



Baltimore County Department of Permits Approvals and Inspections
Development Processing
County Office Building
111 West Chesapeake Ave. Room 123
Towson, MD 21204

CONCEPT PLAN REQUIREMENTS

Section 32-4-213, Baltimore County Code (BCC), requires the preparation of a concept plan prior to the submittal of a more detailed development plan. The concept plan is to be a schematic representation of the proposed development, drawn to scale (minimum 1 inch = 50 feet), with sufficient detail to enable the county and the public to understand what is being proposed and to be able to respond to those proposals in an informed manner. A Concept Plan Conference (**CPC**) will be scheduled after the concept plan is accepted by Baltimore County (**BC**). The conference provides a basis upon which a developer can receive input from both the County and the community and is the first step in the preparation of a development plan. It is, however, a most important step because discussion of the concept plan at a Community Input Meeting (**CIM**) will hopefully establish the relationship between a developer and a community and may determine the ultimate success of the project.

The concept plan may be prepared from deed information using topography shown on the BC Geographic Information System (**GIS**) and illustrating field-identified wetland, stream and forest locations. Please note that the locations of wetlands, streams and forest limits/locations will not be verified by the Department of Environmental Protection and Sustainability (**EPS**), unless requested and unless the applicant has field-delineated same. For the concept plan, it is not necessary to verify these constraints, but the applicant must be aware that these locations should be as accurate as possible in order to avoid significant changes on the development plan.

After review of the concept plan and after the CIM, the applicant may prepare the development plan. There may be minor changes to the plan as a result of field inspections, BC or community comments, or more detailed design work. BC Department of Permits Approvals and Inspections (**PAI**) will determine if the changes are significant enough to require an additional CPC and CIM.

In the case of a residential Planned Unit Development (**PUD**), the concept plan proposal should show two alternative layouts: 1) using conventional development criteria and 2) showing the proposal under PUD conditions. For a commercial PUD, an alternative scheme is not required. The suggested advantages of the PUD proposal should be clearly indicated for the benefit of county staff, community, and Hearing Officer. The developer may be required to furnish additional schematic information, such as site and building cross sections, elevation and facade treatments for buildings, and buffering and landscape treatment, in accordance with the Comprehensive Manual of Development Policies. Refer to the residential (Bill No. 3-92) and commercial (Bill No. 47-97) PUD legislation found within Section 430, Baltimore County Zoning Regulations. See Bill Nos. 36-11, 10-11, 05-10, 61-07, 55-07, 16-07, 138-06, 130-05, for more details about this process.

It is strongly recommended that an applicant meet with staff from the Development Review section of the Dept. of Planning and the Development Management section of PAI **before** submitting a concept plan. At this time, planning and design issues specific to the proposal can be discussed. Potential conflicts may be resolved early in the process before the CPC, CIM and, eventually, before the Administrative Hearing.

CONCEPT PLAN REQUIREMENTS-CHECKLIST

Generally, the concept plan consists of two separate plans: 1) a site constraints plan and 2) a site proposal plan. Depending upon a site's size, features, or configuration, the two plans may be combined, but only if this is requested at a pre-concept plan conference and approved by all reviewing agencies.

SITE CONSTRAINTS PLAN

GENERAL

- _____ Name and address of the developer;
- _____ Name and address of the preparer of the plan;
- _____ Tax account numbers;
- _____ Location or vicinity map, preferably at 1 inch = 1000 feet scale;
- _____ Property boundaries from deed or tax map information;
- _____ Zone lines ;
- _____ North arrow, and three Maryland Coordinate System (MCD) grid ticks;
- _____ Growth tiers.

