



HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING

3430 Courthouse Drive

■ Ellicott City, Maryland 21043

■ 410-313-2350

Voice/Relay

Valdis Lazdins, Director

FAX 410-313-3467

August 17, 2018

Maple Lawn C.C. Statutory Trust
attn: Mark Bennett
1829 Reisterstown Road
Suite 300
Baltimore MD 21208

RE: **SDP-18-051 Maple Lawn Farms**, Business District – Area 2
Office Building No. 7

Dear Mr. Bennett:

Based on the decision by the Planning Board to approve this plan and the action of the Subdivision Review Committee, as summarized in our previous letter of July 19, 2018, the referenced plan has been determined to be 'technically complete', subject to the comments and plan markups transmitted with that letter. The Planning Board granted an approval of this plan at its August 16, 2018 public meeting. If you have any questions regarding a specific comment, please contact the review agency prior to submitting the original site development plan. You may submit the original drawings to the Department of Planning and Zoning for signature once the comments have been complied with and the following items have been addressed.

COMPLETION OF DEVELOPER'S AGREEMENTS AND PAYMENT OF FEES

1. Submission of a Developer's Agreement to the Department of Public Works, Real Estate Services Division, and posting of financial surety for * private improvements and landscaping. * Please contact the Development Engineering Division for details.
2. Once the cost estimates are approved by the Development Engineering Division and/or this Division, the information will be forwarded to Real Estate Services, DPW. RES, DPW will contact you regarding requirements for preparation of a Developer's agreement. Real Estate Services requires a minimum of three (3) weeks to execute the agreement(s). This should be anticipated by the developer in scheduling submittal of the originals.

If applicable, submission of a Declaration of Covenants and Maintenance, and Right of Entry Agreement for Private Stormwater Management Facilities – Rain Gardens (Bio-Retention Facilities) to the Department of Public Works, Real Estate Services Division. Contact the Real Estate Services Division directly at 410-313-2330 regarding this requirement. Real Estate Services requires a minimum of three (3) weeks to execute this agreement. This should be anticipated by the developer in scheduling submittal of the plan originals.

3. Payment to the *Department of Public Works, Real Estate Services Division* of the balance of the Department of Public Works, Engineering Review Fee. The fee is based on the final construction cost estimate approved by DPZ, Development Engineering Division.

4. Submission of the SDP digital information shall be submitted to DPZ for the purpose of early assignment of a new street address at the same time as submission of your DPW, Developer's Agreement documents for a minimum of 3 weeks prior to submission of the SDP plan original. Please see the digital information requirements contained under Submission of the Site Development Plan original for this letter.

The above conditions must be complied with prior to submission of the site development plan originals and within 180* days of this letter (**on or before February 13, 2019**). The Department of Public Works will provide a written receipt indicating the above conditions have been met. The receipt from Real Estate Services must accompany the submission of the site plan originals.

SUBMISSION OF SITE DEVELOPMENT PLAN ORIGINAL

Once all of the above requirements have been completed, the original site development plan may be submitted for signature with the following:

1. You will be required to execute a Developer's Agreement which will include **\$11,130.00** of surety to ensure the completion of your landscaping obligations for this project. This Department will perform an inspection to verify installation of the required plant materials. The inspection fee required for this project is **\$111.30**.

If the landscape surety is: \$0-10,000	Use .015 to calculate the inspection fee
If the landscape surety is: \$10,001-20,000	Use .01 to calculate the inspection fee
If the landscape surety is: \$20,001-30,000	Use .0075 to calculate the inspection fee
If the landscape surety is: \$30,001 and up	Use .005 to calculate the inspection fee

In no event may the fee be less than \$100. This fee must be paid to **SAP acct number 1000000000-3000000000-PWPZ000000000000-432105** at the time the plan originals are submitted for signatures (check payable to the Director of Finance).

2. A distribution fee of **\$3.00** per plan sheet (**\$16.50** per plan sheet for projects using private wells and/or septic systems) must accompany the original drawings. Additional print orders may also be submitted at this time with the originals. After distribution is complete, the original SDP will be held by the DPZ.

3. Submission of a digital description of the property meeting the following County standards:

THE FOLLOWING INFORMATION SHALL BE SUBMITTED TO DPZ FOR THE PURPOSE OF EARLY ASSIGNMENT OF NEW STREET ADDRESSES AT THE SAME TIME AS SUBMISSION OF YOUR DPW, DEVELOPER'S AGREEMENT DOCUMENTS TO DPW, REAL ESTATE SERVICES DIVISION OR A MINIMUM OF 3 WEEKS PRIOR TO SUBMISSION OF THE SITE DEVELOPMENT PLAN ORIGINAL. This information is required prior to submission of the site development plan original to allow early assignment of new street addresses for entry in the County's GIS system to assist the Department of Inspections, Licenses and Permits for permit purposes. However, please note that if any of the digital file information changes between the time of this early submission and when the site development plan original is submitted, a second updated version must be resubmitted at the time of the site development plan original submission.

