



Project# _____
 Date: _____
 Reviewed By: _____

Major Site Plan Checklist

Town of La Plata
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 La Plata, MD 20646
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Site plans shall be submitted with and contain the information below in accordance with Town Code Section §191-11.K Table 2. Additional information may be required by the chief executive officer or designee if it is determined to be necessary, considering the unique characteristics of the site and the proposed development, to evaluate compliance with the site development standards.

I. <u>Pre-Requisites</u>			
Description	Yes	No	N/A
Development Review Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Forest Conservation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forest Stand Delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forestry Declaration of Intent (Less than 40,000 Square Feet of tree clearing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limits of Disturbance 5,000 Square Feet or greater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concept Stormwater Management Plan (Step 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. <u>Required Supporting Information</u>			
Description	Yes	No	N/A
Deed for property or evidence of applicant ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current tax assessment map (portion showing site location)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. <u>Title Information:</u>			
Description	Yes	No	N/A
Graphic scale (1"=30' Preferred)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town of La Plata Project Number placed immediately above the title information block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Name (include "Major Site Plan" in plan title)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name and Address with signature, seal, and date lines of Maryland Design Professional (project engineers, surveyors, or architects)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name and Address, with signature and date lines for the property owner(s) and/or applicant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revision Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. <u>General Plan Requirements:</u>			
Description	Yes	No	N/A
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scale at not less than 1"=2,000' or as appropriate to show the entire site and surrounding areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of the site names and numbers of adjoining roads, streams and other bodies of water, other landmarks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V. <u>Site Plan:</u>			
Description	Yes	No	N/A
A boundary survey of the entire tract with bearings and distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate setting forth the source of title of the owner of the tract and the Place of record or the last instrument in the chain of title.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VI. <u>General Notes:</u>			
Description	Yes	No	N/A
Identifying the property (tax map, grid, parcel, lot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Net project acreage (gross project acreage, proposed street network, public facilities, open space, and floodplain areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning and overlay zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All proposed uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking calculation table – number required, number existing, number provided and total spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping requirements table (Plant Schedule)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential density per net acre of residential development, if applicable, and number and percentage of housing units by type of housing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor-to-area (FAR) ratio for each non-residential site within the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VII. <u>Site Development Standards:</u>			
Description	Yes	No	N/A
Locations of significant natural features, views, and vantage points, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historic sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location, complete dimensions (including height) of all existing and proposed buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed lot layout plan, showing blocks in mixed-use, residential, and non-residential uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle entrances: location, type and complete dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All existing and proposed public streets and private streets. Complete dimensions of streets and drive aisles. Show inter-parcel connections where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing infrastructure on and within five hundred feet (500') of the property, including streets and rights-of-way, water and sewer lines, storm drainage systems, and other public easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed utility network (water, sewer, and storm drainage), block and lot layout, parking facilities, approximate principal building/activity locations, and internal/peripheral green space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and complete dimensions of sidewalks, pedestrian walkways including handicapped accessibility per federal and state requirements. Pedestrian circulation systems connect building entries with parking areas, adjacent sidewalks and public uses (including schools and parks) and bike paths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of all trash disposal and recycle containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All off street parking, loading spaces, and walkways indicating the type of surfacing, size, pavement marking showing angle of stalls, number of spaces per row, width of aisles, including connection with adjacent developments and dimensions of landscaped areas and type of curbing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is an adequate traffic circulation and control and pavement marking within the site and to access adjacent property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All easements with dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water and Sewer - All locations and size of proposed water and sewer installation; or proposed additions to existing water and installations; and any design features which are unusual or deviate from normal design practices; and proximity to nearest hydrant and its area of coverage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fencing, retaining walls, and screen planting (when these are required) Location, type, size, and height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buffer yards: sized and spaced to achieve effect as depicted in the code, plan shall have required plant type and size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping plan, on a separate sheet, including number and species of street trees, planting area elements and material specifications, water features, plazas, walls, and site furnishings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting plan on separate sheet showing footprint of illuminated area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage plan on a separate sheet and including pavement markings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater management provisions-to accompany the site plan submission for review by the town and the soil conservation district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed grading and sediment control plan for the subject property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limits of proposed grading on the site and limits of disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Computations of hydrology, including hydraulic and structural computations and structural classifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing topography: where the ground is on a slope of less than 2 %, either one foot contours or spot elevations where necessary. A drainage area map at usable scale; and the citation for the source and date of the topographic information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed finished grading contours, with spot elevations as necessary, and Provide floor elevations for basement, and provide flood elevations for first floor, and provide elevation of highest point above grade for each structure And provide spot elevation for high and low points on the site and other elevations deemed appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All horizontal dimensions shown on the site plan must be in feet and Decimals of a foot to be closest to 1/100 of a foot and all bearings in degrees, minutes, and seconds to the nearest 10 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevation drawings in color to show substantive changes from the original Concept elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic control devices to prohibit parking along vehicular travel lanes or driveways are provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage system and stormwater outfall, and water supply, and fire suppression, and sewerage facilities, and other public facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary and permanent sediment control measures are adequate according to the code requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open space and recreation areas designated and reserved as required by Ordinance, including arrangements for the perpetual management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate numbers of refuse storage areas are designated in appropriate locations to provide for the convenient storage and collection of garbage, trash, and recyclables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In areas that are high perched or seasonal water table, the engineer has provided pavement design and measures to assure dry basements; and the design will preclude the water ponding around the foundation(s) of the structure(s); and will not pond in the parking lot(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional information determined to be necessary by the chief executive officer or designee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII. <u>Environmental Features:</u>			
Description	Yes	No	N/A
Streams and required buffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetlands and required buffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100-year flood plain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steep slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highly erodible soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydric soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Habitat protection areas (FIDS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forest tree line and clearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>