NATURAL ENVIRONMENT ASSESSMENT

Although not required, it is strongly recommended that the location of these features be field delineated by the applicant for the concept plan. Field delineations will be required for the development plan, and if the delineations are significantly different from those on the concept plan, the development plan **will not** be accepted for filing and another **CPC and CIM may be required.**

Approximate location of the following:

- _____ Existing topography as shown on county GIS maps, highlighting slopes greater than 25%;
- _____ 100-year floodplain limits as shown on FEMA maps, county studies, or computed using approximate methods;
- _____ soil mapped and labeled in accordance with the NCRS WEB Soil Survey, Baltimore County, Maryland;
- _____ streams, seeps, ponds, or other water bodies on and within 200 feet of the development site;
- _____ Wetlands;

- _____ forest buffer limits, including adjustments for steep slopes and/or erodible soils in accordance with DEPS's **Policies, Rules, and Regulations Manual**. It is not necessary to prepare the formal evaluation as set forth in Section III and IV of the Manual, unless DEPS field verification is requested;
- _____ existing land cover (e.g., forest, meadow, agriculture, etc.) on and within 200 feet of the development site;
- _____ significant regulated plant or wildlife communities using DEPS or Maryland Department of Natural Resource data;
- _____ existing well and sewage disposal system on and within 100 feet of the development site;
- _____ soil evaluation tests (perc tests);
- _____ existing underground fuel and chemical storage tanks on and within 100 feet of the development site;

NOISE MITIGATION

If the developer proposes construction on a residential building lot(s) which lie within 500 feet of the edge of payment of a designated highway, a noise assessment report must be prepared by a professional engineer with competency in highway acoustical analysis. The report must be submitted with the concept plan and the plan must show the recommendations of the report. See Policy X for further details and report requirements. If a noise assessment report is required but not submitted with the concept plan, the concept plan submittal package will not be accepted for filing.

- _____ size, type and location of proposed noise mitigation measures;
- _____ HOA easement for maintenance of noise mitigation measures;
- _____ Note describing HOA responsibility for maintenance of noise mitigation measures.

BUILT ENVIRONMENT ASSESSMENT

Approximate location of the following:

- _____ existing buildings and roads on and within 200 feet of the development site;
- _____ designated historic structures or sites per the Landmarks Preservation Commission or the Maryland Historical Trust Inventory;
- _____ designated sites as per the Maryland Archeological Survey;
- _____ significant views that may affect the development proposal;
- _____ significant features (e.g., specimen trees, buildings, streetscape(s), etc.) that may affect the development proposal;
- _____ existing land uses (e.g., commercial, single-family residential, townhouse residential, etc.) on and within 200 feet of the development site;
- _____ road rights-of-way and easements;
- _____ interstate and major state highways within 500 feet.

CONSISTENCY WITH COUNCIL ADOPTED PLANS

- _____ Baltimore County Master Plan 2020;
- _____ Community or Revitalization Plans;
- _____ Recreation and Parks Plan;
- _____ Streetscape Plan;
- _____ Western Baltimore County Pedestrian and Bicycle Plan;
- _____ Eastern Baltimore County Pedestrian and Bicycle Plan;
- _____ Greenway Plan;
- _____ Design Review Panel Area.

SITE PROPOSAL PLAN

- _____ zoning, with maximum permitted dwelling units or square footage;
- _____ proposed number, type, and locations of dwelling units;
- _____ proposed square footage and location and use of nonresidential structures;
- _____ proposed road network and sidewalks or pathways;
- _____ proposed open space network and calculations;
- _____ proposed parking areas and calculations;
- _____ proposed stormwater management facilities;
- _____ proposed landscape concept and planting unit calculations;
- _____ average daily trips;
- _____ identification of significant changes to topography;
- _____ location of permanent project identification signs;
- _____ proposed noise mitigation measures

ADDITIONAL INFORMATION

- _____ other anticipated actions needed by the Administrative Law Judge such as variances, waivers as part of the development plan, or special exceptions or hearings
- _____ consistency with design manuals such as the Comprehensive Manual of Development Policies
- _____ preliminary phasing and development schedule

NOTES: A forest stand delineation and Forest Conservation Worksheet must accompany full concept plan submittal.

If proposed project is a PUD, a pattern book is required with full concept plan submittal.

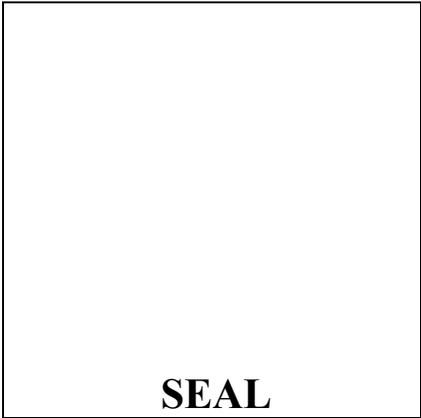
The required information and the key should be organized and formatted as indicated on the attachments.

