



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

SITE PLAN APPLICATION & REVIEW CHECKLIST

Form SD1

(Last Revised: January 1, 2021)

Submittal Requirements:

Case No. ZS - _____

- Original Application, including checklist and all relevant schedules and documents.
- Five 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: _____

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/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: • Under 3 acres: 1" = 20 feet • Over 3 acres: 1" = 50 feet or 1" = 100 feet 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.				
5.F.1.	A notation identifying the zoning district, including any overlays.				
5.F.1.	City Unique ID Number and property owner name and address,				
5.F.1.	Name of Development.				
	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 last section of Article 5 for required text.				

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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 site 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, and city boundaries within or adjoining the tract.				
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.				
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.				

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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.	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.				
5.F.1.	If alterations are to be made to existing buildings structures or other improvements, dotted lines to show features or locations to be abandoned and solid lines to show proposed features.				
5.F.1.	A final sediment control plan, if required by Soil Conservation District regulations, for the entire project area and for any adjacent area affected by the area to be developed, including: (a) The location of forest protection measures, temporary and permanent sediment control measures and vegetative stabilization. (b) The construction sequence for providing forest protection measures and adequate sediment control measures to prevent off site drainage.				
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).				
5.F.1.	Photometric plan for site lighting. <i>This must be part of the site plan. Do not submit as a separate document.</i>				
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> . • 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.				

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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.				
	DEVELOPMENT, DESIGN AND PERFORMANCE STANDARDS Construction of new buildings, including reuse or modification or renovation of an existing building or buildings and site improvements shall comply with the following:				
5.I.4.h	All parking spaces and drive aisle conform to the dimensional requirements of this sub-section.				
5.I.6.b.(1)	Principal use building(s) shall be oriented toward and located near the primary public street for the purpose of reducing the visual impact of an expansive parking area between the building and public streets. (see next page) Required in RH, RO, N-MU, CC-MU, CL, CG, CR, POM, INST and PUD zoning districts				
5.I.6.b.(2)	It is preferred that off-street parking spaces be located towards the sides and rear of the lot, behind any buildings and structures. In cases where parking is provided beneath an elevated structure, either under-ground or in parking decks, the street side portion of the building shall be available for usable office/commercial space excluding driveway and lobby areas. Required in RH, RO, N-MU, CC-MU, CL, CG, CR, POM, INST and PUD zoning districts				
5.I.6.b.(3)	Projects containing groups of buildings 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 in RH, RO, N-MU, CC-MU, CL, CG, CR, POM and INST zoning districts				
5.I.6.b(4)(a)	The facade of a building shall present a public view to the street or pedestrian corridor. For large buildings, modulation shall be incorporated in building designs to reduce overall bulk and mass, with planes of exterior walls not running in one continuous direction more than one-hundred (100) feet without an offset or setback. All rooftop equipment shall be shielded so that it is full screened from public view. Required in RH, RO, N-MU, CC-MU, CL, CG, CR, POM, INST, and PUD zoning districts				
5.I.6.b(4)(b)	The commercial building or shopping center (including buildings located on out lots) shall be constructed of high-quality natural materials finished in low reflectance, earth tone colors and finishes. Materials may include brick, wood, stone, tinted textured concrete masonry units, architectural concrete block or other material approved by the Planning Commission. Required in CG, CR, POM and INST zoning districts				

