposed improvements to a property that is very difficult or impossible to conform to current landscaping standards due to property size, property shape, location and nature of existing improvements, etc. These existing conditions sometime result in a proposed development that may require numerous or many deviations from current landscaping requirements. Foreseeing this happening on certain properties, Section I.4.e of the Subdivision and Land Development Ordinance states:

Alternative plans may be approved when unusual topographic constraints, sight restrictions, siting requirements, preservation of existing stands of trees, preservation of specimen trees, or when similar conditions prevent strict compliance with the landscape standards. Modifications to the tree cover, site landscaping, and parking lot landscaping standards contained in this section may be approved when the following conditions are met to the satisfaction of the Planning Commission:

- (1) The landscape plan meets the stated intent of this section.
- (2) The landscape plan provides plantings of similar character, density and screening impact to those required by the standards contained in this section.
- (3) Topography, soil, vegetation or other unique site conditions make full compliance impossible or impractical and warrant some relief from the strict adherence to the standards contained in this section.
- (4) Space limitations, unusually shaped lots, and existing conditions on adjacent properties may justify alternative compliance for infill sites, and for improvements or redevelopment of sites, particularly in the older, established sections of the city.

Inability to comply with or desire for relief from one or a few of the requirements of the landscaping requirements is not grounds for proposing an "alternative landscape plan." Such deviations can be addressed through a waiver request. ***Before submitting an "alternate landscaping plan" obtain approval from Planning Staff that doing so is appropriate.***

QUESTION:

Check the applicable answer and proceed to following instructions. Based on the above, this application will:

- Provide landscaping in accordance with all requirements of the Ordinance without deviation or waiver.
- Provide landscaping in accordance with most requirements of the Ordinance, but will include waiver requests.
- Propose an alternate landscape plan that the applicant believes fulfils the intention of the Ordinance.

If full compliance is proposed, please proceed to page 3 and ensure all materials on the checklist are included in the site plan or development plan. Mark each item in the checklist with the page of the plan on which that item can be located. This form and the waiver application must be included with the site plan or development plan application or the plan will not be accepted for processing.

If compliance with most requirements is proposed but waiver(s) will be requested, please proceed to page 3 and ensure all materials on the checklist are included in the site plan or development plan. Mark each item in the checklist with the page of the plan on which that item can be located (except for those issues for which waivers will be requested). Complete and attach the waiver application form (Schedule W) to this form specifically identifying each waiver or reduction of a code requirement that is requested. This form (Schedule A) and the waiver application (Schedule W) and waiver fee must be included with the site plan or development plan application or the submission will not be accepted for processing.

If an alternate landscaping plan is necessary, provide a separate detailed narrative explaining 1) the unique character and condition of the property and how it meets the four above conditions needed for the Planning Commission to justify entertaining alternate compliance, and 2) the general approach to providing landscaping that will effectively landscape the site and meet the intent of the Ordinance. Pages 1 and 2 of this form (Schedule A) and the narrative shall be included with the site plan or development plan application or the plan will not be accepted. Completing and submitting the checklist beginning on the next page is not required for an alternate landscaping plan, but it will serve the designer as a good point of reference of typical expectations.

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. Only addressing the issue as “not applicable” in this checklist is insufficient. If a waiver is requested for any given item, enter “WR” for “waiver requested” in the engineer/surveyor column.

PCAD = Planning and Code Administration Department.

