

CHECKLIST FOR DEVELOPERS

TOWN OF PERRYVILLE

DEPARTMENT OF PLANNING AND ZONING

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SITE PLAN PROCESS

NOTE: See Appendix A Basic Information Required With Zoning and Building Permit Applications for all plan submittals; Appendix B Bufferyard Requirements as per Zoning Ordinance Article XVII requirements.

Concept Plan Approval

Concept Plan application review fee shall be required. See enclosed disclosure of fees.

The applicant shall prepare a sketch of the property drawn to the approximate scale showing boundaries, general topography, important physical features and other significant information, as the proposed scheme for the development of the property, including proposed streets, parking, open space, and proposed improvements. In addition, the critical area boundary line, flood plain area, and habitat protection areas shall be shown. It is recommended to contact Planning & Zoning staff prior to submittal.

An Application for Site Plan Review and fifteen (15) copies* of the concept plan shall be submitted. The deadline for submissions for Planning Commission review is twenty (20) business days prior to a meeting. Planning & Zoning meetings are held on the third Monday of the month. Meetings are held 6:30 p.m. at Town Hall 515 Broad Street second floor.

After Town approval of Concept Plan, applicant shall submit 18 copies to Cecil County Government Office of Planning & Zoning for review by the Technical Advisory Committee (TAC). TAC consists of various agencies such as the State Highway, Soil Conservation, MDE, Fire Company, Cecil County Department of Public Works, Planning & Zoning, Emergency Management, Utility Companies, Corp of Engineer, and Citizen Representatives. Contact person is Lisa Jones or Tony DiGiacomo: Cecil County Government Planning & Zoning, 129 Main Street, Elkton, MD 21921, 410-996-5220. Submission shall be two (2) weeks prior to the hearing. TAC meets on the first Wednesday of the month. TAC will review the project and submit a copy of the minutes and recommendations to the developer and the Town.

Due to new regulations for Storm Water Management (effective May 2010) Cecil County Department of Public Works require proposed storm water plans are submitted for review at concept stage of project. The Town will work closely with Cecil County at the beginning stages of a project to ensure compliance with the new regulations.

Preliminary Site Plan Approval

Site plan application review fee shall be required. See enclosed disclosure of fees.

Prior to submittal to the Planning Commission a meeting shall be held with the Town Staff to review general elements of the preliminary plan and to address any project specific issues.

The Town must receive comments from TAC, Critical Area and Cecil County Department of Public Works regarding proposed storm water management before the Preliminary Site Plan review is scheduled.

Fifteen (15) copies* of the preliminary site plan shall be submitted to the Town in order to be placed on the Planning and Zoning Meeting Agenda. Planning and Zoning meetings are held every third Monday of the month. Submissions must be received by the Town twenty (20) business days before the next meeting.

After Preliminary Site Plan Approval, a Water Distribution Network Analysis shall be completed. The town's Engineering firm, URS, shall prepare a proposal for the project. The developer shall pay the analysis fee. The estimate fee for this project shall be placed in escrow. Upon completion of the analysis, the Town will verify the cost of the project by providing a copy of the report and a receipt. The balance in the escrow account will be refunded.

Final Site Plan Approval

Fifteen (15) copies* of the Final site plan shall be submitted to the Town.

Prior to review and approval of the final plat by the Planning Commission, the Department of Planning and Zoning will assure that the following information and approvals have been received.

See list of required approvals below.

Once all the necessary approvals, agreements, and sureties are received, a meeting will be scheduled for the Planning & Zoning Commission to review and approve the final plat. Final plat shall be prepared, filed and recorded. Construction cannot begin until Final Plat approval is obtained.

***REQUIRED WITH ALL SUBMITTALS: Plat Posting Image Requirements -- Please submit legible, readable plats in either JPG or GIF format and 5 MB or less in size. The file's name must match the name of the proposed subdivision for identification purposes.**

Required Approvals:

*Developer is responsible for obtaining all county and state approvals. The Town is responsible for obtaining Town approvals (Perryville Fire Dept., Town Engineer, Town Critical Area Planner, etc.)

