



# SITE PLAN REVIEW CHECKLIST



|                             | Applicant Validation |          | Staff Check |  | Sketch | Prelim.<br>/ Final | ROW<br>/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 AGREEMENT. (If required)   | X      |                    |                 |
| 105                         |                      |          |             | ADDRESSING - All 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      |                    |                 |



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|     | N/A                  | Included | Verified    |  |        |                 |              |
| 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      |                 |              |
| 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      |                 |              |



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|                            | N/A                  | Included | Verified    |  |        |                    |                 |
| 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      |                    |                 |
| 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> |                      |          |             |  |        |                    |                 |



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|                                     | N/A                  | Included | Verified    |  |        |                    |                 |
| 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               |
| 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               |



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|  | N/A                  | Included | Verified    |  |        |                    |                 |
| 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               |
| 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