LMC Section	Ordinance Requirements	Engineer/Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.F.1.	Show 100-year floodplain and approx. location of wetlands.					
5.F.1.	Show significant topographic, physical, and cultural features including fields, pastures, meadows, wooded areas, significant trees,..., steep slopes, ponds, streams,... and any significant historical resources, including known and suspected human burial sites.					
5.I.6.b.(5)	Loading docks, truck parking, outdoor storage, utility meters, HVAC equipment, and other service functions shall be incorporated into the overall design of the building and landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets, using materials and landscaping consistent with the rest of the project. Required in RH, RO, N-MU, CC-MU, CL, CG, CR, POM, and PUD zoning districts					
5.I.6.b.(7)	For businesses that involve the temporary storage of unregistered or damaged vehicles, an area shall be designated for such storage and screened from surrounding properties in a manner acceptable to the Planning Commission. This provision shall not apply to the storage and display of for-sale or rent motor vehicles. Required in CL, CG, and CR zoning districts					
5.I.6.b.(8)(e)	For Destination Retail Uses, a landscaped plaza is required. CR zoning district only					See Schedule D for details.
5.I.6.b.(9)	Multi-family development shall dedicate land for the purpose of open space and recreational equipment to serve the recreational needs of the residents of the development and shall not be comprised of accumulations of leftover remnants or stormwater facilities, but constitute meaningful contiguous areas of land which provide for the preservation of significant natural features, and/or provide recreational amenities. Minimum required: 20% of the gross acreage of the development. No more than 25% of the required forest conservation area may be attributed towards this open space requirement. The following criteria shall be used to determine open space requirements: <ul style="list-style-type: none"> • 10-20 Units per Gross Acre - 20% of Gross Land Area • 20+ Units per Gross Acre - 25% of Gross Land Area Note - For cluster development and Planned Unit Developments, shall be in accordance with the respective provisions in Article 4 and the approved PUD plan. Required in RH, RO, and N-MU zoning districts					Applies to multi-family development on a tract larger than 40,000 square feet in area and plans for a density of ten units per acre or greater.

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5.I.6.b.(9)	The open space required in this section may be made available to the general public through dedication to and acceptance by the City.					
5.I.10.c.	Projects containing groups of buildings to be devoted primarily to office and/or retail activities shall incorporate amenity areas into the site design. Amenity areas include, but are not limited to, public plazas, courtyards, squares or small parks on the site. Design elements to be included in the amenity areas are seating walls, benches, outdoor dining/gathering areas, decorative fountains or water features, clock towers and/or garden areas. Since the purpose of these amenity areas is to serve as pocket recreational areas and to help foster a sense of community, additional elements shall be considered if the applicant shows the design meets the intent of this section.					Required only in the I-MU District.
	OUTSIDE STORAGE					
5.I.11	All outdoor storage of inventory, merchandise and supplies be located at least 10 feet from adjacent property lines and street rights of way, and buffered in accordance with the provisions of the section pertaining to the buffering of parking areas. Required in CL, CG, CR, IR, IG, I-MU, and Conversion Districts					
5.I.12	CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN STANDARDS					
5.I.12.a	Allow natural observation from public and neighboring areas by orienting the building entrance towards the street, making landscape and fence materials near entrances and parking lots visibly permeable, and locating open space areas near streets or other areas visible to the public;					
5.I.12.b	Lighting plan in accordance with IESA Standards and ensure that parking lots, pedestrian routes and building entrance areas are well lit; (provide cut sheets for proposed fixtures)					Cut sheets and photometric plan required by site plan application form.
5.I.12.c	Avoid blind corners and hidden recesses along pathways and beside building entrances;					
5.I.12.d	Avoid placement of large trees, garages, utility structures, fences, and gutters next to second story windows or balconies;					
5.I.12.e	Limb up trees and keep shrubs to 24 inches or lower around play areas and within street edge and driveway edge buffer areas to improve visibility;					
5.I.12.f	Where large expanses of parking are proposed, provide surveillance such as security cameras.					
	LANDSCAPING PLAN AND PARKING AREA REQUIREMENTS Applies to any development or redevelopment proposal requiring approval by the Planning Commission (or by staff in the case of administrative approvals).					
5.I.4.f.(1)	Guarantee of installation of landscaping and screening as required by this Article.					Signature block

