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SITE PLAN APPLICATION CHECKLIST

THIS CHECKLIST IS A GENERAL GUIDE FOR ITEMS THAT ARE TYPICALLY REQUIRED FOR AN APPLICATION. PLEASE REFER TO CHAPTER 24, SECTION 24-169 OF THE CITY CODE OR CONTACT PLANNING STAFF AT 301-258-6330 FOR FURTHER CLARIFICATION

Site Plan No. _____ Date: _____

Prior to requesting any applicable development plan, the applicant is required to submit:

☐ **1.** The Natural Resources Inventory (NRI) and Forest Stand Delineation (FSD) as defined in the Environmental Standards for Development Regulation (ESDR) should be submitted at least 30 days prior to the submittal of concept plan reviews, site plan, and schematic development plans (SDP).

The NRI/FSD should, at a minimum, include:

a. Existing streams, floodplains, stream buffers, topography, soils, wetlands, forest and trees, danger reach/dam break analysis, threatened and endangered species and species in need of conservation, existing wildlife, special protection areas, historic resources, stream quality, noise and light pollution, significant views and vistas, public utilities, property lines, existing buildings and improvements, transportation right-of-ways, easements, and /or stormwater infrastructure

b. Forest Stand Delineation (FSD) as described in the *State Forest Conservation Manual* and the *City Tree Manual* adopted as part of Chapter 22 of the City Code.

c. Geotechnical Report for soils with severe limitations as described in Section 28 of the ESDR

CONCEPT REVIEW
Refer to Chapter 24, Section 24-169 (a)

FILING INSTRUCTIONS

Applicant shall complete and submit to the Planning and Code Administration (P&CA) an application for site plan review and fee with submission of plans for concept approval. All drawings must be submitted by 3 p.m., to the Planning and Code Administration in accordance with the Calendar for Application Deadline posted on the Planning Commission website. The Planning Commission reviews site plans the first and third Wednesdays of each month. The property needs to be posted nine (9) days prior to the Planning Commission review date.

Required scale of 1" = 30', or larger Engineer's scale.*
***No site plans utilizing architect's scale will be accepted (architectural elevations permitted to be in architectural scale).**

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CHECK AS FILED

Please note inclusion of following items on plan as submitted.

☐ **1.** Application filed with Planning and Code Administration.

☐ **2.** Fee.
Site Plan Review Fee (Non-refundable).

☐ **3.** Concept Storm Water Management Plan and Sediment and Erosion Control Plan, in accordance with Chapter 8 of the City Code, approved by the Department of Public Works (separate application and fees may apply).

☐ **4.** An approved Natural Resources Inventory & Forest Stand Delineation pursuant to Chapter 22 and Section 20-9 of the City Code.

☐ **5.** A statement demonstrating compliance with the City's Adequate Public Facilities Ordinance (Section 24-243-248).

☐ **6.** Draft Forest Conservation Plan

☐ **7.** One or more drawings at thirty (30) feet or larger Engineer's scale, clearly showing the following:

a. Location and dimensions of existing structures, curb cuts, driveways, off-street parking and loading areas, signs, walls, fences, screen planting, pedestrian walks, open space and recreational areas.

b. Tentative proposed locations, heights, dimensions of all buildings, driveways, access, parking, easements, green spaces, sidewalks, right-of-way, and proposed streets.

c. Generalized location of existing and proposed external roads and adjacent land use and development.

d. Zoning data defining of the amount of area of land involved in the site, the percentage of the site proposed to be covered by buildings, the total number of dwelling units proposed, the number of dwelling units proposed per acre, the square footage of office and/or commercial development, the area proposed to be devoted to open space, the area proposed to be paved for parking, driveways, loading space and sidewalks, and the total number of parking spaces required by this chapter for the uses proposed.

e. Existing and proposed topography of the site and the surrounding area at two-foot contour intervals showing the location of existing woodland streams, 100 year floodplain, and other significant features of the land.

f. Conceptual building elevation drawings: Drawings showing the proposed appearance of the buildings, structures and grounds after the completion of all buildings and structures and the establishment of the uses proposed on the land.

g. Conceptual traffic circulation system where any part of the land is to be used by motor vehicles.

h. Name, address, and phone numbers of owner, developer, architect and engineer on plan.

i. Key map showing location of property.

j. North arrow, graphic scale and relational unit scale (i.e., 1" = 30') on all plan sheets.

☐ **8.** A "Green Building" checklist pursuant to Chapter 5, Section 3110 of the City Code. [i.e. LEED™ Leadership in Energy and Environmental Design) project checklist]

☐ **9.** Such other additional information as may be reasonably required by the Planning Commission and/or Staff to accomplish the purposes of the site development plan regulations.