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5.1.6.b(4)(c)	It is preferred that new multi-family buildings be architecturally compatible with the existing structures and that the exterior wall surfaces of each individual building be similar in architectural treatment and materials. For large new buildings, modulation should be incorporated in building designs to reduce overall bulk and mass. All rooftop equipment shall be located, screened or shielded so that its visibility is minimized from public view. Required in RH, RO, N-MU, CC-MU, and PUD zoning districts				
5.1.6.b(4)(d)	Newly constructed multi-occupant commercial, institutional, and mixed-use buildings shall contain storefronts when located in the CC-MU zoning district. CC-MU zoning district only				
5.1.6.b(4)(e)	Trash receptacle enclosures shall be architecturally compatible with the building(s) on site and constructed of the same building material. Non-enclosed areas for storage of pallets, recycling, temporary seasonal merchandise shall be permanently defined and screened with walls and/or fences and/or heavy evergreen landscaping consistent with materials and landscaping used throughout the project. Required in RH, RO, N-MU, CC-MU, CG, CR, POM, INST and PUD zoning districts				
5.1.6.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, INST and PUD zoning districts				
5.1.6.b.(6)	Lights illuminating off-street parking or loading areas shall be arranged and installed so that no material glare or direct light shall spill over into adjacent parcels. Light standards shall not exceed 20 feet in height and shall be of a directional type capable of shielding the light source from direct view. Spotlighting of buildings shall be from fixtures along the top of the building, directed downward. Required in RH, RO, N-MU, CC-MU, CL, CG, CR, POM, INST and PUD zoning districts				
5.1.6.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				
5.1.6.b.(8)	Destination Retail Uses are subject to design requirements. See <i>Schedule D for design requirements for these uses.</i>				Attach Schedule D.
5.1.6.b.(9)	Every multi-family development on a tract larger than 40,000 square feet in area and ten units per acre or greater in density shall dedicate open space and recreational equipment to serve the recreational needs of the residents of the development. Required in RH, RO, and N-MU zoning districts.				See Schedule A.
5.1.8	Additional Requirements for Destination Retail Uses and Multi-Family Developments in the RH, RO, N-MU, CC-MU and PUD Districts and all Development in the CC-MU and N-MU Districts.				
5.1.10	Development standards for I-MU developments.				Attach Schedule I.

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5.I.11 and 4.F.2.b(9)	Design standards for developing mixed commercial and residential developments in the CG and CR Districts.				Attach Schedule N.
5.I.14	Development designed in accordance with CPTED standards, items a. through f. Provide narrative in notes explaining compliance.				See Article 5, Section I.14
PCAD	Design driveways to connect to truncated stubs on adjacent properties and to connect at logical points on unimproved neighboring properties for later connection.				
	OUTSIDE STORAGE				
5.I.13 and 4.K.17	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.				
	LANDSCAPING PLAN AND PARKING AREA REQUIREMENTS				
5.I	Applies to any development or redevelopment proposal requiring approval by the Planning Commission (or by staff in the case of administrative approvals). A landscaping plan is required as part of the development plan or site plan. NO EXCEPTIONS. See Form SD-1 Schedule A for checklist of requirements and instructions for alternate plans and waiver requests.				ATTACH SCHEDULE A
	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 stormwater 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 stormwater structure in one of these areas.				See Schedule A
	HUMAN BURIAL SITES				
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. 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.				

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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.				
ZONING CONSIDERATIONS					
4.A.11	Some uses have separation requirements between it and other similar or competing uses. Does this use have such a separation requirement? If yes, does it comply with the measurement standards found in Section A.11?				
Multiple	Notation stating the maximum permitted height of buildings in the zoning district and what the height of proposed buildings will be. There are also minimum building heights in the CC-MU and N-MU districts.				
4.K.18	All new dwelling units must meet minimum area requirements that vary depending on the number of bedrooms provided. Provide note of compliance with this section when plan involves any residential components.				
4.D.5.f	Three performance criteria for townhouse developments in the residential zoning districts. Also, Article 5, Section G.2 requires 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, the end unit shall be architecturally designed to present a front facade to the side street (see illustration in Section G.2).				
4.D.5.g	Performance criteria for stacked and mansion apartment developments and over-under flats in the residential zoning districts.				
4.D.5.h	Design standards for mobile home developments.				Attach Schedule M.
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.E.6.b	Dwelling units in the CC-MU and N-MU Zoning Districts require certain minimum facilities. Provide note.				When applicable.
4.E.7	New developments in the CC-MU and N-MU Districts are subject to certain mixed-use design standards. Does this proposal comply with those requirements?				Attach Schedule H.
4.Z (use chart)	Most forms of residential development require each building to be on a separate fee-simple lot. Does this plan conform to this requirement?				
4.Q	Wireless communication facilities are regulated by Article 4, Section Q.				Attach Schedule Q.