If you have any questions about concept plan requirements, please contact the Office of Planning, Development Review Section at 887-3211 or the Department of Permits Approvals and Inspections at 887-3335.

A checkmark (^) indicates pertinent information that has been shown or noted on the plan. Not applicable (NA) denotes information not applicable to this development project. ALL BLANKS MUST BE FILLED IN.

Signature of Engineer

Date



B.) EXISTING BUILT CONDITIONS

Existing	Not Existing	
		Locations of existing buildings within 200 feet of site boundaries
		Location of existing roads within 200 feet of site boundaries
		Designated historic sites
		Designated archeological sites
		Significant views
		Significant features (specimen trees, buildings, streetscape, etc.)
		Land uses on or within 200 feet of site boundaries
		Road rights of way and easements

REMARKS: _____

INFORMATION ON SITE PROPOSAL PLAN :

A.) COUNTY ADOPTED PLANS

Existing	Not Existing	In Conformance	
			Baltimore County Master Plan 1989-2010
			Community or Revitalization Plan(s)
			Recreation and Parks Plan
			Streetscape Plan
			Greenways Plan
			Other: _____

REMARKS: _____

SITE PROPOSAL PLAN continued :

Resource Conservation Zones Example:

SITE DATA

Existing Zoning and Maximum Density Permitted

Zone	Acres	Units Allowed	Units Proposed
Total			

SITE DEVELOPMENT PROPOSAL

Dwelling Type	Proposed Units	Parking Required	Parking Provided	Average Daily Trips	Phase	Development Schedule
Total						

CONSERVANCY AREA PROPOSAL (RC4)

Open Space Type	Required	Provided
Conservancy Area		
Building Area		
Total Provided		

SITE PROPOSAL PLAN continued :

Density Residential Zone Example:

SITE DATA

Existing Zoning and Maximum Density Permitted

Zone	Acres	Units Allowed	Density Units	Units Proposed
Total				

SITE DEVELOPMENT PROPOSAL

Dwelling Type	Proposed Units	Parking Required	Parking Provided	Open Space Required (Acres)	Open Space Proposed	Average Daily Trips	Phase	Development Schedule
Total								

OPEN SPACE PROPOSAL

LOCAL OPEN SPACE TYPE	ACRES
Active Open Space	
100 Year Flood Plain	
Amenity Areas	
Trails and Connectors	
Other	
Total Provided	
Proposed Ownership	

UNDEVELOPED AREAS	ACRES
Storm Water Management	
HOA/COA Areas	
Other	
Total Provided	

ADDITIONAL INFORMATION

Anticipated Actions: _____

Variances: _____

Waivers: _____

Special Exceptions: _____

Other: _____

Consistency with design manuals: _____

Digital Plan Submittal Effective April 1, 2013

_____ Submit a CD-R/DVD containing a PDF image and AutoCAD files as described below with your concept plan submittal of 36 copies.

Baltimore County Digital Plan Submittal

Purpose

The purpose is to obtain digital vector line work for Baltimore County, Maryland. Surveyors and engineers will be required to submit an extract of their computer aided drafting and design (CAD) drawing file along with hardcopy prints.

Specific reasons for this requirement include:

- Improve the efficiency of plans routing processes by decreasing plan handling and movement.
- Obtain specific easement areas that need to be mapped and tracked over time; some are required to be reported to the state.
- Save time and resource by reducing the manual reproduction of plan features.

Changes to the standard will be made as needed to support the submittal process and to accommodate updates or revisions.

General CAD Standard

- Digital files must be submitted in AutoCAD 2004 or newer file formats .DWG or .DXF.
- Digital files must be submitted on industry standard quality CD-R/DVD compact discs.
- Each disc should be labeled with Project Name, Subdivision, Project Number (PAI #) if known and contents of disc.
- Coordinate reference system must be in MD State Plane based on NAD83 HARN (North American Datum, 1983), units in U.S. Survey Feet.
- Each plan/plat drawing shall contain four MD State Plane Coordinate Plane control points as tick references and shall be annotated with the actual x, y coordinate in U.S. Survey Feet (to the nearest foot).
- The AutoCAD file must use the standard layer scheme for .dwg/.dxf described herein and should follow any additional accepted engineering design practices.
- Digital line work must be topologically clean without slivers, dangles, undershoots or inappropriate breaks. Polygon features drawn as polylines should connect properly and close completely without gaps.

