

PRELIMINARY PLAN REQUIREMENTS & PREPARATION INFORMATION

The purpose of the Preliminary Plan is to present on a plan the detailed data required by the Regulations which will enable the County to determine whether the proposed layout is in accordance with the approved Sketch Plan, that it fulfills the requirements of the Subdivision Regulations and that it will serve the public interest.

The Preliminary Plan shall be sealed and signed by a registered engineer or other professional person qualified by law and licensed in the State of Maryland to prepare such Preliminary Plan.

Preliminary plans and all subsequent revisions or amendments are to be prepared in accordance with Section 16.146, Preliminary Plan, of the Howard County Code and submitted to the Department of Planning and Zoning when required as part of the subdivision process. The following checklist is to serve as a guide in preparing the preliminary plan for submittal.

LEGEND: Information Provided Not Applicable Information Not Provided,
Justification Attached

SUBMISSION REQUIREMENTS – Upload to the PDox Exhibits Folder

Owner's Authorization
Professional Review Statement

MEETING & POSTING REQUIREMENTS

Plan Size

- Plan size 24" x 36" with 1/2" border on all sides
- When more than one sheet is required provide an index sheet showing the entire subdivision shown to scale
- Scale of Plan: 1"= 100' or 1"=50', or as approved by the Department of Planning and Zoning prior to submittal

Vicinity Map

- Provide a Vicinity Map indicating and identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow

Owners Name, Deed Reference

- Include applicable parcel number & zoning designation for all surrounding properties
- Provide the owner's name and deed references for all adjoining, unsubdivided property; if recorded subdivision, provide subdivision name, lot number & recording reference
- Provide information regarding adjoining undeveloped parcels that are landlocked or have insufficient frontage that will need access through proposed subdivision

Title Block *(lower right-hand corner of the plan)*

- Proposed subdivision name which shall not be a duplicate of any other subdivision or development name in the Baltimore Metropolitan Area – *(NOTE – name of sketch or reference sketch name)*
- Section, Area and Phase Number
- Scale of Plan
- Location by election district, County and State
- Tax map, grid and parcel number
- Reference, by Department of Planning and Zoning file number, any prior submittals including Sketch Plan, Preliminary Plan, Final Plan, Alternative Compliance Petitions, and Board of Appeals or Zoning Board cases, etc. and Date

Signature Block

- Provide the following standard Howard County approval signature block in the lower left corner of all plan sheets

<i>TENTATIVELY APPROVED</i>	
<i>DEPARTMENT OF PLANNING AND ZONING</i>	
<i>HOWARD COUNTY</i>	
_____	_____
<i>PLANNING DIRECTOR</i>	<i>DATE</i>

Owner/Developer

- Name/address of owner, developer (corporation and seal if corporate developer), and registered engineer or other professional person licensed in 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

North Arrow

- Drawn through one property corner of subdivision with north oriented to the top

General Notes

- Existing zoning designation and FDP reference, if applicable
- Gross area of property tract
- Net area of property tract
- Area of proposed lots or parcels
- Area of proposed roads and open space dedication
- Number of lots or parcels proposed (indicate number by land use, i.e. buildable, open space, preservation , other)
- Case numbers, if any, of related Board of Appeals or Zoning Board cases
- Statement regarding water and sewer systems proposed, either public or private; and
- Open space required and provided

Graphic Scale on all sheets

PLAN ELEMENT REQUIREMENTS – Upload to the PDox Exhibits Folder

Boundary of the Proposed Subdivision

- Clearly indicated by a heavy line with bearings and distances

Delineation of 100 year floodplain, forest conservation, streams & non-tidal wetlands

- Existing pertinent features both onsite and those within 200 feet of the project property line that may influence the design of the subdivision
 - Include natural and manmade features
 - Floodplains, non-tidal wetlands, 25 foot buffers for wetlands
 - Water courses, Applicable 50, 75 or 100 foot streambank buffers
 - Soil characteristics, forest or important trees, vegetation chart from Sketch Plan
 - Utility rights of way, including maintenance easements
 - Individual well and septic systems and shared sewerage disposal system, road rights of way
 - Quarries, springs, ponds, sinkholes, rubble landfills, and rock out-crops, etc
 - Existing buildings and structures (approximate age and if they are to be retained or removed)
 - Environmental analyses are not required for agricultural preservation and rural cluster subdivisions, if the owner/developer submits a certificate by an authorized professional which meets the standards of the Soil Conservation District and states that the residential lots, driveways and roads will not impact wetlands, streams, and stream buffers. Floodplain delineation is not required for these subdivisions if the floodplain is obviously not critical to the proposed development (based on the standards of the Design Manual) and if it is not necessary for forest conservation calculations
 - Provide detailed written justification and any supporting plans or documents for any proposed impacts to environmentally sensitive features or buffers that are to be considered as a “necessary or essential disturbance” by DPZ and the Soil Conservation District in accordance with Section 16.116(c) of the Subdivision and Land Development Regulations

