



SITE PLAN REQUIREMENTS CHECKLIST FOR: BUILDING PERMITS/ZONING CERTIFICATES AND VARIANCES

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In order to ensure smooth and timely processing of your permit application, please be sure to submit as accurate and detailed a site plan as possible. All items should be marked appropriately; if an item is not required it shall be marked as not applicable (N/A). This checklist must be signed, dated and submitted with the site plan. Applications will not be accepted without submittal of the site plan requirements checklist. All new dwellings/replacement dwellings will require a building location survey prepared by a licensed professional surveyor.

All site plans should be drawn to scale. Any site plan that does not require preparation from a licensed professional surveyor shall be based on actual survey or deed description or a reproduction of a plat of survey if it includes the surveyor's name, date of survey and includes all easements and other information from the original plat of survey. **The additional requirements on the reverse side must be included on the site plan if properties are partially or completely located in the Chesapeake Bay Critical Area and/or Special Flood Hazard Area.** The site plan copies must be separate from any building plans and contain the following:

_____ ALL EXISTING AND PROPOSED IMPROVEMENTS, EASEMENTS AND ASSOCIATED SQUARE FOOTAGE OF EACH (BUILDINGS, DRIVEWAYS, ACCESSORY STRUCTURES, SIDEWALKS, PATIOS, AND CONCRETE PADS, ETC.)

_____ EXTERIOR DIMENSIONS OF PROPOSED NEW CONSTRUCTIONS AND DISTANCE FROM PROPERTY LINES

_____ LOCATION OF EXISTING FOREST AND WOODLAND AND SQUARE FOOTAGE OF ANY PROPOSED REMOVAL

_____ LOCATION OF ALL STREAMS, DITCHES, WATERWAYS, WETLANDS AND STEEP SLOPES (GREATER THAN 15%) ALONG WITH THEIR BUFFERS (WETLANDS DELINEATION MAY BE REQUIRED)

_____ BUFFER LIMITS FOR WETLANDS OR OTHER PROTECTED AREAS SHALL BE MARKED IN THE FIELD

_____ LOCATION AND DIMENSIONS OF DRIVEWAY FROM THE STREET TO THE GARAGE OR PARKING AREA

_____ SHOW ANY STREETS ABUTTING WITH THE PROPERTY (THIS INCLUDES STREETS, ACCESS EASEMENTS, AND JOINT USE DRIVEWAYS)

_____ LOCATION OF EXISTING/PROPOSED WELL AND SEWERAGE RESERVE AREA

_____ SHOW LIMITS OF CLEARING/DISTURBANCE AND LOCATION FOR PLACEMENT OF ALL TEMPORARY SEDIMENT & EROSION CONTROL MEASURES (SILT FENCE)

_____ SHOW ALL GRADING OR OTHER METHODS OF STORMWATER CONVEYANCE AND LIST OF BEST MANAGEMENT PRACTICES TO BE USED **(IF TOTAL DISTURBANCE ≥ 5,000 SQUARE FEET)**

SETBACKS	MINIMUMS ALLOWED										
	MH		VC	VN	R	C-1	C-2	I-2	R-1	R-2	
	Park	Subdivision									
FRONT	20'	30'	10'	20'	40'	50'	50'	50'	30'	30'	
REAR	None	25'	10'	10'	10'	30'	30'	40'	10'	10'	
SIDE	None	15'	5'	10'	10'	15'	15'	25'	10'	8'	1-family: 5
										10'	2-family: 5
CRITICAL AREA BUFFER	100'		100'	100'	100'	100'	100'	100'	100'	100'	
PERENNIAL STREAM	50'		50'	50'	50'	50'	50'	50'	50'	50'	
INTERMITTENT STREAM	50'		50'	50'	50'	50'	50'	50'	50'	50'	

FOR PARCELS PARTIALLY OR COMPLETELY LOCATED WITHIN THE CHESAPEAKE BAY CRITICAL AREA (WITHIN 1000' OF TIDAL WATER OR WETLANDS) AND/OR CONSTRUCTION IN THE SPECIAL FLOOD HAZARD AREA MUST PROVIDE A PROFESSIONAL LOCATION SURVEY PREPARED BY A REGISTERED SURVEYOR WITH THE FOLLOWING ADDITIONAL INFORMATION:

- _____ 1,000 FOOT CRITICAL AREA LINE
- _____ 100 FOOT CRITICAL AREA BUFFER LINE (THIS SHOULD TAKE INTO ACCOUNT EXTENDED BUFFERS FOR WETLANDS, TRIBUTARIES AND STEEP SLOPES)
- _____ LIMIT OF DISTURBANCE FOR ALL DEVELOPMENT ACTIVITIES
- _____ EXISTING FOREST AND WOODLAND COVER, INDICATED BY SYMBOLS SHOWING INDIVIDUAL PLANTS ON A SPARSELY VEGETATED PARCEL, OR A TREE LINE FOR PARCELS WITH ESTABLISHED CONTINUOUS VEGETATED AREAS. ALL WOODY VEGETATION WITHIN THE PROPOSED CONSTRUCTION LIMITS, WITH A STEM DIAMETER OF $\geq 1.5''$ AND/OR A HEIGHT OF $\geq 6'$ SHOULD BE SHOWN ON THE PLAN. IF EXISTING FOREST AND WOODLAND COVER IS LESS THAN 15% OF THE PARCEL, AFFORESTATION WILL BE REQUIRED TO MEET THE 15% THRESHOLD AND THE AREA OF PLANTING SHOULD BE DELINEATED ON SITE PLAN.
- _____ LIMITS OF VEGETATION REMOVAL (SQUARE FOOTAGE OR NUMBER OF TREES) MUST BE INDICATED. **ANY VEGETATION REMOVAL WILL REQUIRE A MITIGATION PLAN.** IT IS RECOMMENDED THAT THIS MITIGATION PLAN BE DEPICTED ON THE SITE PLAN, AT THE TIME OF PERMIT SUBMITTAL.
- _____ ANY SENSITIVE SPECIES OR SENSITIVE SPECIES HABITAT AREAS MUST BE INDICATED ON THE PLAN, OR THE PLAN MUST INCLUDE A NOTE, STATING THAT NO SENSITIVE SPECIES OR SENSITIVE SPECIES HABITAT EXISTS ON THE PARCEL. PROVIDE APPROVAL FROM DNR HERITATE DIVISION.
- _____ ALL EXISTING AND PROPOSED LOT COVERAGE MUST BE SHOWN ON THE PLAN. PLAN MUST ALSO SHOW CALCULATION FOR MAXIMUM ALLOWABLE LOT COVERAGE (15% ON ALL LOTS; EXCEPT FOR GRANDFATHERED LOTS) AND PERCENTAGE OF EXISTING AND PROPOSED LOT COVERAGE.*

**Lot coverage is the maximum percentage of the total lot area that may be covered with buildings and/or structures, including outdoor storage, sidewalks, paved areas (i.e. concrete, asphalt, gravel, stone, shell, impermeable decking, pavers, permeable pavement or any manmade material), and other impervious surfaces that prevents or substantially reduces absorption of storm water into the ground. (i.e. concrete, asphalt, sidewalks, buildings, solid surface or covered decks, etc.) A break-down of what has been included in the lot coverage calculation must be shown.*

MAXIMUM IMPERVIOUS SURFACE CALCULATION:

(LOT SIZE) X (ALLOWED % OF IMPERVIOUS SURFACE) = MAXIMUM ALLOWED IMPERVIOUS SURFACE

PERCENTAGE OF IMPERVIOUS SURFACE CALCULATION:

(TOTAL IMPERVIOUS SURFACE) / (LOT SIZE) = PERCENTAGE OF PROPOSED IMPERVIOUS SURFACE

ADDITIONAL REQUIREMENTS FOR CONSTRUCTION IN SPECIAL FLOOD HAZARD AREAS:

- _____ ELEVATION CONTOURS (NATIONAL VERTICAL DATUM OF 1988)
- _____ DELINEATION OF THE SPECIAL FLOOD HAZARD AREA AND BOUNDARY

Owner/Applicant Certification:

I hereby certify that the checklist and information on the site plan submitted are true and correct to the best of my knowledge and that if I am not the owner, than I am acting with the knowledge and consent of the owner(s) of the property. I understand that the review process may be delayed if the information submitted is incomplete or inaccurate and that any deficiencies to the site plan will need to be corrected and re-submitted.

Owner / Authorized Agent

Date