- The AutoCAD file will be verified, and if inaccurate, will need to be corrected and the drawing resubmitted.

Submittal Procedure:

- Submit a CD-R/DVD containing a PDF image and AutoCAD file along with required hardcopy prints.
- AutoCAD sample files are available on the Baltimore County Government website.

Requirement 1

For the following:

1. Concept Plan Submitted
2. Development Plan Submitted
3. Development Plan Approved
4. Plat Check Print Review
5. Minor Plan Submitted – 1st to 3rd Review
6. Minor Amended/Refined Plan Submitted
7. Minor Plat Check Print
8. Limited Exemption Plan Submitted – 1st to 3rd Review
9. Limited Exemption Amended/Refined Plan Submitted
10. Limited Exemption Plat Check Print

Submittal Format:

- A. Single PDF containing all pages of the plan/plat
- B. An extract of the digital Computer Aided Drafting and Design (CAD) file of the plan/plat must be submitted.

Boundary (Subdivision/Project Boundary) – Should encompass the total area of the plan/plat. All of the lines should close to form a polygon.

Proposed Features (Plan)

Description	Layer Name
Single PDF containing all pages of the plan/plat	
Subdivision/Project Boundary	Boundary
Boundary Dimension	Boundary Text

Requirement 2

For the Following;

1. Final Development Plan Approved
2. Amended/Refined Development Plan Submitted
3. Amended/Refined Development Plan Approved
4. Recorded Plat Approved (Major and PUD Plans)
5. Minor Subdivision Plan Approved
6. Minor Subdivision Amended/Refined Plan Approved
7. Minor Subdivision Recorded Plat Approved
8. Limited Exemption Plan Approved
9. Limited Exemption Amended/Refined Plan Approved
10. Limited Exemption Recorded Plat Approved

Submittal Format:

- A. Single PDF containing all pages of the plan/plat
- B. An extract of the digital Computer Aided Drafting and Design (CAD) file of the approved plan/plat must be submitted.
- C. Georeferenced Tagged Image File Format (TIFF) of the plans/plats

Lines must be separated into layers. Only the following layers shall be extracted and included in the file, as applicable, and named as follows:

Proposed Features (Plan)

Description	Layer Name
Proposed Building outlines	BLD
Subdivision/Project Boundary	Boundary
Boundary Dimension	Boundary Text
Parcel Lines (including Lot lines)	Parcel
Parcel/Lot Numbers and Dimension	Parcel/Lot Text
Easements - Forest Conservation	
Forest Buffer Easement	FBE
Forest Buffer Reservation	FBR
Forest Buffer & Forest Conservation Easement	FBFCE

Forest Buffer & Forest Conservation Reservation	FBFCR
Forest Conservation Easement	FCE
Forest Conservation Reservation	FCR
Forest Conservation Text (Type and/or Size)	FC Text
Easements - Non Forest Conservation	
Access Easement	AE
Chesapeake Bay Critical Area Easement	CBCA
Conservancy Area Easement	CAE
Drainage and Utility Easement	DUE
Fire Suppression Tank Easement	FSTE
Greenway Easement	GE
Greenway Reservation	GR
Highway Widening	HW
Highway Easement	HE
Highway Right-of-way	HRW
Local Open Space	LOS
Revertible Slope Easement	RSE
Sight Line Easement	SLE
Stormwater Management Easement	SME
Stormwater Management Reservation	SMR
Temporary Easement - Any Type	TEMP
Turnaround Easement	TE
Wetlands Mitigation Easement	WME
Easement Text (Type and/or Size of Easement)	ESMT Text
Floodplain	
Floodplain Easement	FPE
Floodplain Reservation	FPR
Floodplain Text (Floodplain Area Call Out)	Flood Text
Street Centerline	Centerline