

Howard County Department of Planning and Zoning
Division of Land Development

PLANNING BOARD PUBLIC HEARING APPLICATION

Date Submitted/Accepted _____ DPZ File Number _____

Application is hereby made to the Howard County Planning Board for a:

____ Comprehensive Sketch Plan ____ Final Development Plan

in accordance with Section _____ of the Howard County Zoning Regulations.

SITE DESCRIPTION

Project/Subdivision Name: _____ / _____ / _____
Phase Section Area

Location of property: _____
(Street address and/or road name)

(Lot/Parcel #) (Tax Map No.) (Grid/ Block No.) (Election District) (Zoning District) (Total Area Shown - Acres)

Provide a brief description of the proposed comprehensive sketch plan/final development plan submitted for Planning Board hearing approval:

OWNER:

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax)

(E-mail) _____

Contact Person: _____

ENGINEER/SURVEYOR:

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax)

(E-mail) _____

Contact Person: _____

APPLICATION REQUIREMENTS

Submission of an application for a Planning Board Public Hearing will require completion of all the following items at the time of the initial submittal to ensure acceptance of the application and plan for processing. Applications found to be incomplete will be rejected prior to entering the County's plan processing system.

Please be advised that all plan application submissions are ACCEPTED BY APPOINTMENT ONLY. All plan submission appointments must be scheduled with the Division of Land Development at (410) 313-2350.

I. *Number of Copies Required*

- ___ Plans 14 However, when a subdivision plan is being concurrently reviewed with the Planning Board application, only 2 sets of plans are required along with 14 copies of the application form
- ___ Applications 14
- ___ Other Reports/Documents – see checklist item 12

II. *Plan Requirements Checklist*

The attached submission checklist must be completed and signed by the qualified professional responsible for the plan preparation.

III. *Fees*

The Planning Board Public Hearing application fee shall be in accordance with the adopted fee schedule. All checks shall be made payable to the *Director of Finance*. **Plans will not be accepted for processing until fees have been paid.** For more information or questions, please contact DPZ at (410) 313-2350.

IV. *Advertising*

Notice of the public hearing shall be published in accordance with the Planning Board rules of procedure and/or the Zoning Regulations. The proposed advertising notice will be prepared by the Department of Planning and Zoning. The responsibility for having it published one time in 2 local newspapers of general circulation in Howard County within at least thirty (30) days prior to the hearing, and the cost of advertising is to be borne by the Petitioner. The applicant further agrees to submit two (2) approved certificates of the text and publication date of the advertisement at or before the time of the hearing.

V. *Posting*

The subject property shall be posted with the time and date of the hearing for a period of time not less than thirty (30) days prior to the hearing. Posters will be prepared by the Department of Planning and Zoning and are to be erected and maintained by the Petitioner. The number of posters required shall be determined by the Department of Planning and Zoning.

VI. *Certification of Applicant*

I hereby certify that the information supplied herewith is correct and complete and authorize such periodic on-site inspections by the Department of Planning and Zoning and the Subdivision Review Committee agencies as may be necessary to review this application and any waiver petitions filed in connection herewith and to enforce the Subdivision Regulations and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted. ***If the applicant is the owner's agent, written documentation from the property owner granting that authority is required.**

(Signature of Property Owner/Agent)*

(Date)

Howard County Department of Planning and Zoning
Division of Land Development

PLANNING BOARD PUBLIC HEARING PLAN CHECKLIST

Project Name _____

DPZ File No. _____

PLAN REQUIREMENTS AND PREPARATION INFORMATION

The purpose of the Planning Board Public Hearing plan and application is to:

1. Show the approximate property boundaries and acreage for a particular phase of the _____ Zoning District and to establish the permitted land uses and development design criteria on a comprehensive sketch plan and final development plan.
or
2. Indicate to the County and the Planning Board the proposed development plan for projects in zoning districts that require Planning Board approval of a sketch plan.

The following checklist is to serve as a guide in preparing the Planning Board plan for submittal. Compliance with the following will assure processing in an expeditious manner. Incomplete, incorrect or missing information may result in the rejection of the application and could cause additional time to be required to revise the plan for resubmittal and re-review.

