

**APPENDIX A
BASIC INFORMATION REQUIRED WITH ZONING AND BUILDING
PERMIT APPLICATIONS**

NOTE: All plats and plans must be clear and legible. Incomplete plats will be returned to the applicant for completion and re-submission.

Item#	DESCRIPTION	Lot Line Adjust Survey Plat	Sketch/ Concept Plan	Minor Site Plan	DEVELOPMENT STAGE		
					General Develop. or Master Plan	Major Site Plan	
						Prelim.	Final
I. PROJECT-PLAT INFORMATION							
1.	Name, address of owner, applicant, developer and lienholder, date of application.	X	X	X	X	X	X
2.	Name and address of engineer, land surveyor architect, planner, and/or landscape architect, as applicable, involved in document preparation.	X	X	X	X	X	X
3.	Date of survey.			X		X	X
4.	Seal, signature and license number of engineer, land surveyor, architect, and/or landscape architect, as applicable involved in document preparation. Each sheet must have a surveyor's seal.			X		X	X
5.	Title block denoting name and type of application, tax map sheet, block and lots, parcel, and street location.	X	X	X	X	X	X
6.	A vicinity map at a specified scale (no smaller than 1"=200') showing location of the tract with reference to surrounding properties, streets, landmarks, streams, etc. Show all of the property owned according to the Tax Map(s) if only part of the property is to be developed.		X	X	X	X	X
7.	Existing and proposed zoning of tract and adjacent property.	X	X	X	X	X	X
8.	Adjacent property owners, names, Liber and Folio.	X	X	X	X	X	X
9.	Title, north arrow and scale (1"=100').			X		X	X
10.	Appropriate signature block for planning director, planning commission chairman (only required), and the health department.	X		X		X	X
11.	Appropriate certification blocks.			X			X
12.	Certification and dedication by the owner or owners to the effect that the subdivision as shown on the final plat is made with his or her consent and that it is desired to record same.			X			X
13.	Monumentation, location and description.			X			X
14.	Standardized sheets 18"x24" (final - black ink on mylar).			X		X	X
15.	Metes and bounds survey showing dimensions, bearings, curve, data, length of tangents, radii, arc, chords, and central angles for all centerlines and rights-of-way, and centerline curves on streets, datum and benchmark, primary central points approved by the Town Engineer. (Boundary of proposed subdivision can be a deed plot).			X		X	X
16.	Acreage of tract to the nearest thousandth of an acre.	X	X	X	X	X	X

Notes: X = item required at indicated development stage

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					General Develop. or Master Plan	Major Site Plan	
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17.	Date of original and all revisions.	X	X	X	X	X	X
18.	Size and location of any existing or proposed structures with all setbacks dimensioned (for concept plan, GDP general location but not setbacks). Include storm drains, culverts, retaining walls, fences, stormwater management facilities, sediment and erosion structures.	X	X	X	X	X	X
19.	Number of dwelling units.	X	X	X	X	X	X
20.	Location, dimensions, bearings, names of any existing or proposed roads or streets. The location of pedestrian ways, driveways. Right of way widths. (for GDP, concept plans, general locations).	X	X	X	X	X	X
21.	All proposed lot lines (width and depth) and area of lots in square feet, number of lots, lot numbers.			X		X	X
22.	Location and type of utilities.			X		X	
23.	Copy and/or delineation of any existing or proposed deed restrictions or covenants.			X		X	
24.	References to protective covenants governing the maintenance of undedicated public spaces or reservations.			X			X
25.	Location and size of proposed Natural Park areas, play grounds and other public areas.		X		X	X	X
26.	Any existing or proposed easement (drainage and utility) or land reserved for or dedicated to public use*. Location, dimensions of proposed reservations, right of ways, open space, buffers, forested areas along with means by which these areas will be permanently maintained.	X	X	X	X	X	X
27.	Statement of owner dedicating streets, right-of-way, and any sites for public use.			X			X
28.	Development stages or phasing plans (for GDP and concept plans, general phasing). Sections numbered by phase.		X		X		
29.	Total number of off-street parking spaces including ratio and number of units per space.		X	X	X	X	
30.	List of required regulatory approvals/permits.		X	X	X	X	X
31.	List of variances required or requested.		X	X	X	X	X
32.	Requested or obtained design waivers or exceptions.		X	X	X	X	X
33.	Payment of application fees.	X	X	X	X	X	X
34.	Total area of the site that will be temporarily and/or permanently disturbed.			X		X	

