



# SITE PLAN REVIEW CHECKLIST



		Applicant Validation		Staff Check		Sketch	Prelim. / Final	ROW /Grading
		N/A	Included	Verified				
<b>GENERAL INFORMATION</b>								
101					FEE CHECK - Fee Check, payable to the Town of Easton	X		
102					Application Form - Provide a completed and signed form.	X		
103					DESIGN PRINCIPLES STATEMENT	X		
103					DEVELOPMENT RIGHTS AND RESPONSIBILITIES	X		
105					ADDRESSING - (If properties requiring sub-addressing shall submit a preliminary floor plan)	X		
<b>PLANS - REQUIREMENTS</b>								
					1. COVER SHEET			
120					a. The Title "Site Plan"	X	X	X
121					b. Owner's name and address	X	X	X
122					c. Applicant name and address	X	X	X
123					d. Sheet Index, including the number of sheets in the plan.	X	X	X
124					e. Property Tax Map and Parcel information for all properties	X	X	X
125					f. Vicinity map - 1" = 2000' or less	X	X	X
126					• Property lines of the entire parcel	X	X	X
127					• Existing and mapped roads and principal access points	X	X	X
128					• Town boundary lines within one mile of the proposed subdivision	X	X	X
129					g. Original Plan Date	X	X	X
130					h. Deed and Plat References	X	X	X
131					i. Floodplain Notes	X	X	X
132					j. Statement regarding Scope of Work	X	X	X
					2. ALL SHEETS			
134					a. 24" x 36" - legible with appropriate match lines	X	X	X
135					b. Signed and sealed by a MD licensed professional Engineer, Surveyor, Landscape Architect, or Architect	X	X	X
136					c. The scale of the plan shall be shown in feet	X	X	X
137					d. North arrow	X	X	X
138					e. Proposed name of the development	X	X	X
139					f. Revision block	X	X	X
140					g. Original plan date	X	X	X
141					h. Tax map and Parcel Numbers for all properties - Lot Area	X	X	X
142					i. Ward District and Easton, Maryland within the title block	X	X	X
143					j. Stamp all plans prior to 100% - "PRELIMINARY - FOR REVIEW ONLY"	X	X	
144					k. Numerical and Bar Scale	X	X	X
145					l. Legend - Plans shall have consistency in text, symbolism, and Line: type, weight, size, font, hatching, etc....	X	X	X
146					m. Benchmarks (Shall be on NAVD 88 Datum) include 3 Northing and Easting Points per sheet	X	X	X
<b>PLANNING AND ZONING</b>								
150					1. ZONING DISTRICT AND JURISDICTIONAL BOUNDARIES	X		
151					a. The zoning district boundaries shall be shown when a property is located in more than one zoning district. Zoning overlay district boundaries shall be shown when a property is located within any zoning overlay district.	X		



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152				b. Jurisdictional boundaries shall be shown for property located adjacent to the Town Boundary	X		
153				2. ZONING REQUIREMENTS: In tabular form show the specific zoning requirements, in accordance with the Zoning Ordinance.	X		
154				a. Variances	X		
155				b. Max Lot Coverage	X		
156				c. Minimum Lot Size	X		
157				d. Minimum Lot Frontage	X		
158				e. Building Envelope	X		
159				f. Minimum Front	X		
160				g. Setbacks	X		
161				h. Building Height	X		
162				i. Parking Spaces	X		
163				j. Open Space	X		
164				k. Proposed Use	X		
165				l. Number of Lots	X		
166				3. ADDITIONAL INFORMATION - EXISTING CONDITIONS	X		
167				a. For adjoining property information, show: Tax Map and Parcel and adjacent zoning district.	X		
168				b. Show any features on adjacent properties that influence	X		
169				c. Existing open space and conservation easements with deed reference	X		
170				d. Right-of-way, utility, and other known existing easements with deed reference.	X		
171				e. The boundaries of the Critical Area, Critical Area Buffer, and other environmental buffers	X		
172				f. Areas of forest or other vegetated cover.	X		
173				g. Watercourses and names, if any.	X		
174				h. Wetlands data as follows:	X		
175				· Potential jurisdictional waters and wetlands as identified by a consultant wetland delineation	X		
176				· Note referencing the source of the wetland information	X		
177				i. Pollution sources that are known or as identified	X		
178				4. ADDITIONAL INFORMATION - PROPOSED	X		
179				a. Reference to associated land development application numbers and corresponding approval dates for land development applications preceding the subject application submission that involve the subject property.	X		
180				b. For each building, the number of floors, floor area, height, exterior dimensions, location, and proposed use of each building, structure or other improvement. If an alteration is proposed to an existing building, structure, or other improvement, dotted lines shall denote features or locations to be abandoned and solid lines shall denote proposed features.	X		
181				c. Layout of parking, loading spaces, bicycle spaces, and pedestrian and bicycle facilities. Indicate type of surfacing, parking stall and loading space dimensions, angle of parking stalls, width of aisles, and number of ADA and loading spaces provided. For parking spaces. show:	X		
182				· Existing spaces	X		



