



Commissioners of Leonardtown

22670 Washington Street
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DANIEL W. BURRIS
Mayor

LASCHELLE E. McKAY
Town Administrator

MINOR SITE PLAN REVIEW CHECKLIST

Control Number: _____ Project: _____

Applicant: _____

Address: _____

Phone: _____ Email: _____

Surveyor / Engineer: _____

Address: _____

Phone: _____ Email: _____

Property Street Address: _____

Subdivision Name: _____

Phase / Section: _____ Lot: _____ Block: _____

Tax ID#: _____ Tax Map: _____ Block: _____ Parcel: _____

Acreage: _____ Zoning: _____ Zoning Overlays (if applicable) _____

Prerequisites:

I. Required Supporting Information

Yes No Na Standard

☐ ☐ ☐ Standard Reference Water/Sewer Category Change Approval (If required)

II. Title Information

Yes No Na Standard

☐ ☐ ☐ Standard Reference Certificate setting forth the source of title of the owner of the tract and the place of record or the last instrument in the chain of title.

MINOR SITE PLAN REVIEW CHECKLIST

III. Standard Reference

- | Yes | No | Na | Standard |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Scale (1" = 10', 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60' or 1" = 100'). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Date of original. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | The Commissioners of Leonardtown Permit / Case Number placed Immediately above the title information block. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Project Name (include "Minor Site Plan" in plan title). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Tax Map, Block, Parcel Number. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Zoning Overlay. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Name of person preparing plan. |

IV. General Plan Requirements Reference Vicinity Map

- | Yes | No | Na | Standard |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Scale 1" = 2000' preferred. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1000' Critical Area Boundary (if applicable). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | North Arrow. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Location of the site Names and numbers of adjoining roads |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Streams and other bodies of water other landmarks. |

V. General Site Plan Requirements

- | Yes | No | Na | Standard |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Property lines shown from deed or recorded subdivision of the property. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | All proposed uses. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Complete ownership and complete Developer information. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | If in Critical Area, all Critical Area Notes. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Vehicle entrances: location, type and complete dimensions |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Location, complete dimensions (including height) of all existing and proposed buildings. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Location and complete dimensions of sidewalks including provisions for handicap movement and bike paths. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | All proposed or recorded easements with dimensions. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Existing and proposed utilities. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | All locations and size of proposed water and sewer installation; or proposed additions to existing water and installations; and any design features which are unusual or deviate from normal design practices; and proximity to nearest hydrant and its area of coverage. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Owners and Zoning and present use of adjoining tracts. |

MINOR SITE PLAN REVIEW CHECKLIST

Yes	No	Na	Standard
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Existing and proposed fencing, retaining walls, and screen planting (when these are required) Location, type, size, and height.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Stormwater management provisions-to accompany the site plan submission for review by the St. Mary's County Department of Public Works and Transportation and the St. Mary's County Soil Conservation District.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Delineation of 100-year floodplain (if applicable).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Existing topography 2' contours: Where the ground is on a slope of less than 2 %, either one-foot contours or spot elevations where necessary, but not more than 50 feet apart in all directions.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Proposed finished grading contours, with spot elevations as necessary, and provide floor elevations for basement, and first floor, and provide elevation of highest point above grade for each structure and provide spot elevation for high and low points on the site and other elevations deemed appropriate to ensure positive flow away from the proposed construction.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All horizontal dimensions shown on the site plan must be in feet and decimals of a foot to be closest to 1/100 of a foot and all bearings in degrees, minutes, and seconds to the nearest 10 seconds.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Adequate parking areas are provided in terms of: location, and layout, and design and numbers of spaces.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Computations / Table reflecting existing impervious surfaces and proposed impervious surfaces to include driveways, sidewalks, decks, porches, concrete pads, etc.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide computations / table reflecting proposed drainage area, impervious surface proposed for each stormwater management device proposed, this is to include design and type of treatment.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide proposed limits of disturbance on plan with area.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide 2011 sediment erosion control with all details as required.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide METCOM water/sewer details for all water and sewer connections if not approved during subdivision approval process.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ensure minor site development plan reflects all items approved through the conceptual process.

Email Form: mike.bailey@leonardtownmd.gov