

**ZONING REVIEW CHECKLIST FOR FINAL DEVELOPMENT  
PLANS AND PARTIAL FINAL DEVELOPMENT PLANS  
(DR and RC ZONES)**

1. Title the plan with the appropriate title in the lower right corner on each sheet. If an amended plan, state the number (e.g. 3<sup>rd</sup> etc.) and provide a detailed listing of the reasons for the amendment near the Title Block. If it is a “Combined FDP/DP” as approved by the Office of Administrative Law, state this in the title block.
2. The FDP must contain all approved Development Plan information except the property owner notifications. Any amended FDP must be based on all sheets of the previously approved FDP. Unless otherwise indicated, all Zoning Notes are to be placed under a specific heading on the plan.
3. **With the first review set of four FDP plans**, provide one copy of the latest approved and signed Development or CRG Plan showing FDP agreement and **send to: Development Management, Attn: Ms. Miller, Room # 123 of the County Office Building**. If amending the plan without a granted Special Hearing with Case #, the Order verbatim on the plan, and flagged with the Case # on your transmittal, include a \$150.00 check payable to Baltimore County for the amendment review fee. Amend FDP’s in accordance with Section 1B01.3.A.7 BCZR. If the Dev. Plan or CRG plan provided for comparison is a refinement, show all changes in highlighted marker for confirmation of FDP agreement against such changes.
4. Seal the plans (all sheets) and at the seal certify: “This plan agrees with the last approved (choose correctly) CRG/Dev. Plan, Zoning Hearing Plan, Case #(s) \_\_\_\_\_ as approved on \_\_\_\_\_ date(s). (For multiple approvals, state each date) and all Agencies comments.”
5. The Office of Administrative Law Order for HOH and or any zoning hearings/history or approvals, must be placed verbatim (excluding the full facts/ findings text) on the plan with the PAI/Zoning Hearing file/case numbers or applicable references.
6. Place a signature block as presented here on each lower right plan sheet corner of the plans. All plans must be stapled if more than one sheet. **Fold all plan sets to 8 ½ x 11 inches and do not put the signature block in the folds.** Adjust the signature block title for the type of plan.

FINAL DEVELOPMENT PLAN APPROVED	
Director of Planning	Date
Director of PAI	Date

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**ADD THE FOLLOWING NOTES AS THEY APPLY TO THE FDP PLAN:**

7. Add the Director of PAI Note: \*\*

This development plan is approved by the Director of PAI based on his interpretation of the Zoning Regulations, that it complies with present policy, density and bulk controls as they are delineated in the regulations. Any part or parcel of this tract that has been utilized for density to support dwellings shown thereon shall not be further divided, subdivided or developed for additional dwellings or any purpose other than that indicated presently on said plan. Utilization will have occurred when a dwelling is constructed and transferred for the purpose of occupancy.

8. Accessory Structures: Envelopes shown hereon are for the location of all principal buildings only.

Accessory structures and projections into yards may be constructed outside the envelope, but must comply with all applicable Sections of the Regulations, to include but not necessarily limited to 301 and 400 BCZR (Add 260 if applicable). Accessory structures, fences, and projections into yards cannot be located in flood plains or hydric soils. \*\*

9. Fences may be erected in drainage and utility easements at the property owners own risk. No fences shall be erected in a walkway, pedestrian or vehicular access easement. \*\*

10. For single-family residential lots note: All lots are for sale. \*\*

11. State (when one is required):

A landscape Plan will be approved prior to building permit application. \*\*

12. Private Space Factor (DR zones only) condo's/group houses exempted)

A minimum area (contiguous) of 500 square feet is required in side or rear yards. The minimum depth of this area is 15 feet. Decks and patios are permitted in this area, but not structures that might be enclosed. \*\*

13. Show, label and dimension the Tract Boundary and all lots and all easements. Label all open space and its' ownership. Number all lots. In RC zones show the minimum lot acreage on each lot.

14. Show panhandle profiles and dimension with type of paving. State who will install, maintain, and give the date for the installation deadline.

15. Be aware that DEPS reviews the FDP for final compliance with most environmental regulations.

Zoning Review forwards two 1st review FDP copies to DEPS for review and comments. After this initial distribution, it is incumbent upon the Developer/Engineer to resolve any compliance issues **directly** with DEPS. The FDP plan will be approved for zoning if it comports with all of the requirements contained in the BCZR.

16. **Plans sets submitted for final signature** must be sent through Room # 123 as stated in above in direction #3.

10 plans are required for standard FDP's while those that are "Combined Plans" must have 12 plans in a set. These 10 are signed and distributed by zoning review. However, The "combined plans" will be signed and sent back to RM 123 as a set for the Development Managers' sign off and distribution.

NOTES MARKED WITH \*\* must be placed under a "**Zoning Notes**" heading on the FDP

Please be aware that this FDP Checklist is subject to change without notice.

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**ZONING FDP CHECKLIST ADDENDUM  
(FOR PARTIAL FDP's ONLY)**

Put the following Provisory Section Notes on the plan:

1. The provisory section of this partial development plan is not intended nor should it be utilized as a final development plan from which building applications may be approved or issued. Its purpose is to provide those who purchase homes within 300 feet thereof with a reasonable understanding as to how the developer will improve all adjoining vacant land that lies within 300 feet of their home.

The dimensioned boundaries of the “Provisory Section” as indicated hereon, are not intended to separate it from the overall approval of this partial development plan, including the “Provisory Section”, which must be approved in accordance with Section 1B01.3.A.7, Baltimore County Zoning Regulations.

Approval of the “Provisory Section” is not based on final engineered plans; however, it is intended to establish the final location, height, use and density of buildings or their envelopes to within 25 feet of their engineered locations; the location and type of existing major vegetation that is to be retained; screening; parking area, and drives to the extent possible so as to coincide with their final or permanent improvement, and other pertinent amenities.

Well in advance of any intended filing of building permit applications, the “Provisory Section” of this development plan must be updated to comply in all respects to the form and content required by Section 1B02.3 of the Zoning Regulations.

2. Show, dimension and label the 300 foot provisory section(s) on the plan as it extends into the adjacent areas of the tract. Show any proposed development within this provisory area. Once the plan is approved, changes will require (Partial) FDP amendment as stated in the BCZR.

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