☐ **10.** Prints of site plan, five (5) hard copies, one (1) digital version of each set of plans (PDF preferred) and digital versions of all applications. Following revisions as requested by P&CA staff, applicant will resubmit three (3) corrected hard copies for review, digital plans and one (1) colored PDF of concept plan for Planning Commission review.

☐ **11.** Plans must be folded to 8½" x 11" size at the time of submission.

☐ **12.** Plans and also subsequent submittals must be electronically transmitted as individual PDF files.

PRELIMINARY REVIEW
Refer to Chapter 24, Section 24-169 (b)

FILING INSTRUCTIONS

Applicant shall complete and submit to the Planning and Code Administration (P&CA) an application for site plan review and fee with submission of plans for preliminary approval. All drawings must be submitted by 3 p.m. to the Planning and Code Administration in accordance with the Calendar for Application Deadline posted on the Planning Commission website. The Planning Commission generally reviews site plans the first and third Wednesdays of each month. The property needs to be posted nine (9) days prior to the Planning Commission review date.

Required scale of 1" = 30', or larger Engineer's scale.*
***No site plans utilizing architect's scale will be accepted (architectural elevations permitted to be in architectural scale).**

CHECK AS FILED

Please note inclusion of following items on plans as submitted.

☐ **1.** All items required at concept review in accordance with Section 24-169(a) of the City of Gaithersburg Code.

☐ **2.** Fee.
Site Plan Review Fee (Non-refundable).

☐ **3.** A preliminary affordable housing plan, in accordance with the City's Affordable Housing Ordinance (See Article XVI of the Zoning Ordinance).

☐ **4.** Preliminary Storm Water Management and Sediment Erosion Control Plans, in accordance with Chapter 8 of the City Code, approved by the Department of Public Works (separate application and fees may apply).

☐ **5.** An approved Preliminary Traffic Impact Study in accordance with the City's Traffic Impact Study Standards and Regulation (separate application and fees may apply).

☐ **6.** One or more drawings at thirty (30) feet or larger scale, clearly showing the following:

a. Location and dimensions of existing structures, curb cuts, driveways, off-street parking and loading areas, signs, walls, fences, screen planting, pedestrian walks, open space and recreational areas.

b. Tentative proposed locations, heights, dimensions of all buildings, driveways, access, parking, easements, green spaces, sidewalks, right-of-way, and proposed streets.

c. Zoning data defining of the amount of area of land involved in the site, the percentage of the site proposed to be covered by buildings, the total number of dwelling units proposed, the number of dwelling units proposed per acre, the square footage of office and/or commercial development, the area proposed to be devoted to open space, the area proposed to be paved for parking, driveways, loading space and sidewalks, and the total number of parking spaces required by this chapter for the uses proposed, *including Handicapped parking (per State Code) including signing and ramp locations.*

d. Existing, in dashed lines, and proposed, in solid lines, topography of the site and the surrounding area two-foot contour intervals showing the location of existing woodland streams, 100 year floodplain, and other significant features of the land.

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e. Proposed building elevation drawings*: Drawings showing the proposed appearance of the buildings, structures and grounds after the completion of all buildings and structures and the establishment of the uses proposed on the land. *Can be in architectural scale

f. Proposed traffic circulation system where any part of the land is to be used by motor vehicles.

g. Preliminary street profiles for all proposed dedicated streets @ scale of 1" = 50' horizontal and 1" = 5' vertical. Note horizontal and vertical datum used.

h. Boundary survey, with bearing and distances in Maryland State Plane datum.

i. Preliminary landscape, hardscape, and lighting plan.

j. Preliminary storm drain and paving plan.

k. Preliminary utility plan.

l. Any additional submission requirements pursuant to Section 20-36, not already herein defined (a preliminary subdivision plan including individual lot lines, bearing & distances and 3 coordinates etc.). Additional information that may be reasonably required by the Planning Commission and/or Staff to accomplish the purpose of the Site Development Plan regulations.

☐ **7.** Preliminary Forest Conservation Plan as defined in Chapter 22 of the *City Code* and described in *State Technical Manual.*

☐ **8.** Receipt of Applicant's WSSC Governmental Fee Submittal Form (please add City Application Number prior to submitting to WSSC)

☐ **9.** Prints of site plan package, five (5) hard copies, one (1) digital version of each set of plans (PDF preferred) and digital versions of all applications. Following revisions as requested by P&CA staff, applicant will resubmit three (3) corrected hard copies for review, digital plans and one (1) colored PDF of concept plan for Planning Commission review.

☐ **10.** Plans must be folded to 8½" x 11" size at time of submission.

☐ **11.** Plans and also subsequent submittals must be electronically transmitted as individual PDF files.

FINAL REVIEW

FILING INSTRUCTIONS

Applicant shall complete and submit to the Planning and Code Administration (P&CA) an application for site plan review and fee with submission of plans for final approval. All drawings must be submitted by 3 p.m. to the Planning and Code Administration in accordance with the Calendar for Application Deadline posted on the Planning Commission website. The Planning Commission generally reviews site plans the first and third Wednesdays of each month. The property needs to be posted nine (9) days prior to the Planning Commission review date.