Legend:	<input checked="" type="checkbox"/> Information Provided	<input checked="" type="checkbox"/> Information Not Provided, Justification Attached
	<input type="checkbox"/> NA Not Applicable	

- ___ 1. Plan size 24" x 36" (sketch plans) or 18" x 24" (FDP=s) with 1/2" border on all sides. **Plans must be folded to a size no larger than 7-1/2" x 12"**.
- ___ 2. Scale of Plan: 1" = 200'. Larger engineering scales are allowed to present a well detailed plan for the higher density land uses.
- ___ 3. Name and address of developer, fee simple owner, engineer, and/or surveyor (include all applicable).
- ___ 4. Adjoining property owners, deed references and/or recorded subdivision names, recording references and adjoining property structures within two hundred (200) feet of the proposed property line. Indicate existing structures, historic structures and cemeteries or burial grounds on site. Identify the uses of existing structures.
- ___ 5. Proposed lot layout with topography. Lots will be numbered consecutively throughout entire subdivision in anticipated order of development, including open space lots.
- ___ 6. Proposed street systems and existing public streets with right-of-way widths. Existing streets will indicate proposed right-of-way width as shown on the General Plan.
- ___ 7. Development data including land characteristics, availability of public utilities, existing and proposed open space.
 - a. Approximate delineation of 100-year floodplain, streams and non-tidal wetlands; 25 foot buffer for wetlands; buffers for streams; existing and proposed stormwater management systems.
 - b. Steep topography: differentiate by shading or crosshatching slopes of 15-24.9% and slopes exceeding 25% or greater. Extend topography contours 200 feet off site.

- c. Existing vegetation:
 - 1) Locate on the plan existing vegetative communities and specimen trees (unusual size, species or prominent location).
 - 2) Chart which includes:
 - a) Description of vegetative communities (e.g. hardwood forest, open field, hedgerow, wetlands). If wooded, give dominant species and typical caliper of trees.
 - b) Maturity and general condition of each community.
 - c) Specimen trees - species, size and condition.

- ___ 8. Provide a vicinity map indicating and identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow.

- ___ 9. North arrow.

- ___ 10. Title Information: locate in lower right-hand corner of the plan and include the following:
 - a. Proposed name which shall not be a duplicate of any other subdivision or development name in the Baltimore Metropolitan Area;
 - b. Scale of plan;
 - c. Location by election district, County and State;
 - d. Tax map, grid and parcel number;
 - e. Reference, by Department of Planning and Zoning file number, any prior submittals including sketch plan, preliminary plan, preliminary equivalent sketch plan, final plan, waiver petitions, and Board of Appeals or Zoning Board cases, etc.; and
 - f. Date of completion.

- ___ 11. Information citing existing and projected traffic impact on surrounding roads and intersections developed in accordance with the Howard County Design Manual Criteria and the Adequate Public Facilities Act.

- ___ 12. The following information is generally required depending on the scope, size and location of the proposed development:
 - a. Schematic grading plan indicating grading for roads, structures, stormwater management and other improvements with clear indication of the limits of disturbance.
 - b. Noise study, unless provided with a subdivision sketch or preliminary equivalent sketch plan (3 or 4* additional copies if SHA road involved).
 - c. Building elevations.
 - d. Cross sections of the site indicating building(s) in relationship to topography, vicinal properties, roads and screening.
 - e. Landscaping plan.
 - f. Written narrative of the Planning Board's consideration criteria as indicated in the Zoning Regulations for each Zoning District.
 - g. Copy of written development criteria describing permitted uses, bulk regulations including densities, minimum lot sizes, lot widths, building coverage, front, side and rear yard setbacks and height limitations, etc., and landscaping and parking requirements, if applicable.
 - h. APFO Roads Test/Traffic Study, unless provided with a subdivision sketch or preliminary equivalent sketch plan (5 or 8* additional copies if SHA road involved).
 - i. Scenic Road Exhibit required if the site abuts a scenic road.

**Howard County Department of Planning and Zoning
Division of Land Development**

**PLANNING BOARD PUBLIC HEARING APPLICATION WORKSHEET
(For DPZ Use Only)**

Project Name _____	DPZ File Number _____
DPZ Plan Reviewer _____	Submission Date _____
Plan Consultant Representative _____	Time _____

I. Application Requirements *Indicate Yes, No or N/A*

- a. ___ DPZ application and checklist are complete..... _____
- b. ___ Required number of plans and applications are provided..... _____
 (14 sets required, unless this application is being concurrently
 reviewed with a subdivision plan, then only 2 sets of plans and
 14 applications are required)

II. Fee Computation **Fee**

Planning Board public hearing fee \$585.00

Poster fee: (___ \$25 per poster)..... _____

TOTAL _____

III. Certification

Cash Receipt No. _____ Amount _____
SAP Acct 1000000000-3000-3000000000-PWPW000000000000-432530

Check issued by _____

___ Planning Board application is accepted for processing.

___ Comments due date.

___ Application is rejected.

Reason: _____

Comments/Notes _____