Cemetery requirements *to be uploaded to the PDox Exhibits Folder*

- o Cemetery boundary documentation and accommodation plan shall be submitted, if applicable. Pursuant to Subtitle 13 of the Subdivision and Land Development Regulations
- o Delineation of the location and approximate age of any burial grounds or cemetery sites
- o Verify cemetery sites by checking the [Cemetery Inventory List](#) and [Map](#)

Layout

- o Layout of all proposed public streets, use-in-common driveway easements, alleys, sidewalks and path systems, and general location of street trees ([Section 16.136](#) Subdivision and Land Development Regulations)
- o Indicate all proposed street names, rights-of-way widths and pavement widths
- o Pathways will be part of fee simple connections from public rights-of-way to the open space property
- o Sidewalks will be provided and indicated where applicable in accordance with [Section 16.134](#) Subdivision and Land Development Regulations
- o Locations, widths and names of all existing or proposed streets adjoining the subdivision
- o Existing easements and streets which have been approved or recorded but remain unimproved shall be indicated with dashed lines
- o Indicate, identify and dimension of the public road frontage where “vehicular ingress/egress is restricted” per the Subdivision Regulations
- o Identify all scenic roads

Topography

- o Existing topography at two (2) foot contour intervals shall be shown
- o Contour lines shall be indicated two hundred (200) feet beyond subdivision boundary
- o Identify by shading or cross hatching, slopes of 15-24.9% and slopes exceeding 25%
- o Indicate square foot area of contiguous slopes 25% or greater, including both on and offsite portions of the contiguous stretch
- o Indicate source of topography, if not field run, provide spot elevations from the field to verify

Lots

- o Layout of all proposed and existing lots or parcels with appropriate dimension and minimum area in square feet, (acres if lot size is greater than 60,000 square feet)
- o Section number and area number and required front, side and rear setbacks except in New Town Zoning District.
- o If project is a resubdivision of a previously recorded subdivision, the existing lot lines, lot numbers and road rights-of-way lines must be shown in phantom
- o 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

- o Identify the zoning district classification governing the subject property and all the adjoining properties
- o Lots numbers in numerical order throughout the entire subdivision for single family lots including open space lots
- o Proposed numbering system should follow the proposed phasing of development to ensure lot consecutive order
- o Apartment, condominium, commercial, industrial and bulk parcels will be designated by letters in alphabetical order

Coordinate Information

- o All subdivisions should be tied to the Maryland State Plan Coordinate System (min. 3 coordinate points) if control points and information are within 1 mile of proposed subdivision
- o Coordinate values needed on all boundary points as required by DPZ shall be presented in tabular form
- o Original monument references may be obtained from DPW, Surveys and Drafting Division

Easement, Utilities

- o 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
- o Indicate location, dimensions, and purposes of any proposed easements including recreation, park and conservation areas

- Identify and label the preservation parcels and community sewage disposal areas for cluster subdivision in the RR or RC zoning districts
- 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, underground pipelines, street lights and fire hydrants. If no hydrants, indicate provisions for fire protection)
- Provide documentation for acknowledgement and/or authorization from any applicable utility company (i.e. BGE, PEPCO, Columbia Gas, Williams Gas, etc) for any impacts associated with your proposed development plan design

Drainage, SWM

- 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
- Justification shall be provided for rejecting preferred stormwater management measures in favor of less preferred methods unless predetermined by the Department of Planning Zoning, after consultation with the Director of Public Works, and in accordance with the Design Manual
- Private sewage or water supply system or shared sewage disposal system is to be used, location and results of soil percolation tests and location of water wells are to be indicated in accordance with the specifications of the Maryland Department of the Environment
- Signature block of the County Health Officer shall be provided on the plan sheets showing required well and septic information. No other sheets require the Health Officer's signature

Private Water and Sewer

- Private sewage or water supply system or shared sewage disposal system is to be used, location and results of soil percolation tests and location of water wells are to be indicated in accordance with the specifications of the Maryland Department of the Environment
- Signature block of the County Health Officer shall be provided on the plan sheets showing required well and septic information. No other sheets require the Health Officer's signature

Multiple Sections

- Subdivisions with multiple sections, provide an index map showing location and relationship of each section to the project entirety

Density Tabulation

- Provide data on density when clustering or multi-family developments are proposed

Apartment, Multi-Family, Commercial, or Industrial Subdivisions, the following information will be indicated in addition to the above:

- 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
- Number of units in apartment buildings and square feet area for commercial or industrial buildings
- Number of parking spaces in each off-street parking area, and total thereof. Calculation for parking requirement
- Interior road or street access, whether public or private, and total area of each

Open Space

- Provide data and calculations when open space is required by zoning classification
- Indicate 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

Forest Conservation

- Preliminary Forest Conservation Plan as required by the Forest Conservation Manual (see bottom of this application for Forest Con application) prepared by a qualified professional
- Forest Conservation plan shall be included as part of the signed plan set

Landscaping

- Preliminary landscape plan which identifies landscape obligations including:
 - A plan labeled with required perimeters and buffer types
 - Notes about the intended method of fulfilling perimeter obligations (*i.e. preservation of existing vegetation, planting, or other alternatives*)

- The responsibility of the developer (at final plan) or the builder (internal landscaping at site development plan)
- This plan must be included as part of the signed plan set

Additional information may be required by the Subdivision Review Committee to properly evaluate the plan. Contact the DPZ, Development Engineering Division, for additional checklist requirements and the Soil Conservation District for any additional SCD Checklist requirements.

SUPPLEMENTAL INFORMATION – Upload to the PDox Exhibits Folder

- Tentative profiles of each street centerline and typical cross section of each type of street
- 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
- Preliminary grading plan showing limits of disturbance, grading for subdivision improvements and mass grading, if proposed. Schematic grading for residential lots smaller than 20,000 square feet in area shall be shown to demonstrate that units can be accommodated without adverse drainage impacts or disturbance of floodplains, wetland and stream buffers or proposed forest conservation easements. Differentiate between existing trees and trees to remain. This plan must be included as part of the signed plan set
- 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 Howard County, Maryland. Provide a tabular listing of soil types. Highlight hydric soils, soils with hydric inclusions and soils with less than 15% slopes with significant erosion potential
- Approximate location and extent of proposed erosion and sediment control measures, as required by the Howard County Soil Conservation District shall be shown
- Traffic study for all submissions meeting the requirements of the Howard County Design Manual (Chapters 4 and 5, Volume III) or if required by Sketch Plan comments and pursuant to the requirements of the Adequate Public Facilities Act and have not yet been tested or have to be tested because of failure to meet a milestone date. Consult with plan review staff of the DPZ, Development Engineering Division, if in doubt
- Noise impact study, if required by Sketch Plan comments for sites adjacent to higher volume roads and/or railroads. Show noise contour for areas with 65 dBA or greater on the plan. Indicate measures for reducing noise impact (lot design, grading, landscaping, etc) Consult with plan review staff of the DPZ, Development Engineering Division, if in doubt.

BGE Approval (*see Sketch for format*)

- Label existing BGE overhead electric utility lines, underground gas lines, located within subject property
- BGE has requested that we follow a strict clear “wire zone” located at the top of each utility pole for all new developments. Street trees, perimeter landscaping trees or forest conservation plans proposed on new development plans shall be shorter varieties
- BGE has implemented a “Planting Zone” guide for guidance in selecting trees located beneath or nearby their electric utility lines
 - “Green Zone” is required for a 40’ wide area located directly beneath the utility line where mature trees less than 25’ in height are allowed
 - “Yellow Zone” is required for a 25’ wide area on each side of the “Green Zone” where mature trees of 25’ to 40’ are allowed

Please contact BGE to coordinate the development plans and to obtain written authorization. For any proposed street trees, scenic road or perimeter landscaping and forest conservation easements located in the vicinity of their power lines and underground gas lines, if applicable. BGE authorization must be provided with the final and site development plan submission for this Project.

Contact: Scott Eikenbary, UVM Specialist
 Davey Resource Group
 Email: scott.eikenbary@bge.com
 443-224-0384

Crystal Chevront
 BGE
 crystal.a.chevront@bge.com

Receiving Development Requirements

- Residential development rights from neighborhood preservation sending parcels may be received as bonus density for developments on parcels in the R-SA-8, R-A-15, R-APT or CAC districts
- Residential development rights derived from neighborhood preservation sending parcels may be received as bonus density for developments on parcels at least 5 acres in size in the R-ED, R-20, R-12 and R-SC districts
- An application for use of the bonus density on a receiving parcel shall be made to the Department of Planning and Zoning and shall include a calculation of the proposed density and the number of development rights to be obtained from one or more sending parcels

Does this plan require a Forest Conservation Application

YES

NO

(Please note, if answer is YES, scroll down to the FC forms)

Check the Help and Resources Instructions accessible from the ProjectDox login screen for the appropriate locations to upload all documentation including this checklist. Once you have completed your uploads, remember to complete your ProjectDox task.