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II.	SETTING – ENVIRONMENTAL INFORMATION						
35.	All existing streets, water courses, flood plains wetlands, or other environmentally sensitive areas on or adjacent to the site.		X	X	X	X	
36.	Existing rights-of-way and/or easements on or immediately adjacent to the tract.		X	X	X	X	X
37.	Topographical features of subject property from USGS map or more accurate source at 2'-5' intervals, 50' beyond the boundary, with source stated on maps.		X		X	X	
38.	Field delineated or survey topo.			X			X
39.	General areas of >15% slope shaded and identified as steep slopes.		X	X	X		
40.	Slope analysis of >15% slopes. These areas shall be shaded and identified as steep slopes.					X	X
41.	Forest Stand Delineation (See Zoning Ordinance).			X		X	
42.	Existing system of drainage of subject site and adjacent sites and of any larger tract or basin of which it is a part.			X		X	X
43.	A 100 Year Flood Plain based on FEMA maps.		X	X	X	X	X
44.	Tidal and non-tidal wetland delineation based on NWI maps and field review.		X	X	X	X	
45.	Non-tidal wetlands identification based on field delineation/determination.						X
46.	Location of sensitive areas and their Buffers (Zoning Ordinance).		X	X	X	X	X
47.	Location and width of Bufferyards.		X	X	X	X	X
48.	Soil types based on Cecil County Soil Survey.			X		X	
49.	Traffic Impact Study, as required.					X	
50.	Statement of effect on school district and school bus service, as required.					X	
	The following additional information items are required in the areas designated Critical Areas						
51.	Location of the Critical Area District boundary and Critical Area designation.		X	X	X	X	X
52.	Number of acres in the Critical Area.		X	X	X	X	
53.	Mean high waterline and landward edge of tidal wetlands.		X	X	X	X	
54.	Location of existing forested areas to be disturbed by construction. Planting plan approved by the Maryland Forest Service (final).		X	X	X	X	

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55.	The known locations of HPA's, the habitat of any threatened or endangered species, and the habitat of any Species in Need of Conservation (see Port Deposit Critical Area Program). Habitat Protection Plan reviewed by the Maryland Fish, Heritage and Wildlife Administration.		X	X	X	X	X
56.	The location of the Critical Area Buffer and the expanded Buffer, as required.		X	X	X	X	X
57.	Hydric and highly erodible soils based on the Cecil County Soil Survey.		X	X	X	X	
58.	Natural Park management plan, if applicable.						X
59.	Shore erosion protection plan, if applicable.						X
60.	Environmental assessment.			X	X	X	
61.	Statement of consistency with the Critical Area Program.		X	X	X	X	
III.	PLATS, IMPROVEMENT PLANS, AND CONSTRUCTION INFORMATION						
62.	Subdivision Plat meeting requirements of Port Deposit Subdivision Regulations.			X			X
63.	Grading and drainage plans including roads, drainage ditches, sediment basins, and berms.			X		X	X
64.	Existing and proposed contour intervals as follows:			X		X	X
	Less than 5% slope = 1 foot						
	5 to 15% slopes = 2 feet or less						
	>15% = as required for construction						
65.	Proposed street grades, typical cross sections and profiles, right-of-way widths, pedestrian ways, total area of roads.			X		X	X
66.	Existing and proposed utility infrastructure plans and profiles including sanitary sewer, water, storm drainage and stormwater management, as appropriate in the case of minor subdivisions.			X		X	X
67.	Grades and sizes of sanitary sewers and waterlines.			X		X	X
68.	Direction and distance to water and sewer if not available on or adjacent to the site with invert and elevation of sewer.			X		X	
69.	Certification from electric and telephone utilities of adequate facilities to serve proposed development.			X		X	
70.	Location of fire hydrants.					X	X
71.	Construction details as required by ordinance.			X			X
72.	Stormwater Management Plan.			X		X	X
73.	Soil Erosion and Sediment Control Plan.			X		X	X

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74.	Lighting plan and details, as required.						X
75.	Landscape plan and details, including required Bufferyards.			X		X	X
76.	Forest Conservation Plan (see Section 311).					X	X
77.	Proposed street names.					X	X
78.	New block and lot numbers.					X	X
79.	Solid waste management plan.					X	X
80.	Preliminary architectural plan and elevations.					X	X
81.	Required County, State, and/or Federal or approvals, e.g., State Highway Administration, County Public Works, Army CORPS of Engineers, DNR Wetlands Permit/License, MDOE Quality Certification, MDOE sanitary construction permit, local Health Department approvals.			X			X
82.	Public works agreement and surety instruments.						X

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