

**DEVELOPMENT PLAN CHECKLIST**  
(See Sections 32-4-221 through 32-4-224, Baltimore County Code)

The plan shall be filed within 12 months after the final Community Input Meeting is concluded (unless project is granted a limited exemption by the DRC). It shall be drawn to an appropriate scale in a clear and legible manner and shall be filed with the Department of Permits, Approvals & Inspections.

1. The plan shall contain the following background information:

- \_\_\_\_\_ Vicinity map showing site location and a note identifying election and councilmanic districts
- \_\_\_\_\_ Census tract and watershed
- \_\_\_\_\_ Subdivision name and applicant's name and address
- \_\_\_\_\_ Name and address of person who prepared the plan
- \_\_\_\_\_ Current zoning of the subject property and surrounding properties, including the location of any residential transition areas
- \_\_\_\_\_ Ownership of the subject property and adjacent properties, including deed reference (s) and tax account number(s), as shown on the most recent tax maps as published by the Department of Assessments and Taxation, or on the basis of more current information if the same is available to the applicant
- \_\_\_\_\_ Existing buildings and access points on property adjacent to the subject property
- \_\_\_\_\_ Petitions for variances, special exceptions, special hearings, Chesapeake Bay Critical Area variations, or requests for waivers from county regulations or standards
- \_\_\_\_\_ Limitations established by the courts, County Board of Appeals, Planning Board and/or Zoning Commissioner or restrictive covenants recorded with individuals or groups which would limit proposed development on the site
- \_\_\_\_\_ The plan shall contain a certification under oath that there are no delinquent accounts for any other development with respect to any of the following: the applicant, a person with a financial interest in the proposed development, or a person who will perform contractual services on behalf of the proposed development
- \_\_\_\_\_ The plan shall be signed and sealed by the surveyor, engineer, architect, or landscape architect as appropriate indicating that the plan is accurate and has been prepared in compliance with these regulations.

2. The plan shall identify the following existing site conditions information:

- \_\_\_\_\_ Existing topography, and existing topography for adjacent properties as shown on Baltimore County photogrammetric plats or more recent information where available
- \_\_\_\_\_ Existing streams, bodies of water and springs

- \_\_\_\_\_ Soil types in accordance with the Soil Survey, Baltimore County, Maryland, including identification of prime and productive soils
- \_\_\_\_\_ Existing wooded areas
- \_\_\_\_\_ Existing buildings on the property
- \_\_\_\_\_ One hundred-year floodplains or flood areas for both riverine and tidal areas
- \_\_\_\_\_ Wetlands
- \_\_\_\_\_ Identification of any building, property or site within or contiguous to the proposed development included on the Maryland Historical Trust Inventory of Historic Properties, the Baltimore County Preliminary or Final Landmarks List, the National Register of Historic Places, the Maryland Archaeological Survey, or identification of any Baltimore County Historic District, or National Register District covering the proposed development
- \_\_\_\_\_ Designated areas of critical state concern identified as such under the procedures of Section 5-611 of the State Finance and Procurement Article of the Annotated Code of Maryland, as from time to time amended, and as mapped and a available for inspection in the Office of Planning
- \_\_\_\_\_ As known to the applicant, location and description of hazardous material as defined by Section 7-101 of the Environmental Article of the Annotated Code of Maryland, as from time to time amended.

The following note shall be placed on all development plans:

\_\_\_\_\_ **"The development as proposed will include protective measures adequate to prevent erosion or sloughing of any steep slopes as defined by Section 32-4-101 of the Baltimore County Code and promote the preservation of the natural topographic features of the steep slope. This will be achieved by providing Erosion and Sediment Control measures in accordance with the requirements of the Baltimore County Soil Conservation District and the current State of Maryland Specifications for Soil Erosion and Sediment Control."**

3. The plan shall contain the following development proposal information:

- \_\_\_\_\_ Proposed lot or building layout with parking and loading area
- \_\_\_\_\_ Or proposed number, type & locations of dwelling units, including house numbers for all buildings
- \_\_\_\_\_ Proposed street layout with existing and future paving and right-of-way widths indicated included pedestrian walkways
- \_\_\_\_\_ Location of existing and proposed easements or rights-of-way, public and private
- \_\_\_\_\_ Existing and proposed county, state and private streets, including names for new & of existing roads