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4.Z (use chart) and others	Certain Uses such as retail and restaurants have size limitations in some districts. Explain and confirm compliance in zoning notes.				
4.Z and 4.F.2.b(4)	Adult entertainment uses are subject to performance standards.				Attach Schedule X.
4.Z and 4.F.2.b(5)	Developments in the POM District are subject to performance standards.				Attach Schedule P.
4.Z and 4.F.2.b(8)	Introducing an automobile and/or truck sales and/or rental facility is subject to performance standards, even when no improvements are planned or desired. If developing or changing the use of a property to this use, attach Schedule B.				Attach Schedule B.
4.Z and 4.H.8 and 5.I.10	There are use limitations on retail and service uses and development standards in the I-MU Zoning District.				Attach Schedule I.
4.F.5.c	When developing attached fee-simple units in commercial districts, the provisions of this section apply. Ensure they are addressed.				
4.H.7	All industrial uses are subject to the performance standards in 4.H.7. Include a note stating "Industrial uses shall comply with the performance standards of Article 4, Section H.7 as follows:" and enumerate them verbatim from the Ordinance.				Applies only for industrial uses.
4.J	When involving a zoning overlay, does this plan address all performance standards of that overlay and any conditions of approval attached thereto?				
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.9	For properties that will have accommodations for the parking and temporary storage of semi-trailers as part of their business operations, a notation shall be provided, summarizing Article 4, Section K.9.a.				Not required for residential development.
4.K.9.b	Design expectations for use of trailers and vehicles for ongoing on-site vending.				
4.K.14	Note stating that all work shall be completed in a professional and workmanlike manner.				
4.K.15	Note stating "Tarps, canvas and similar pliable material shall not be used as enclosures for or building materials of buildings or structures. This provision shall not apply to bona fide awnings designed and constructed as such of material intended for use in awnings, or canvas or other pliable materials engineered or professionally designed for such purposes."				
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.S.2.d	Note stating the following: <i>This site plan shall be void if the required permits are not secured and substantial construction accomplished within three years of the date the site plan is approved. The approval of this site plan shall expire in three years, unless re-approved by the Planning Commission and relevant agencies.</i>				
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.				

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4.S.2.c And 4.S.1.g	Note stating: The purpose of a site is to set the final approved development of the site until such later time that new or revised plans are submitted for additions or redevelopment of a site. All improvements, including but not limited to conditions of approval, site configuration, parking space, and landscaping required in accordance with City Ordinances shall be maintained on an ongoing basis. Failure to maintain features and improvements shown on an approved site plan constitutes a violation of the Land Management Code. A zoning certificate (including zoning approval of a building permit) may be revoked by the Zoning Administrator if the recipient of the certificate fails to develop or maintain the property in accordance with the plans submitted, the requirements of this Chapter, the list of permitted uses as found in Article 4, Section Z, an approved site plan, or any other requirement lawfully imposed in connection with the issuance of the zoning certificate or zoning approval of the building permit.				
Article 4 Multiple	Does this plan involve any of the following: flea markets, public, private or membership pools in residential districts, (add others)				Attach Schedule S.
	BUSINESS SIGNS				
4.I.4	A Program for Signs is required as part of a site plan that integrates the design of graphics with the design of the building (and/or development) on which they will be displayed and with the surrounding area. See Article 4, Section I regarding signs.				
4.I	Signage shall be designed in accordance with Article 4, Section I, and comply with requirements of this section.				
	FENCES AND WALLS				
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.
	DUMPSTER ENCLOSURES				
4.K.16.	Installations of new trash dumpsters on existing and proposed developments shall be required to have a dumpster enclosure. The dumpster enclosure shall be compliant with the standard detail maintained in the City's <i>Public Ways Construction Standards and Engineering Guidelines, Plate M-023</i> .				
	USE OF LANDS WITHIN FLOODPLAIN				
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.
	ALTERNATIVE ENERGY SOURCES/GENERATORS				
4.K.12	Wind energy systems and ground or building mounted solar systems are subject to certain requirements.				Attach Schedule E.
	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.

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	OTHER				
5. Certs. #1	Signature Block – Commitment to Build in Accordance with Approved Plans				
5. Certs. #2	Signature Block – Maintenance of Landscaping				
5. Certs. #3	Signature Block - Planning Commission				
PCAD	Signature Block – City Engineer				
PCAD	Signature Block – Health Department (when applicable)				
PCAD	Planning and Code Administration Department Full Site Plan File No (example, ZS-2020-01) on bottom right-hand corner of the first page.	N/A	N/A		The file number assigned to this project is: ZS-_____ - _____
PCAD	Other restrictions, such as location in Historic District, variances, etc.				Required by PCAD
PCAD	The plan meets all the design requirements of a regular site 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?				
N/A	Are any subdivision and/or easement plats required? If yes, submit with appropriate application when submitting this application.				
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 site 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 site 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 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.

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 site 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
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 F | 301.790.2650