

WORCESTER COUNTY
Department of Development, Review and Permitting

Drafting Standards Checklist for Site Plans

The following drafting standards should be included on site plans submitted for permit applications. **In most but not all instances, a site plan is required by the Department to be prepared by a surveyor registered in the State of Maryland.** Contact Zoning Division 410-632-1200/Option 5 for applicability.

Zoning

- ___ Tax Map, Parcel, Section, Lot and Block, Tax District, Subdivision Name and Phase Number;
- ___ Legend or symbol key, north arrow and scale;
- ___ Floodplain designation and map information (community panel number, map number, base flood elevation, etc.); if involving multiple floodplains, boundary line shall be illustrated;
- ___ Zoning District and applicable minimum setbacks (front, side and rear);
- ___ Property lines with metes and bounds, dimensions, and deed reference;
- ___ Road name(s) and dimension of right-of-way width;
- ___ Lot area and building envelope;
- ___ Footprint of existing and/or proposed building(s) with dimensions, indicating any projections or overhangs, cantilevered construction, and number of stories;
- ___ Location and width of proposed and/or existing driveways including surface treatment;
- ___ Location/ boundaries of any existing or proposed easements (conservation, drainage, utility, etc.) with the deed reference for the respective easement;
- ___ State and Private Tidal and non-tidal wetlands and buffer, amount of impact, and any tax ditches;
- ___ Property owner(s) name and address;
- ___ Surveyors name, address, license number and seal;
- ___ Any Board of Zoning Appeals approvals, with case numbers listed;

Dimensions between construction activity and:

- ___ Property lines and other buildings;
- ___ Well, septic tank and drainfields;
- ___ Wetlands (tidal and non-tidal) and Tax Ditches;
- ___ Stormwater management facilities;
- ___ Any easements;

Environmental Programs

- ___ Locate all wells (old and new), septic tank, and initial and replacement drainfields and/or platted sewage reserve area (SRA); or
- ___ Indicate if property is on public water and/or wastewater;

Stormwater Management/Sediment Erosion Control

- ___ Area of disturbance to the nearest square foot;
- ___ Amount of fill or excavation contemplated;
- ___ Illustration of limits of disturbance on the site plan;
- ___ Stormwater management facilities;

Forestry

- ___ Forest Conservation Statement;
- ___ Location of Forestry signs;
- ___ Silt fence – if disturbance is within 50’ of Forest Conservation Easement;

Critical Area

- ___ Critical Area overlay district designation;
- ___ Total area of existing and proposed lot coverage (driveways, buildings, patios, etc.) with dimensions;
- ___ Calculation of square footage and percentage of existing versus proposed lot coverage;
- ___ Existing and proposed landscaping including type, height, caliper, etc.;
- ___ Location and area of existing forest cover and area of any proposed clearing;
- ___ Location of applicable buffers with dimensions.

This checklist is not comprehensive in nature. Depending on the application, additional information may be requested.

ALL COMMERCIAL PROJECTS require site plan review and approval which is subject to the criteria set forth in Section ZS 1-325 of the Worcester County *Zoning and Subdivision Control Article*. A site plan as approved by the Department, Technical Review Committee or Planning Commission is required to be submitted with all permit applications. For further questions on the site plan review process, please contact Kristen Trembley, Zoning Administrator at (410) 632-1200, extension 1131.