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5.1.4.h.(1)	Minimum parking space and drive aisle design standards shall be observed in off-street parking facilities (See table in Article 5, Section I.4.h.(1))					
5.1.4.h.(2)	If the parking stall provides an overhang not encroaching on a walkway, property line, or buffer area, as required in Article 5, the length of the stall may be reduced two feet.					
5.1.4.h.(3)	No off-street parking area shall... permit direct parking space ingress and egress to a public road.					
5.1.4.h.(4)	Off-street parking areas must be physically separated from property lines and public street ROWs by a landscaping as specified in Article 5, Subs. I.4 & I.5.					
5.1.4.h.(6)	Off-street parking in the CC-MU District must be located in the rear of the principal building or otherwise screened with landscaping to minimize the visual impact on adjacent public streets or residential districts.					
5.1.4.h.(7)	All surface parking facilities, greater than 7 spaces shall be landscaped to the minimum requirements as outlined as follows. Requirements shall be rounded up to the nearest whole planting.					Parking lots of six spaces or fewer are exempt.
5.1.4.h.(7)	Planting islands at least Eight (8) feet in width					
5.1.4.h.(7)	One canopy or 2 understory trees per 8 spaces (min.)					
5.1.4.h.(7)	Maximum number of 15 contiguous spaces in a row.					
5.1.4.h.(7)	Maximum of 25 contiguous spaces in a row for employee parking in the I-MU, IR, and IG zoning districts					
5.1.4.h.(7)	Maximum number of 3 rows without medians.					
5.1.4.h.(7)	1 canopy or 2 understory trees per 45 feet of median.					
5.1.4.h.(7)	Each row shall begin and end with a landscaped island.					
5.1.4.h.(8)	Roadside buffer abutting a parking lot (between the street and parking lot) shall be required as follows:					
5.1.4.h.(8)	Minimum width of buffer (public right-of-way) 10 feet					
5.1.4.h.(8)	Minimum width of buffer (adjoining properties) 10 feet					
5.1.4.h.(8)	1 canopy or 2 understory trees per 40 feet of frontage					
5.1.4.h.(8)	Shrubs required in buffer, planted at least one shrub per 4 feet on center.					
5.1.4.h.(8)	All remaining surface shall be planted with grass and/or flower beds. Landscaping shall not obstruct the view of motorists using any road, driveway, or parking aisle.					
5.1.4.h.(9)	Parking facilities abutting a structure, unless located on or within a structure, shall be separated from the exterior wall of a structure, exclusive of paved pedestrian walks or vehicular loading areas, by a planting strip at least six (6) feet in width. Composition of the planting strip shall be either:					The width may be adjusted by the Commission based on unique site constraints and the nature of the business.
5.1.4.h.(9)(a)- (b)	A combination of flower beds and shrubs where the shrubs cover a minimum of 40% of the planting areas; or a combination of trees and flower beds so that there is a minimum of one tree per 25 linear feet of building wall abutting the planting area. A combination of shrubs, trees, and flower beds is also permissible.					

