

CITY OF WESTMINSTER, MARYLAND
DEPARTMENT OF PLANNING & PUBLIC WORKS
CHECKLIST

PRELIMINARY PLAN

DATE: _____

NAME OF PROJECT: _____

LOCATION: _____

PROJECT NUMBER: _____

DESIGN FIRM: _____

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LEGEND:

<u>√</u>	Complied with	<u>X</u>	Not complied with
<u>Inc.</u>	Incomplete	<u>N.A.</u>	Not Applicable

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INSTRUCTIONS: To be completed by the applicant using the above legend. It is to be signed by a registered professional engineer with a Maryland Registration number and is to be dated and furnished with the initial document submittal.

GENERAL INFORMATION

- _____ 1. Plan size 24"x36" with 1/2" border on all sides. When more than one sheet is required an index sheet of the same size shall be submitted showing the entire subdivision drawn to scale.
- _____ 2. Scale of Plan: 1" = 100' or 1" = 50', or as approved by the Department of Planning and Public Works prior to submittal. Larger engineering scales are allowed to present a well detailed plan for the higher density land uses.
- _____ 3. Provide a vicinity map indicating and identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow.
- _____ 4. The owner's name(s) and deed references for all adjoining unsubdivided property. In the event that a recorded subdivision adjoins the land to be developed, the subdivision name, lot number, block number, and recording number shall be indicated with dashed lines. Indicate zoning of adjoining properties.

- _____ 5. Title Block: locate in lower right-hand corner of the plan and include the following:
 - a. Proposed subdivision name which shall not be a duplicate of any other subdivision or development name in Carroll County;
 - b. Section, Area and Phase Number;
 - c. Scale of plan;
 - d. Location by election district, County and State;
 - e. Tax map, grid and parcel number;
 - f. County file number;
 - g. Date.

- _____ 6. Name, address and telephone number of the owner, developer (corporation and seal if corporate developer), and registered engineer or other professional person licensed in the State of Maryland responsible for the preparation of the Plan, signature and seal of engineer, or other professional person qualified by law and licensed in the State of Maryland to sign and seal the Preliminary Plan.

- _____ 7. North arrow.

- _____ 8. General Notes to include:
 - a. Existing zoning designation;
 - b. Area of property tract;
 - c. Area of proposed lots or parcel;
 - d. Area of proposed roads and open space dedication;
 - e. Number of lots or parcels proposed (indicate number by land use; i.e. buildable, open space preservation, other);
 - f. Open Space required and provided.

PLAN REQUIREMENTS

- _____ 9. Boundary of proposed subdivision clearly indicated by a heavy line with bearings and distances.

- _____ 10. All existing pertinent features both on-site and those within 200 feet of the project property line that may influence the design of the subdivision. Include natural and man-made features: floodplains; non-tidal wetlands; 25 foot buffer for wetlands; water courses; applicable stream buffers; soil characteristics; forests or important trees; utility rights-of-way, including maintenance easements; individual well and septic systems and shared sewage disposal systems; road rights-of-ways; quarries, springs, ponds, sinkholes, rubble landfills and rock out-crops, etc.; existing buildings and structures; and any burial grounds or cemetery sites.

- _____ 11. The layout of all proposed public streets, private access places, use-in-common driveway easements, alleys, sidewalks and path systems, and general location of street trees. All proposed street names, rights-of-way, widths, and pavement widths will be indicated. Sidewalks will be provided and indicated where applicable.

- _____ 12. Location, widths, and names of all existing or proposed streets adjoining the subdivision. Existing easements and streets which have been approved or recorded but remain unimproved shall be indicated with dashed lines.
- _____ 13. Existing topography at two (2) foot contour intervals shall be shown. Contour lines shall be indicated two hundred (200) feet beyond subdivision boundary. Identify by shading or cross hatching, slopes exceeding 25%.
- _____ 14. The layout of all proposed and existing lots or parcels with appropriate dimensions and minimum area in square feet (acres if lot size is greater than 60,000 square feet), section number and area number, and required front side, and rear setbacks except in the New Town Zoning District. If the project is a resubdivision, the existing lot lines, lot numbers and road rights-of-way lines must be shown in phantom.
- _____ 15. For lots with pipestems, provide a minimum lot size tabulation as follows:

MINIMUM LOT SIZE CHART

Lot. No.	Gross Area	Pipestem Area	Minimum Lot Size
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- _____ 16. Identify the zoning district classification governing the subject property and all the adjoining properties.
- _____ 17. All subdivisions shall be tied to the Maryland State Plane Coordinate System (minimum 3 coordinate points) if control points and information are within one mile of proposed subdivision. Coordinate values for all boundary points shall be presented in tabular form.
- _____ 18. Lot numbers in numerical order throughout the entire subdivision for single family lots including open space lots. The proposed numbering system should follow the proposed phasing of development to ensure lot consecutive order. Apartment, condominium, commercial, industrial and bulk parcels will be designed by letters in alphabetical order.
- _____ 19. The approximate location, dimensions, and area of all property proposed to be reserved or temporarily reserved for public use, or reserved for the use of all property owners in the subdivision. Indicate the location, dimensions, and purposes of any proposed easements.
- _____ 20. Location of existing and proposed utilities and easements with recording references on or adjoining the tract with approximate pipe sizes and directions of slopes indicated. (Shall include electric and telephone poles or towers, street lights, and fire hydrants. If no hydrants, indicate provisions for the protection).

- _____ 21. Proposed drainage and stormwater management systems including the type of facilities, drainage easements, proposed changes in topography, the 100 year floodplain and any deviations from standards.
- _____ 22. Preliminary grading showing limits of disturbance.
- _____ 23. For subdivisions with multiple sections, provide an index map showing location and relationship of each section to the project entirety.
- _____ 24. Density Tabulation: provide data on density when clustering or multi-family developments are proposed.
- _____ 25. Open Space Calculations: provide data and calculations when open space is required by zoning classification. Indicate the amount and type of recreation open space provided in area and as a percentage of the required open space in accordance with Section 16.121(a)(4) of the Subdivision and Land Development Regulations.
- _____ 26. For apartment, multi-family, commercial, or industrial subdivisions, the following information will be indicated in addition to the above:
 - a. Approximate location of each building, including setbacks from all streets (public or private) and environmental features (if applicable), common parking areas, property lines and distances between buildings.
 - b. Number of units in apartment buildings and square feet area for commercial or industrial buildings.
 - c. Number of parking spaces in each off-street parking area, and total thereof. Calculation for parking requirements.
 - d. Interior road or street access, whether public or private, and total area of each.
- _____ 27. Additional information which may be required by the Planning Commission to evaluate the plan.
- _____ 28. Preliminary drainage area map and preliminary storm drainage study for the entire area covered by the Preliminary subdivision plan. The storm drainage study shall include an evaluation of drainage structures and/or drainage systems, both upstream and downstream, affected by the drainage from the area covered by the Preliminary Plan as required by the Design manual and by Section 16.133 of the Subdivision Regulations. Justification shall be provided for rejecting preferred stormwater management systems.
- _____ 29. Preliminary grading showing limits of disturbance, grading for subdivision improvements and mass grading, if proposed.
- _____ 30. Soils map at the scale of the Preliminary Plan with the parcel boundary, roads and lots plotted and the soil symbols indicated within the soil boundaries as found in the Soil Survey of Carroll County, Maryland. Provide a tabular listing of soil types. Highlight hydric soils.

ADDITIONAL COMMENTS

Note:

- 1) This checklist is to be returned on subsequent submittals along with a detailed point-by-point response to all comments. Failure to do so will only results in delay of subsequent review or return of plans unreviewed.**
- 2) This checklist is an addendum to City of Westminster “Development Design Criteria” dated April, 1990.**

OWNER/DEVELOPER CERTIFICATION

I/We hereby certify that all proposed work shown on these construction drawing(s) has been reviewed by me/us and that I/We fully understand what is necessary to accomplish this work and that the work will be conducted in strict accordance with these plans. I/We also understand that any changes to these plans will require an amended plan to be reviewed and approved by the City of Westminster Planning and Zoning Commission before any change in the work is made.

NAME(S) (PRINTED)

DATE

SIGNED

DATE

ENGINEERS CERTIFICATION

I hereby certify that these construction drawings and associated computations were prepared by me or under my supervision and comply with all applicable standards and regulations of The City of Westminster. I have reviewed these documents with the Owner/Developer.

NAME (PRINTED)

DATE

MARYLAND REGISTRATION NUMBER No. _____

SIGNATURE

DATE