Digital Site Development Plan Submissions

- A digital file is required for use only to develop maps for the county's 911, fire, police and sheriff agencies.
- AutoCAD **version 2013** is the required format for submissions.
- Use **NAD 83 feet** as coordinate system.
- Please provide at least two North-East coordinate reference points.
- Do not rotate drawing. North should be straight up.
- All nodes should snap together. No overshoots or undershoots. No circles at property corners.
- All lines must be entered using coordinate geometry, not digitized.
- Please do not send elements other than those outlined below. (No north arrow, notes, vicinity map, etc.)
- Set up layers as described in the following table:

No.	Description	Color	Line Type	Text Style
1	Building footprints	Black	Solid	No text
2	Parking lots paved	Black	Solid	No text
3	Parking lots unpaved	Black	Solid	No text
4	Road edge of pavement	Black	Solid	No text
5	Sidewalks	Black	Solid	No text
6	Pathways	Black	Solid	No text
7	Fire department / Siamese connection	Black	Solid	No text
8	Hydrant locations	Black	Solid	No text
9	Fence lines	Black	Solid	No text
10	Driveways paved	Black	Solid	No text
11	Driveways unpaved	Black	Solid	No text
12	Recreational areas (swimming pools, tennis courts, ball fields, tot lots, etc.)	Black	Solid	No text
13	Road names	Black	n/a	See below

Note: Font = Simplex, Height = 16.0, Width Factor = 1

This information is to be emailed to Carrie Vogel at cvogel@howardcountymd.gov and Mike Saunders at msaunders@howardcountymd.gov. The file should be named with the subdivision title and the DPZ file number.

If you have any questions, please contact Carrie Vogel of the Department of Planning and Zoning at (410) 313-4420 or email cvogel@howardcountymd.gov

4. Submission of digital storm drain system and stormwater management data:

THE FOLLOWING INFORMATION SHALL BE SUBMITTED TO THE DEPARTMENT OF PUBLIC WORKS (DPW) FOR THE PURPOSE OF INCORPORATION INTO THE COUNTY'S GIS ASSET MANAGEMENT SYSTEM. This information is required prior to submission of the site development plan original to allow early incorporation of new storm drain system and stormwater

management infrastructure in the County's GIS system for asset management and State reporting purposes. However, please note that if any of the digital file information changes between the time of this early submission and when the site development plan original is submitted, a second updated version must be resubmitted at the time of the site development plan original submission.

Digital Storm Drain System and Stormwater Management Data Submissions

- GIS geodatabase, GIS shapefiles, or AutoCAD dxf with associated completed Excel file are the required formats for submissions (see PDOX for templates).
- Use NAD 83 feet as coordinate system.
- Do not rotate drawing. North should be straight up.
- All nodes should snap together. No overshoots or undershoots.
- All lines must be entered using coordinate geometry, not digitized.
- Please do not send elements other than those outlined below. (No north arrow, notes, vicinity map, etc.).
- If using AutoCAD, set up layers as described in the following table (geometry colors are the developer's choice):

AutoCAD Format			
No.	Layer's Name	Description	Geometry Type
1	BMP	BMP Point Locations	Point
2	BMP Labels	BMP Unique ID Labels	Text
3	BMP Drainage Area	BMP Drainage Area Polygons	Polygon
4	Outfall	Outfall Point Locations	Point
5	Outfall Labels	Outfall Unique ID Labels	Text
6	Outfall Drainage Area	Outfall Drainage Area Polygons	Polygon
7	Manholes	Manhole Point Locations	Point
8	Manhole Labels	Manhole Unique ID Labels	Text
9	Inlets	Inlet Point Locations	Point
10	Inlet Labels	Inlet Unique ID Labels	Text
11	Pipes	Pipe Lines	Line
12	Pipe Labels	Pipe Unique ID Labels	Text

Note: Font = Simplex, Height = 16.0, Width Factor = 1

This information is to be emailed to Christine Lowe at csolwe@howardcountymd.gov. The file should be named with the subdivision title and DPZ file number. If you have any questions, please contact Christine Lowe of the Department of Public Works at 410-313-0522 or csolwe@howardcountymd.gov

5. **If applicable**, submission of a receipt from DPW, Real Estate Services Division, verifying that the required Developer's Agreement/Declaration of Covenants and Maintenance, and Right of Entry Agreement for Private SWM Facilities – Rain Gardens (Bio-Retention Facilities) has been executed.
6. Submission of a Forest Conservation Data Summary **[attached]**.


In accordance with Section 16.156(m) of the Fifth Edition of the Subdivision and Land Development Regulations, SDP originals must be submitted within **180*** days from the date of this letter (**on or before February 13, 2019**).

***In accordance with adopted Council Bill No. 51-2016; effective on 10/5/16, if the deadline date is a Saturday, Sunday, or holiday or if the County offices are not open, the deadline shall be extended to the end of the next open County office business day.**

Compliance with all conditions and/or corrections is required before the original plan will be accepted for signature approval. As directed through ProjectDox, please contact Ms. Carol Stirn of the Department of Planning and Zoning at (410) 313-2350 to schedule an appointment to submit originals for signature. **Please bring this letter with you as it will serve as the checklist for the original submission.**

If you have any questions, please contact Derrick Jones at (410) 313-2350 or email at djones@howardcountymd.gov.

Sincerely,


Kent Sheubrooks, Chief
Division of Land Development

KS/dj

cc: Research
DED
Real Estate Services, DPW
GLW
St Johns Properties



HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING

3430 Courthouse Drive

Ellicott City, Maryland 21043

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Voice/Relay

Valdis Lazdins, Director

FAX 410-313-3467

August 17, 2018

Maple Lawn C.C. Statutory Trust
attn: Mark Bennett
1829 Reisterstown Road, Suite 300
Baltimore MD 21208

RE: **SDP-18-051 Maple Lawn Farms**, Business District, Area 2 (office building 7)

Mr. Bennett:

The Planning Board of Howard County acted to **approve** the above referenced plan on August 16, 2018 at its regular scheduled meeting. A copy of the decision is included for your files.

You may submit the original drawings to the Department of Planning and Zoning for signature approval once the plan comments and the attached items have been complied with. If you have any questions regarding a specific comment, please contact the review agency prior to submitting the original plan.

If you have any questions, please contact Derrick Jones at (410) 313-2350 or email at djones@howardcountymd.gov.

Sincerely,

Valdis Lazdins
Executive Secretary
Howard County Planning Board

Attachment

cc: Research
DED
St John Properties
GLW