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5.1.4.h. (10)(d)	<p>Pedestrian walkways and sidewalks shall be provided to and from all paved parking areas and shall be designed to serve on-site principally permitted uses and accessory uses for which there is pedestrian demand. They shall be protected from vehicular overhang and movement by curbs or other method approved by the City Engineer.</p> <p>Security lighting within the...pedestrian areas used at night shall be illuminated at a level not less than 0.5 candle power. Upon review of the area to be illuminated, if it is classified as a Special Security area by the City, an increased level of illumination may be considered and studied.</p>					
5.1.4.h. (10)(e)	<p>In order to allow for the passing of handicapped pedestrians and wheelchairs, pedestrian walkways shall be five (5) feet in width.</p>					
5.1.4.i.(1)	<p>Street trees to be installed along public streets. Street trees shall conform to the requirements of the City of Hagerstown. See Plates M-010 through M-016 for construction standards and a street tree list, and also see Section 216-10, Trees, Code of the City of Hagerstown, for the conditions applying to the installation of street trees, located and detailed in the City Engineer's <i>Public Ways Construction Standards & Engineering Guidelines</i>.</p>					
5.1.4.i.(2)	<p>Street trees shall be planted by the developer as part of the Conditions of Approval. They shall be placed along each side of all streets and shall be spaced at intervals no greater than 40 feet along both sides of each street.</p>					
5.1.4.i.(3)	<p>Street trees are required to be within a minimum five-foot planting strip located between the curb of the street and the sidewalk. Should there be an instance where no sidewalk is required, street trees shall still be required, within a defined street yard of at least five (5) feet in width.</p>					<p>May be approved to extend into the front yard provided maintenance easements are provided.</p>
5.1.4.i.(4)-(5)	<p>Street trees shall be credited against buffering requirements as appropriate and may be credited toward compliance with the requirements of Article 7 (Forest Conservation) when within public street rights-of-way or protected by easement.</p>					<p>Understory trees may be used if, a conflict or potential exists with overhead utility lines.</p>
5.1.4.j.	<p>Landscaped buffer yards shall be provided and perpetually maintained along all property lines (not street rights-of-way) in accordance with the table shown in Article 5, Section I.4.j.</p>					
5.1.4.j.(1)	<p>Residential buffers. Whenever multi-family, mansion house, two-family, semi-detached or townhouse residential dwelling units are proposed, the Planning Commission may require screening in accordance with the following standards:</p> <ul style="list-style-type: none"> • 2 canopy and 3 evergreen and/or understory per 100 linear feet of buffer yard, and • 10 shrubs per 100 feet of buffer yard <p>If more than 20 trees are required, no more than 60% shall be of any one type.</p>					<p>Optional at the discretion of the Planning Commission.</p>

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5.1.4.j.(2)	<p>Commercial and Mixed-Use Buffers. Within the City's commercial zoning districts, the CC-MU and N-MU Districts, and within residential districts when a proposed development is a commercial or institutional use, the following shall be required:</p> <ul style="list-style-type: none"> • 3 canopy and 5 evergreen and/or understory trees per 100 linear feet of buffer and • 6 canopy and 10 evergreen and/or understory trees per 100 linear feet of buffer yard in the CR District & • 25 shrubs per 100 linear feet of buffer yard. 					If more than four trees are required, no more than 60% shall be of any one type.
5.1.4.j.(3)	<p>Industrial Buffers. Within the City's industrial zoning districts, the use or development shall provide screening in accordance with the following standards, whenever bordering a commercial or residential zone:</p> <ul style="list-style-type: none"> • 6 canopy and 10 evergreen and/or understory trees per 100 linear feet of buffer yard, and • 15 shrubs per 100 linear feet of buffer yard <p>If more than 20 trees are required, no more than 60% shall be of any one type.</p>					
5.1.4.j.(4)	<p>All portions of the buffer yards required in Subsections j(1) through j(3) above not planted with trees or shrubs or covered by a wall or other barrier shall be planted with grass, ground cover, and/or flower beds.</p>					
5.1.4.j.(5)	<p>Where vacant lots are adjacent, the first zoning lot to be developed shall provide the buffer and screening required next to vacant land. At the time it is developed, if applicable, the second zoning lot shall also provide the buffer and screening required between the developed land uses. As long as the screening is provided and maintained, a buffer may contain sidewalks, walking and bicycle paths, and similar compatible passive uses.</p>					
5.1.4.j.(6)	<p>Where possible the landscaped buffer area should be planted within the required building setback area. In such districts where zoning setbacks permit principal structures in closer proximity to property lines, the Planning Commission may approve a narrower landscaped buffer or a relocation of landscaping elsewhere on site.</p>					
5.1.4.j.(7)	<p>Required buffers shall be located along the front, side, or rear lot lines nearest the adjacent streets, land uses, or zoning designations except where such lot lines are intersected by streets, access ways, or utility easements. Buffers shall be permitted to intersect utility easements or run parallel with them, but utility easements shall not be permitted to run laterally within the buffer.</p>					Buffers shall not be located on any portion of an existing or proposed street right-of-way.
5.1.4.j.(9)	<p>Reverse frontage lots, where the rear of the structure faces the public street, <u>are discouraged</u>. However, in the instance where the developer chooses to face the rear of the structure towards the street, the appropriate residential buffer requirements shall apply along the ROW, in addition to the requirements for street trees.</p>					