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183				Proposed spaces	X		
184				Required spaces	X		
185				d. Location, type, size, and height of fencing, screening, and retaining walls.	X		
186				e. Location of exterior lighting.	X		
187				f. The proposed location of multiple mailbox groupings and other uses requiring a vehicle staging area.	X		
188				g. Location, type, and dimensions of vehicular ingress and egress to the site, and clear sight triangles as applicable.	X		
189				h. The location, size, height, number, and orientation of all proposed signs	X		
190				i. Dimensions in feet and decimal parts to demonstrate compliance with regulations, conditions or variances	X		
191				j. Note(s) on plans where land or facilities are to be dedicated to, and held in perpetuity by, a lot-owner's association, condominium association, or similar entity. If residential development, include homeowner's association documentation when common open space and buffer areas are provided.	X		
192				k. Conceptual building elevation renderings or sketches illustrating the character, scale, and materials and which accurately depict the architecture of any proposed structures.	X		
193				l. Digital 3D renderings accurately depicting all building facades as well as those on all buildings within 200 feet in either direction on the same block as the proposed building	X		
194				m. General location and description (i.e. intended function, proposed species, etc.) of proposed landscaping	X		
195				5. STORMWATER MANAGEMENT CONCEPT PLAN	X		
196				6. FOREST STAND DELINEATION	X		
<b>PROJECT NOTES</b>							
220				Parcel/Lot Area	X	X	X
221				Critical Area (IDA/LDA/RCA/ Not in Critical Area)	X	X	X
222				Tanyard Branch Watershed	X	X	X
223				Limit of Disturbance	X	X	X
224				Impervious Area (Existing & Proposed)	X	X	X
<b>EXISTING CONDITIONS</b>							
230				Existing Property Lines	X	X	X
231				Existing Easements/ROW/Encumbrments/BRLs	X	X	X
232				Existing Contours	X	X	X
233				Existing Utilities - use Easton Utilities facility number	X	X	X
234				Wetland Boundaries & Buffers	X	X	X
235				Floodplain Boundaries & Buffers	X	X	X
236				Stream Boundaries & Buffers	X	X	X
237				Critical Area Boundaries & Buffers	X	X	X
<b>PROPOSED CONDITIONS</b>							
250				Proposed Buildings/Structures	X	X	X
251				Proposed Pavement	X	X	X
252				Proposed Parking	X	X	X
253				Proposed Sidewalk	X	X	X
254				Proposed Refuse Collection Area	X	X	X
255				Proposed Improvements in ROW	X	X	X