☐ **1.** All items required at concept and preliminary reviews [required under Section 24-169(a) and Section 24-169(b)].

☐ **2.** Fee.
Site Plan review Fee (Non-refundable).

☐ **3.** A final affordable housing plan, in accordance with the City's Affordable Housing Ordinance.

☐ **4.** Final Storm Water Management Plan and Sediment and Erosion Control Plans, in accordance with Chapter 8 of the City Code, approved by the Department of Public Works (separate application and fees may apply).

☐ **5.** Final Forest Conservation Plan (separate application and fees may apply).

☐ **6.** One or more drawings at thirty (30) feet or larger scale, clearly showing the following:

a. Location and dimensions of existing structures, curb cuts, driveways, off-street parking and loading areas, signs, walls, fences, screen planting, pedestrian walks, open space and recreational areas.

b. Final locations, heights, dimensions of all buildings, driveways, access, parking, easements, green spaces, sidewalks, right-of-way, and proposed street.

c. Zoning data defining of the amount of area of land involved in the site, the percentage of the site proposed to be covered by buildings, the total number of dwelling units proposed, the number of dwelling units proposed per acre, the square footage of office and/or commercial development, the area proposed to be devoted to open space, the area proposed to be paved for parking, driveways, loading space and sidewalks, and the total number of parking spaces required by this chapter for the uses proposed.

d. Existing and proposed topography of the site and the surrounding area at two-foot contour intervals showing the location of existing woodland streams, 100 year floodplain, and other significant features of the land.

e. Building elevation drawings: Drawings showing the final proposed appearance, materials and details of the buildings, structures and grounds after the completion of all buildings and structures and the establishment of the uses proposed on the land.

f. Traffic circulation system and traffic marking plan where any part of the land is to be used by motor vehicles, including turning radii study as applicable.

g. Final street profiles for all proposed dedicated streets. *Project site designs must be coordinated with abutting street grade establishment. In case of access to a State road, contact the Maryland State Highway Administration (M.S.H.A.) prior to construction for issuance of access permit.*
Note: Roads intersecting State or County roads must be submitted to Maryland State Highway Administration or Montgomery County Department of Transportation (M.C.D.O.T.) for review and approval.

h. Boundary survey, with bearing and distances in Maryland State Plane Datum, including 3 coordinates.

i. Final landscape, hardscape, photometric and lighting plan. *Maintenance responsibility for common open space areas should also be noted.*

j. Final storm drain and paving plan.

k. Final utility plan.

l. Final Sediment and Erosion Control Plan.

m. Final Grade establishment plan.

n. Any additional submission requirements pursuant to Section 20-36, not already herein defined.

☐ **7.** A plat of subdivision in accordance with Chapter 20 of the City Code (separate application and fees may apply).

☐ **8.** Any applicable sign packages showing location, dimension, and design of project identification, directional, monument, and wall signs; requires future submission of applicable sign permits.

☐ **9.** A list of proposed street names.

☐ **10.** Draft of homeowners association by-laws, articles of incorporation, covenants and restrictions as applicable.

☐ **11.** An approved Final Traffic Impact Study in accordance with the City's Traffic Impact Study Standards and Regulations (separate application and fees may apply).

☐ **12.** Such other additional information as may be reasonably required by the Planning Commission and/or Staff to accomplish the purposes of the site development plan regulations.

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☐ **12a.** Tentative location of construction/sales trailer, if applicable.

☐ **12b.** Wildlife Management Plan as defined in the *Environmental Standards*; should be included when development is expected to impact wildlife or their habitats.

☐ **12c.** Plan for addressing showing proposed streets with building locations. Other materials may be requested. Final address plan and map will be issued by the City.

☐ **13.** Prints of site plan, five (5) hard copies, one (1) digital version of each set of plans (PDF preferred) and digital versions of all applications. Following revisions as requested by P&CA staff, applicant will resubmit three (3) corrected hard copies for review, digital plans and one (1) colored PDF of landscape plan and building elevations will be made available to staff for presentation purposes.

☐ **14.** Plans must be folded to 8½ " x 11" size at the time of submission.

☐ **15.** Plans and also subsequent submittals must be electronically transmitted as individual PDF files.

☐ **16.** Following final approval and completion of conditions, applicant shall submit signed and sealed PDF versions of approved site plan, landscape plan, building elevations, street profiles, sediment control, storm drainage, stormwater management, paving plans and any other associated plans for signature by Department of Public Works, Park Maintenance and Engineering and the Planning and Code Administration, in accordance with the building permit process outlined on the reverse side of the Site Development Approval (S.D.A.) Form.