



Project# _____

Date: _____

Reviewed By: _____

Minor 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"/>
Forestry Declaration of Intent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limits of Disturbance less than 5,000 Square Feet			
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 "Minor 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"/>
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"/>
VII. <u>Site Development Standards:</u>			
Description	Yes	No	N/A
Historic sites	<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"/>
Location and complete dimensions of sidewalks and bike paths, including provisions for handicapped movement (Ramps, slopes, etc.)	<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"/>
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"/>
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"/>
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"/>
Additional information determined to be necessary by the chief executive officer or designee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setbacks	<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"/>