

CONCEPT PLAN CHECKLIST I

The following Checklist must be completed and included with Concept Plan Checklist I submission which provides a standard for County plan review. Items which are checked “No” should include a written response explaining the reason for the deviation from requirements. Items which are checked “Yes” should include a reference sheet or page number where the information may be found.

Submission Date:			
Project Name:			
Project Location:			
Consultant:	Phone #:	Email:	
Owner/Developer:	Phone #:	Email:	
(County use) Sediment and Stormwater Management (SSM) Plan #:			

Yes	No	N/A	Standardized review features	Sheet/Page Reference
Concept Plan Submittal Requirements				
			This standardized Concept Plan Checklist I. (Completed and included with this submittal).	
			Land Use Permit Application (<i>also see on-line submittal process</i>).	
			Digital submission of the Concept Plans in a 24" x 36" sheet layout.	
			Submission for Subdivision work at proposed site as applicable.	
Concept Plan Cover Sheet				
			Title block including: Project Name, Date, Property Owner with Address, Consultant with Address.	
			Location map/Vicinity map of entire parcel with North arrow.	
			Show major roads and landmarks in proximity.	
			Scale 1" = 50' or larger.	
			Placeholder for County Site Plan number on cover page and all subsequent pages: "SSM: XX-SS-XX".	
			Legend box: Universal legend box or custom boxes should be provided as necessary by page. Symbology and labeling used throughout the document should be complementary.	
			Index of sheets and applicable revisions with dates.	
Concept Plan Cover Sheet – Certifications				
			Signature block: "Approved for Construction and Stormwater Management" signee "Daniel S. DeWitt, P.E. – County Engineer".	
			Signature block: "Approved for Sediment Erosion Control" signee "Brent Walker, Allegany Soil Conservation District".	
			Omit all other signatory boxes embedded within the plan set and cover sheet.	
			Provide a <u>Design Professionals</u> certification box. Including a signed and sealed stamp bearing the Maryland certification.	
			Provide <u>Developer/Owner</u> certification box.	

Concept Plan General Notes Sheet		
<u>General Notes</u>		
		<ul style="list-style-type: none"> • General Construction Notes, as applicable • Zoning District (if project spans multiple boundaries, show boundary lines on Existing Site Plan Sheet with labels) • Election District (if project spans multiple boundaries, show boundary lines on Existing Site Plan Sheet with labels) • Area Utilities Contacts List – For contact information reference the Planning & Zoning Release Agent Directory • Site Information: <ul style="list-style-type: none"> ○ Limits of Disturbance in Square Feet and Acres ○ Existing Impervious Surface in Square Feet and Acres ○ Proposed Impervious Surface in Square Feet and Acres ○ Percent of Existing Impervious to Project Area/Limit of Disturbance ○ Cut/Fill Volume in Cubic Feet
Plan Set Information		
<u>Existing Plan Sheet</u>		
		<ul style="list-style-type: none"> • Boundary bearings and distances for all lot lines. • Show the owner, Liber/folio, parcel #, tax id#, and size of lot for subject properties.
		<ul style="list-style-type: none"> • Show the owner, Liber/folio, parcel #, tax id#, and size of lot for adjoining properties.
		<ul style="list-style-type: none"> • Show all recorded easements and rights-of-way including: road, utility, slope, stormwater, drainage, etc.
		<ul style="list-style-type: none"> • Locate/identify all roads by common name and Route #, as applicable.
		<ul style="list-style-type: none"> • Show the appropriate Building Restriction Line (BRL) relevant to setbacks from rights-of-way, lot lines, waterways and other structures to creates a building envelope.
		<ul style="list-style-type: none"> • Existing Natural Features <ul style="list-style-type: none"> ○ 2 ft. contours ○ Soils/Geology (per Web Soil Survey and/or Soils Investigations) ○ Soil type and Hydrologic Soil Group (HSG) ○ Infiltration rate(s) ○ Depth to seasonal high-water table ○ Depth to restrictive layer (bedrock, fragipan, etc.) ○ Highly erodible soils ○ Karst geology ○ Steep slopes (>25%) ○ Conservation areas ○ Drainage basin boundaries ○ Land Preservation Easements (Rural Legacy, MALPF, etc.)
		<ul style="list-style-type: none"> • Floodplain Notes (preferably on the cover page) <ul style="list-style-type: none"> ○ Indicate coordination underway with MDE for Waterway Construction Permit (WCP) as applicable or if a signed WCP has been acquired. ○ Include inset floodplain imagery and the proper FEMA FIRM Panel Number(s) that apply to this project, the Effective Date, the Flood Zone designation with the Floodway. ○ Will the habitable structure be elevated 1-foot above the Base Flood Elevation (BFE). ○ Elevation Certificate Required? ○ Declaration of Land Restrictions Required? ○ Wetland impacts on site?