- \_\_\_\_\_ Estimated proposed average daily trips attributable to the development in the plan
- \_\_\_\_\_ Transit services when appropriate as per the Maryland Mass Transit Administration's Access by Design publication
- \_\_\_\_\_ Proposed and existing water and sewer lines
- \_\_\_\_\_ Proposed and existing well and septic areas
- \_\_\_\_\_ Proposed and existing utility systems and fire hydrants
- \_\_\_\_\_ General schematic proposals for grading and retaining walls, including the anticipated alteration or removal of vegetation or other natural features or a designated limit of disturbance line
- \_\_\_\_\_ Storm water management areas supported by preliminary hydrology computation, and proposed and existing storm drainage systems and verification of suitable outfall
- \_\_\_\_\_ A hydrogeological study and an environmental effects report if required by the Dept. of Environmental Protection and Resource Management
  
- \_\_\_\_\_ For developments with lots to be served by individual water supplies, evidence of compliance with Title 2 of Article 24 of the Baltimore County Code, (BCC).
- \_\_\_\_\_ Proposed location and use of open space and acreage in accordance with the open space manual
- \_\_\_\_\_ A chart indicating required and proposed area of open space and parking spaces and indicating the number of units permitted and proposed

In the case of a plan involving a use in a residential transition area, the following:

- \_\_\_\_\_ The residential transition area and existing and proposed uses therein
- \_\_\_\_\_ The proposed buildings
- \_\_\_\_\_ Proposed building setbacks and the distance between principal buildings
- \_\_\_\_\_ Existing and proposed vegetation and buffer areas
- \_\_\_\_\_ Existing and proposed lighting
  
- \_\_\_\_\_ When required by the Baltimore County Zoning Regulations (BCZR), the plan shall indicate the expected levels of potential emanations, including but not limited to smoke, noise, dust, odors, vibrations, glare, and heat, and the means to continuously control such emanations
- \_\_\_\_\_ A schematic landscape plan showing existing vegetation and proposed planting, including street trees (location and quantity) shall be submitted for all development, except in RC-2 and RC-4 zones
- \_\_\_\_\_ The plan may show the location of a precise building envelope in lieu of the precise location of a building; may show precise maximums and minimums in lieu of fixed values; may set forth reasonable lists of precisely described possible uses of a given space, in lieu of specifying

\_\_\_\_\_ a single use; and may otherwise reasonably allow for flexibility or alternative, provided that appropriate precise limits are set forth  
\_\_\_\_\_ All additional information contained on the critical area findings plan as specified in Section 33-2-202(b), BCC

When required by the BCZR or the Comprehensive Manual of Development Policies, the Director of Planning may require the following additional items:

- \_\_\_\_\_ Layout of the site as it relates to the surrounding roads, and public transit systems, buildings, open space, and environmental features
- \_\_\_\_\_ Architectural features such as scale, height, bulk, and general massing of buildings, major façade divisions, size and placement of openings, roof treatment, stylistic features and themes and materials
- \_\_\_\_\_ Design and placement of signage, lighting and fencing
- \_\_\_\_\_ Safety, aspects of site design for retail commercial developments and hours of operation for nonresidential development adjacent to residential areas
- \_\_\_\_\_ Specific design information shall be in the form of building elevations, perspective drawings, building and site cross-sections and large scale drawings of specific site development details as required by the Director of Planning
  
- \_\_\_\_\_ The plan shall clearly identify any comment raised or condition requested or proposed to the concept plan by a party if such comment or condition is unresolved at the time of filing the development plan
- \_\_\_\_\_ At the time of filing the plan, the applicant shall file any request for combined hearing under Section 32-4-230. The plan shall contain a notation that such a request has been filed
  
- \_\_\_\_\_ If the property owner must convey any rights of way to Baltimore County, the development plan and any subsequent record plat, must include the following Dedication Table, a listing of those rights of way to be conveyed by deed:

## DEDICATION TABLE

This table depicts various rights-of-way that may need to be conveyed to Baltimore County by the developer/owner. Choose the right(s)-of-way that apply to your project, and then create the table accordingly.