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5.1.4.j. (10)	All businesses' service, repair, processing, storage, or merchandise display conducted outside of an enclosed building shall be screened from adjacent streets and properties by means of an effective screening device of a height not more than six feet, unless a variance is granted by the Board of Zoning Appeals. Appropriate screening devices may include solid decorative brick walls, wood fences, berms, tight evergreen hedges which shall reach the necessary height within two years of planting, or a combination of the above.					In addition to the buffer screening required herein, and the landscaping required for off street parking. Dumpster enclosure requirements are outlined in Public Ways Construction Guidelines, Plate M-023.
5.1.4.k. (1)-(10)	Species for landscaping shall be selected according to the following general criteria: <ul style="list-style-type: none"> • Cast moderate to dense shade in the summer. • Survive more than 60 years. • Tolerant of pollution and redirect or reflect heat. • Require little maintenance by being mechanically strong (not brittle) and insect and disease resistant. • Be able to survive two years with no irrigation after establishment. • Preference given to species of native origin. • Not drop fruit, etc., on sidewalks. 					See items (8) through (10) for recommended species.
STORMWATER MANAGEMENT CONTROL FACILITIES						
5.1.4.l.	Landscaping of storm water management facilities (ponds, retention, or detention basins), is required in all zoning districts, excepting projects in IR or IG districts where storm water management areas are not adjacent to residential zoning or a public road. The <i>Storm Water Design Manual, Volumes I & II</i> (Maryland Department of the Environment) shall be utilized in design.					
5.1.4.l.	The following trees, at a minimum, measured from the contour at the top of the berm, based on the perimeter length of the pond or detention area: <ul style="list-style-type: none"> • If using canopy trees, 1 per every 50 linear feet • If using evergreen trees, 1 per every 40 linear feet If using understory trees, 2 per every 50 linear feet					
5.1.4.l.	When adjoining a public ROW, 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.					
5.1.4.l.	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 for the district within which it is located.					
5.1.4.l.	It is recommended that planting around storm water management areas be native vegetation. The plant material selected should be appropriate to the specific environmental conditions created.					See text for details.
5.1.5.	If a storm water facility is approved for location beside a public street right-of-way or within a required buffer, it, including any required embankment protection zones, shall be set back from any public street right-of-way or property line by a 10-foot landscaped buffer, as prescribed in Article 5, Subsection 1.4, and the storm water structure shall be designed for an aesthetic outcome beyond a merely utilitarian function.					

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	OTHER					
	Signature Block – Maintenance of Landscaping – See Site Plan Signature Block #2 at the end of Article 5 for required language.					
	Did Mayor and Council conditions of approval on a PUD or Conversion Overlay require additional landscaping as part of an approval? If yes, has this been addressed?					
	Did Board of Zoning Appeals or Historic District Commission action require additional landscaping as part of an approval? If yes, has that been addressed?					
4.D.5.h (4)	Buffering requirements for development of a mobile home park (if applicable).					See Schedule M.
4.D.7 (2) & (3)	Have open space and buffer requirements for cluster subdivisions been met (if applicable)?					
4.F.2.b(8)	Have landscaping requirements for car sales and rental facilities been met (if applicable)?					See Schedule B.
4.K.1.c	Buffer requirements for any proposed fences (if applicable)					See Schedule G.
4.K.17	Landscaping for outdoor storage areas met (if applicable)					
4.Q	Landscaping requirements for wireless communications facilities (if applicable)					See Schedule Q

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Planning and Code Administration Department
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