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256				Proposed SWM BMPs	X	X	X
257				Proposed Drainage Flow Arrows	X		
258				Proposed Contours		X	X
259				Proposed Landscaping	X	X	X
260				Proposed Easements		X	X
261				Proposed Striping & Signage	X	X	X
<b>SITE DESIGN</b>							
270				Visibility Triangles	X	X	X
271				Adjacent Intersection Separation (230' min)	X	X	X
272				Adjacent Driveways (150' min. offset)	X	X	X
273				Road Striping (center turn, accel/decel, # of ingress/egress)	X	X	X
274				Driveway Length (adequate for stacking)	X	X	X
275				Driveway Radii (typically 25-30 feet)	X	X	X
276				Driveway Grade		X	
277				Pedestrian crossing at driveways (signage and striping)	X	X	X
278				Vehicle Turning Movements	X	X	X
279				Loading/Unloading Areas	X	X	X
280				Bike Paths	X	X	X
<b>STORM DRAIN</b>							
290				Pipe Size, Material, and Slope	X	X	X
291				10-Year HGL		X	X
292				Profiles (all storm drain pipes/culverts)		X	X
<b>STORMWATER MANAGEMENT PLAN</b>							
300				Typical Section with Elevations & WSELs		X	X
301				2 Sections of Weirs (both parallel and perpendicular to flow)		X	X
302				Section of Embankment		X	X
303				Maintenance Schedule		X	X
304				Inspection Schedule		X	X
305				Material Specification		X	X
306				Drainage Area Summary Chart		X	X
307				Drainage Area Maps		X	X
308				BMP Management Chart		X	X
<b>STORMWATER MANAGEMENT REPORT</b>							
320				Drainage Area Maps	X	X	X
321				ESD Calculations for Each Drainage Area	X	X	X
322				Quantity Calculations (TR-20) for Each Drainage Area	X	X	X
323				10-Year HGL Calculations		X	X
<b>SIGNATURE BLOCKS</b>							
330				Town Approval Block		X	X
331				As-Built Certification (Unsigned until construction is complete)		X	X
332				Engineer Certification (Unsigned until construction is complete)	X	X	X
<b>UTILITY</b>							
350				Install 2" conduit to follow Electric for fiber optic/Coax		X	X
351				Show CATV/Fiber Optic Cable		X	X
352				Electric Design must be included (Contact Easton)		X	X
353				Gas Design must be included (Contact Easton Utilities)		X	X
354				Profiles read left to right and project below plan view		X	X
355				Contact Easton Utilities for preliminary addressing		X	X
356				Water Usage Calculations		X	X
357				Locations of all existing and proposed structures/buildings		X	X



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358				Site, Utility, and Landscape Plans Correlate		X	X
359				Floor Plans including square footages to determine if capital charges are required		X	X
360				Show Driveway Locations		X	X
361				Gravity Sewer Site Plan - Label with size and type (i.e.. 8"SS), stationing, flow direction arrows		X	X
362				Watermains Site Plan- Label with Size and Type (i.e.. 8"W),stationing, show valves and fittings, deflections, Directional Bore Extents		X	X
363				Force main - Label with size and type (i.e.. 8"FM), stationing, show fittings, valves, ARV's, cleanout stations		X	X
364				Manholes - Include Rim Elevation, Invert In, Invert Out, Stationing, Diameter and Drop Information		X	X
365				Fire Hydrant Locations		X	X
366				Water Services, including meter pits, service sizes including transitions in size		X	X
367				Sewer Laterals, including cleanouts, bends		X	X
368				Profile shall show stationing matching the stationing shown on the site plan utility.		X	X
369				Gravity Sewer Profile - Pipe slope, material, and run distance shown for all segments		X	X
370				Force mains Profile- Top of Pipe Elevation every 100 ft, ARV Locations, Force main Cleanouts, Material, slopes, fitting locations, valve locations, Directional Bore Extents		X	X
371				Watermain Profile - Material, valves, fittings, crossings, directional bore extents, Water Service Saddles,		X	X
372				Show all utility crossing the profiled utility		X	X
<b>BUILDING PERMITS (EUC Requirements)</b>							
390				Site Plan provided showing Existing and Proposed Utilities		X	X
391				Grease Trap Calculations and Submittal		X	X
392				Show existing easements - No portion of a permanent structure can exist in a Utility Easement.		X	X
393				Adequate access is provided to install electric, water, sewer, gas, and cable.		X	X
394				Gas Main shall be installed prior to issuing a building permit.		X	X

- Plans shall be submitted both electronically and via hard copy
- Plans shall be reviewed for the following issues prior to submission:
  - Overlapping notes, upside down text, illegible notes or stray text, symbols or lines.
  - Plotter/printer tracks, smudging, smearing, blurry, blotchy, cut-off sheets or other poor print quality.
  - Incomplete plans