TYPE OF CONVEYANCE	NO.	TOTAL AREA* (ac.)
ACCESS EASEMENT		
CHESAPEAKE BAY CRITICAL AREA EASEMENT		
CONSERVANCY AREA EASEMENT		
DRAINAGE AND UTILITY EASEMENT		
FIRE SUPPRESSION TANK EASEMENT		
FLOODPLAIN EASEMENT		
FLOODPLAIN RESERVATION		
FOREST BUFFER EASEMENT		
FOREST BUFFER RESERVATION		
FOREST BUFFER & FOREST CONSERVATION EASEMENT		
FOREST BUFFER & FOREST CONSERVATION RESERVATION		
FOREST CONSERVATION EASEMENT		
FOREST CONSERVATION RESERVATION		
GREENWAY EASEMENT		
GREENWAY RESERVATION		
HIGHWAY WIDENING		
LOCAL OPEN SPACE		
HIGHWAY EASEMENT		
REVERTIBLE SLOPE EASEMENT		
HIGHWAY RIGHT-OF-WAY		
SIGHT LINE EASEMENT		
STORMWATER MANAGEMENT EASEMENT		
STORMWATER MANAGEMENT RESERVATION		
TEMPORARY EASEMENT – any type		
TURNAROUND EASEMENT		
WETLANDS MITIGATION EASEMENT		

**\*NOTE: During the processing of development plans and prior to Final Development Plan (FDP) submittal, total areas shown in this table may be approximate.**

**Final submittal of Minor Subdivision Plans, Development Plans, Amendments/Refinements to Development Plans, FDP's, Record Plats and**

**Construction Drawings should have exact number(s) and exact area(s) of conveyance.**

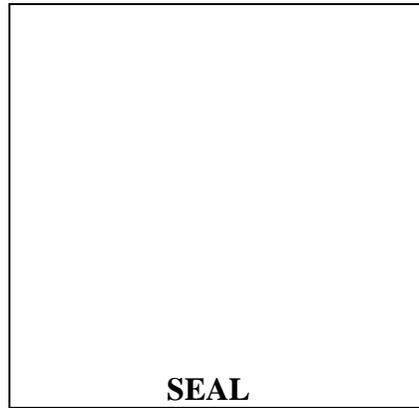
**Sidewalk Easements and Sidewalk Drainage & Utility Easements will no longer be processed after July 1, 2009. In the event your concept plan has been reviewed prior to July 1, 2009 with Sidewalk Easements and/or Sidewalk Drainage & Utility Easement(s), contact the Bureau of Land Acquisition at 410-887-3262 for processing.**

**Revision Date: 06/29/09**

**\*A check mark ( ) indicates pertinent information that has been shown or noted on the plan. N/A denotes information not applicable to this development project.**

\_\_\_\_\_  
Signature of Engineer

\_\_\_\_\_  
Date



## **Digital Plan Submittal Effective March 1, 2013**

\_\_\_\_\_ Submit a CD-R/DVD containing a PDF image as described below.

### **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.

<b>Proposed Features (Plan) Description</b>	<b>Layer Name</b>
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:

<b>Proposed Features (Plan) Description</b>	<b>Layer Name</b>
Single PDF containing all pages of the plan/plat	
Subdivision/Project Boundary	Boundary
Boundary Dimension	Boundary Text
Parcel Lines (including Lot lines)	Parcel
Parcel/Lot Numbers and Dimension	Parcel/Lot Text
<b>Easements - Forest Conservation</b>	
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
<b>Easements - Non Forest Conservation</b>	
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
<b>Floodplain</b>	
Floodplain Easement	FPE
Floodplain Reservation	FPR
Floodplain Text (Floodplain Area Call Out)	Flood Text
Street Centerline	Centerline