

Howard County Department of Planning and Zoning
Division of Land Development

**FINAL DEVELOPMENT PLAN MAP
AND/OR CRITERIA APPLICATION**

(This Application Not Applicable for Downtown Columbia Plans)

Date Submitted/Accepted _____ DPZ File Number _____

Application is hereby made for approval by the Howard County Planning Board of the accompanying Final Development Plan Map and/or Criteria in accordance with Section _____ of the Howard County Zoning Regulations.

SITE DESCRIPTION

Project/Subdivision Name _____

(Phase or Section) (Election District) (Tax Map No.) (Grid/Block No.) (Zoning District)

Location of Property _____
(Street Address and/or Road Name)

PLAN/CRITERIA INFORMATION

Total area shown on Final Development Plan, including streets: _____ (acres)

Type and area for each land use proposed with this application: _____

Provide a brief summary of the proposal. [if additional space is needed, attach separate sheets]

APPLICANT/CONSULTANT INFORMATION

OWNER

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax) (Email)

Contact Person: _____

ENGINEER/SURVEYOR

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax) (Email)

Contact Person: _____

APPLICATION REQUIREMENTS

Submission of an application for a final development plan (FDP) map and/or criteria approval will require completion of the following items at the time of the submittal to ensure acceptance of the application 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.

Plan applications are available on the DPZ website at <http://www.co.ho.md.us/DPZ.formsfeesapplications.htm>.

I. Number of Copies Required

_____	Plans	5
_____	Applications	5

II. Plan Map and/or Criteria Checklist

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

III. Fees

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

IV. 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 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
FINAL DEVELOPMENT PLAN MAP
AND/OR CRITERIA CHECKLIST**

PLAN REQUIREMENTS AND PREPARATION INFORMATION

The purpose of the Final Development Plan Map and/or Criteria application is to:

- Show the exact property boundary description and acreage for a particular parcel of land and to establish the permitted land use areas and the detailed development requirements (criteria) as approved with the Comprehensive Sketch Plan by the Howard County Planning Board. The criteria information provides details on permitted land uses, setbacks, height limits, lot coverage, parking and other development requirements.

The following checklist is to serve as a guide in preparing the FDP 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. **Checklist items shown with an asterisk (*) are essential for acceptance of the plan for processing.**

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

- * 1. Plan size 18"x24" with 1/2" border on all sides. **Plans must be folded to a size no larger than 6"x9"**.
- * 2. Scale of Plan: 1"=100', 1"=50', or as approved by the Department of Planning and Zoning prior to submittal.
- 3. Name and address of developer, fee simple owner, engineer, and/or surveyor (include all applicable).
- 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, and recording reference will be indicated with dashed line.
- 5. All final development plan originals submitted for signature approval must meet the following DPZ original requirements:
 - a. Be made of durable, reproducible mylar material. No sepia paper, tracing paper, etc. will be accepted;
 - b. Not be pieced, spliced, have "stick-ons" or "press-type" lettering;
 - c. Have original seal and signature of Maryland registered professional engineer/land surveyor authorized by appropriate section of Annotated Code of Maryland to prepare final development plans on sheet 1 only.
- 6. Provide a vicinity map indicating the identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow.
- 7. North arrow on all plan sheets.

- ___ 8. The title block shall appear in the lower right-hand corner of all FDP sheets and shall include the following information:
 - a. Name of the subdivision;
 - b. Section and Area;
 - c. Scale of plan;
 - d. Location by Election District, County and State.

- ___ 9. An overall site location plan with existing and proposed streets to be shown on sheet 1.

- ___ 10. A standard signature approval block for the Planning Board shall be provided at the bottom of sheet 1.

- ___ * 11. A heavy line indicating the property boundary of the subdivision and the boundary lines distinguishing each land use area with lengths of courses to hundredths of a foot and bearings relating to the Maryland State Plane Coordinate System to a minimum accuracy of fifteen (15) seconds. Identify each land use area with the appropriate designation and acreage including single family detached low and/or medium density, attached, apartment, employment center commercial and industrial, and credited or non-credited open space.

- ___ 12. Locations, widths and names of all existing and proposed streets within the subdivision or adjoining the outline of the subdivision.

- ___ 13. Coordinate information for the outside property boundary and each land use area and indicate in a tabular chart.

- ___ * 14. An acreage tabulation chart indicating each land use area with a total acreage amount for the overall area to be recorded and place this chart on the development criteria sheet.

- ___ * 15. Text material (criteria) covering the following:
 - a. Permitted uses within each land use area as specified by the Zoning Regulations and/or the approved Comprehensive Sketch Plan or approved Master Comprehensive FDP criteria;
 - b. Bulk regulations, including but not limited to, densities within residential land use areas, minimum lot sizes, lot width, building coverage, front, side and rear yard setbacks and height limitations;
 - c. Landscaping requirements;
 - d. Parking requirements;
 - e. Other requirements for the proposed development.

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

**FDP MAP AND/OR CRITERIA 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. Application is complete _____
 - b. Required number of plans and applications are provided _____
 - c. Plans (5 required) _____
 - d. Applications (5 required) _____

II. Fee Computations **Fee**

A. New Town (This Application Not Applicable for Downtown Columbia Plans)

\$400 per application * _____

\$150 per sheet x _____ sheets ** _____

\$ 15 per acre x _____ acres ** _____

TOTAL _____

B. PGCC

\$400 per application * _____

\$150 per sheet x _____ sheets ** _____

\$ 15 pre acre x _____ acres ** _____

TOTAL _____

* A one-time fee assessed either with the Comprehensive Sketch Plan or FDP for Criteria Review.
 ** The per plan sheet fees and the per acre fees shall be assessed for new FDP submissions. Amended FDP submissions are assessed the per plan sheet fees for only those sheets where significant revision to the criteria and maps are proposed. The per acre fees are only assessed on amended FDP submissions when additional acreage is proposed and not for land use acreage revisions.

III. Certification

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

Check issued by _____

_____ FDP application is accepted for processing

_____ FDP application is rejected

Reason: _____

_____ Resubmission is accepted. Date _____ Staff Initials _____

_____ SRC comments due date

Comments/Notes _____