		<ul style="list-style-type: none"> ● Floodplain Depictions <ul style="list-style-type: none"> ○ FEMA 1% floodplain layer with floodways mapped. ○ Show all Waterways according to the USGS Topo layer (perennial, intermittent & ephemeral streams/drainageways; label names & direction of flow). ○ Show Flood protection Setbacks (25 ft. from stream centerline or 50 ft. from top of bank if basin >400 ac.) ○ Show proposed structures in a Plan and Elevation view relevant to the floodplain. ○ Plan and Elevation view: Call out Base Flood Elevation (BFE), top of first floor elevation (FFE), top of next highest floor, lowest adjacent grade, highest adjacent grade, lowest elevation of machinery, flood vent elevation. ○ Flood protection setbacks, as applicable. ○ Wetlands (NWI Mapped, Survey/Determination by qualified professional) ○ Wetland Buffers (25 ft.) ○ Springs/Seeps ○ Vegetative cover/buffers ● Existing Development / Past Disturbance <ul style="list-style-type: none"> ○ Impervious surfaces (buildings, roads, parking areas, etc.) ○ Show the existing utilities. ○ Show previous mining activity identified by Bureau of Mines. 	
<u>Proposed Site Plan Sheet</u>			
		<ul style="list-style-type: none"> ● Locate proposed billboard signs with setbacks. (Permitted separately) ● Locate proposed on-site business sign with setbacks. (Permitted separately) ● Locate proposed entry/exit signs with setbacks. (Permitted separately) ● Locate proposed menu board signs relevant to drive-thru. (Permitted separately) ● Locate proposed designated stormwater management locations ● Proposed Road Criteria <ul style="list-style-type: none"> ○ Preliminary horizontal geometry with right-of-way. ○ Preliminary vertical geometry (if cut/fill exceeds 5 ft.) ○ Preliminary typical roadway cross section. ○ Proposed road meets County standards. ○ Proposed road to be accepted into County maintenance. ● Parking Plan (provide all of the following information in one location) <ul style="list-style-type: none"> ○ Capacity and Zoning: In a table show the required stalls and provided stalls. Tally up employee parking, patron parking, handicapped parking. Account for fleet vehicles, tractors and trailers, other service vehicles. ○ Include a parking plan that identifies designated parking for each of the categories identified above. This should be based on the Gross Floor Area (GFA) of the proposed/redeveloped structure. ○ Show vehicle stacking and count in drive-thru lane. ○ Include a site turning template for truck deliveries and trash removal. ○ Stall count: Include a count on each block of stalls. ○ Aisle and stall dimensions: Minimum requirement is a 9'x18' stall with 25' driving aisles. ○ Locate "Loading/Unloading Zone" for deliveries and associated signage locations. ○ Locate "Snow Removal Area" and associated signage locations. Note: snow cannot be stockpiled in a stormwater management feature. ○ Show traffic ingress, egress and circulation patterns with directional arrows. ○ Locate refuse container site. 	

		<u>Sediment and Erosion Control Plan</u>	
		<ul style="list-style-type: none"> • LOD - All plan sheets should depict the proposed Limits of Disturbance (LOD) boundary. 	
		<ul style="list-style-type: none"> • LOD should be identified in numerations of Square Feet and Acres. (also disclose on cover sheet). 	
		<ul style="list-style-type: none"> • Tabulate Cut/Fill Volume reports and disclosed in Cubic Yards. (also disclose on cover sheet) 	
		<ul style="list-style-type: none"> • Approximate the location of impervious surfaces (buildings, roads, parking areas, driveways, etc.). 	
		<ul style="list-style-type: none"> • Approximate location of utilities. 	
		<ul style="list-style-type: none"> • Stable conveyance at potential outfall locations. 	
		<ul style="list-style-type: none"> • Stabilized construction entrance. 	
		<ul style="list-style-type: none"> • Concrete truck washout area. 	
		<ul style="list-style-type: none"> • Soil types identified throughout site. 	
Project Narrative			
		Description of project (background, purpose, other relevant info.).	
		Description of <u>all</u> natural features and their source.	
		Description of existing conditions.	
		Description of proposed conditions.	
		Documentation of soils/subsurface investigation. (per NRCS Web Soil Survey)	
		Assessment of soil suitability for infiltration based on soils/subsurface investigation. (per NRCS Web Soil Survey)	
		Description of how the design will achieve:	
		<ul style="list-style-type: none"> • Natural resource protection/enhancement 	
		<ul style="list-style-type: none"> • Maintenance of natural flow patterns 	
		<ul style="list-style-type: none"> • Minimization of impervious surfaces 	
		<ul style="list-style-type: none"> • Integration of SEC into SWM strategy 	
		<ul style="list-style-type: none"> • Implementation of ESD to MEP 	
		Preliminary calculations to support feasibility of proposed ESD practices (Areas, Volumes, etc.).	