



**City of Havre de Grace**  
**Department of Planning and Zoning**  
 711 Pennington Avenue • Havre de Grace, MD 21078  
 Phone: 410-939-1800 • Fax: 410-939-3692

## COMMERCIAL SITE PLAN APPLICATION

### SITE DESCRIPTION

**Project/Subdivision Name:** \_\_\_\_\_ **Plan Alias:** \_\_\_\_\_

(Tax Map No.)	(Grid No.)	(Parcel No.)	(Lot No.)	(Plat #)	(Zoning District)	(Tax ID)
(Street Address and/or Road Name)			(Commercial/Industrial)		(Special Development) (specify)	
(BOA #)	(No. of Lots)	(No. of Acres)	(Public or Private Water)		(Public or Private Sewerage)	

### APPLICANT/CONSULTANT INFORMATION

#### OWNER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)      (Fax)      (E-mail)

\_\_\_\_\_  
(Contact Person)

#### DEVELOPER/CONTRACT PURCHASER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)      (Fax)      (E-mail)

\_\_\_\_\_  
(Contact Person)

#### SURVEYOR/ENGINEER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)      (Fax)      (E-mail)

\_\_\_\_\_  
(Contact Person)

## PLAN APPLICATION REQUIREMENTS

*Submission of application for site plans will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plan for processing. Plan submission applications found to be incomplete will be rejected prior to entering the City's subdivision 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 Department of Planning and Zoning at 410-939-1800 ext. 1122.***

### LEGEND

**P Provided NA Not Applicable  
X Not Provided, Justification Attached**

- \_\_\_\_\_ Site Plans (\_\_\_ copies)
- \_\_\_\_\_ Landscaping/Lighting Plan / Buffer Plan (\_\_\_ copies & checklist)
- \_\_\_\_\_ Traffic Impact Analysis (TIA) – Trips Generated \_\_\_\_\_ (9 copies)
- \_\_\_\_\_ Declaration of Intent (DOI)
- \_\_\_\_\_ Forest Conservation Plan (FCP) (3 copies)  
FSD submitted on \_\_\_\_\_
- \_\_\_\_\_ Planning Commission Meeting date: \_\_\_\_\_
- \_\_\_\_\_ Planning Commission Minutes (date submitted: \_\_\_\_\_)
- \_\_\_\_\_ Planning Commission mailing certification
- \_\_\_\_\_ Planning Commission certification newspaper ad
- \_\_\_\_\_ Stormwater Management (SWM) Concept Plan and Computations submitted (\_\_\_ sets)
- \_\_\_\_\_ Water and Sewer Capacity Analysis
- \_\_\_\_\_ List of adjacent property owners
- \_\_\_\_\_ Appropriate fees
- \_\_\_\_\_ Other Documents (waivers, etc.)

### Checklist

- \_\_\_\_\_ Title of site plan
- \_\_\_\_\_ Location map
- \_\_\_\_\_ Name and address of engineering firm
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Date of submittal
- \_\_\_\_\_ Zoning district
- \_\_\_\_\_ Actual shape and dimensions of lot drawn to a scale of 1" =50' or 1" =100'
- \_\_\_\_\_ Adjacent landowners/zoning
- \_\_\_\_\_ Location, size and height of all existing and proposed structures and uses indicating distances between buildings and distances from structure or uses to all property lines.
- \_\_\_\_\_ Proposed use of land or structure-if only a portion is to be used, indicate that area of use.
- \_\_\_\_\_ Number of proposed employees
- \_\_\_\_\_ Access points, drives, parking spaces (required and provided) and any other paved areas
- \_\_\_\_\_ Setbacks from right-of-way for parking spaces shall be given
- \_\_\_\_\_ Percent of impervious surface
- \_\_\_\_\_ Percent of building coverage
- \_\_\_\_\_ State Highway Access

\_\_\_\_\_ Location, size and height of signs. (an additional permit and fee is required for signs )

\_\_\_\_\_ All roads and rights -of-way in relation to lot. Any road frontage improvements will be addressed

\_\_\_\_\_ Traffic flow patterns and signage

\_\_\_\_\_ Any existing easements and proposed easements

\_\_\_\_\_ Proposed stormwater management plans and computations

\_\_\_\_\_ Extensions of public facilities

\_\_\_\_\_ Environmental features to include steep slopes, streams, non-tidal wetlands, and required buffers

\_\_\_\_\_ Acreage of Natural Resource District \_\_\_\_\_

\_\_\_\_\_ 100 year floodplain area

\_\_\_\_\_ Acreage of Floodplain \_\_\_\_\_

\_\_\_\_\_ Limits of the Harford County Chesapeake Bay Critical Area Overlay District including and required buffers

\_\_\_\_\_ Total acreage of tract in Chesapeake Bay Critical Area \_\_\_\_\_

\_\_\_\_\_ Acreage of IDA \_\_\_\_\_

\_\_\_\_\_ Acreage of LDA \_\_\_\_\_

\_\_\_\_\_ Acreage of RCA \_\_\_\_\_

\_\_\_\_\_ Topography

\_\_\_\_\_ Loading spaces

\_\_\_\_\_ Number of employees

\_\_\_\_\_ Soils

\_\_\_\_\_ Existing and proposed monitoring well locations (if applicable)

\_\_\_\_\_ Existing and proposed grease interceptors

\_\_\_\_\_ Any existing or proposed underground storage tanks (USTs), above ground storage tanks (AGSTs), or any other potential sources or contamination on the property or within 100 feet of the property lines.

Should you have any questions, please contact the Department of Planning and Zoning at 410-939-1800 ext. 1122.

**THE PLANNING COMMISSION MEETS ON THE SECOND AND FOURTH MONDAY OF EACH MONTH. TWELVE (12) FOLDED COPIES NEED TO BE SUBMITTED FOUR (4) WEEKS PRIOR TO THE MEETING ALONG WITH A LIST OF ADJACENT OWNERS, ALL APPROPRIATE FEES AND OTHER SUBMITTAL REQUIREMENTS (listed on first page).**