<u>AGENCY</u>	<u>PLAN</u>	<u>REQUIRED</u>
— SHA Gary Davis (410) 545-5585	Access plans for state road	Copy of Access Permit
— SHA	Plans for utility work in SHA easement.	Copy of Permit
— Cecil County DPW (410) 996-5270	Access plans for county road	Copy of Access permit
— Cecil County DPW (410) 996-5270	Plans for utility work in county easement	Copy of permit
— Cecil County Natural Resource Conservation Service (NRCS) (410) 398-4411	Sediment & Erosion Plan If in Critical Area, S&E Standard Plan must be reviewed by the Critical Area Planner.	Approved Plan Provide a signed E&S Copy
— Cecil County Planning & Zoning (410) 996-5220	Forest Conservation Plan If applicable. Deed restrictions shall be recorded for long term protection of forest retention areas prior to recordation of plat. Chapter 48 regulations. Includes a Forest Stand Delineation Plan.	Review and Recommendation Letter
	Projects in the Critical Area are exempt from Forest Conservation Regulations. A note to that effect should appear on the Final Plat (as suggested by the Cecil County	

Technical Advisory Committee).
Critical Area Circuit Rider will review the planting plan for conformance with the Town's Critical Area Program, and issue an approval letter.

—	Town Critical Area Planner	Environmental Assessment Report which the Critical Area has reviewed (Including 10% calculation worksheet for SWM – see above).	Copy of Report Critical Area Approval letter
—	Cecil County DPW (410) 996-5270	Storm Water Management If the property is in the Critical Area IDA, the stormwater management plans/calculations must show ten (10) percent reductions in pollutant loading between the pre-development conditions and post-development conditions. A 10% calculation worksheet must be submitted with the Environmental Assessment for review by the Critical Area Planner. An agreement shall be executed between the developer and Cecil County that guarantees that any stormwater management facilities shall be constructed in accordance with the approved plans. The agreement shall grant perpetual access to the stormwater facilities to County personnel for inspection.	Review/Approval Letter
—	Cecil County DPW (410) 996-5270	Mass and Final Grading Plans As required by Cecil County TAC - Mass and Final Grading Plans must be approved by Cecil County DPW prior to submittal for Final Plat approval. The Final Plat must include a note recognizing the applicability of lot grading plans. (applies to Residential)	Review/Approval
—	Town Staff	Landscaping Plan/Agreement Landscaping Agreement shall be executed with the Town that guarantees that the required landscaping is installed and maintained in accordance with the approved plan. Cost estimate shall be provided for approval. Article XVII, Section 300.5 requires a performance bond/Letter of Credit. Lighting to be included on Landscape Plan.	Review and Approval
—	Perryville Community Fire Company	Water plans, hydrant locations, hydrant spacing, and fire flows are reviewed by Fire Chief.	Approval letter
—	Town Staff	Floodplain 100 year Construction must be in accordance with Chapter 46 requirements; inspection for compliance during construction and receipt of Elevation Certificate required prior to U&O.	Elevation Certificate

—	Town Staff	Non-tidal Wetlands Developer must complete the disclaimer or provide wetland delineation and provide a Jurisdictional Determination and necessary permits, where applicable.	Approval
—	Town Engineer URS	Water Model Distribution Analysis Fee to be held in escrow. Analysis done by URS.	Allocation Approval From Town
—	Town Engineer URS	Construction Plans Parking, Grading, Water & Sewer Utility Plan Road and Storm Drain Plans	Approval by Town Engineer
—	Town Staff	The Town may require the Owner/Developer to execute an Public Works Agreement and provide A surety bond (10% of estimated cost of improvements) or other such surety to secure the completion of all required work and improvements based upon an estimate of costs of the improvements as provided by the Town's engineer. Prior to the execution of the PWA an inspection and review fee shall be paid to the Town in an amount of four percent (4%) of the approved estimated cost of improvements.	Public Works Agreement
—	Health Department	Review and approval. (Send letter prior to Final approval re: Water & sewer is available.)	Approval Signature on Final Plat

Additional Requirements/Approvals (If Applicable):

—	Town	Rezoning Public Hearing	Approval of Mayor and Commissioners
—	Town	Growth Allocation Public Hearings	Final Approval of Critical Area
—	BG&E	Letter permitting parking in the BG&E right-of-way is required. In addition, the developer must determine and provide for dedication to the Town. This issue should be addressed in the PWA.	Approval Letter
—	HOA	A Homeowners' Association should be formed for the maintenance of the open space. The Association documents should clearly describe the members' responsibilities including the typical maintenance requirements of the stormwater management facility.	Association Documents

In addition the Association documents should clearly describe the process for “turning over” the open space from the developer to the Association. The Homeowners’ Association documents should be reviewed by the Town Attorney.

_____ State of MD	Condominium Act- need documentation that defines how the ownership of the building and land is going to be maintained by parties buying units	
_____ Town	Proposed street names must be approved by the Cecil County 911 Emergency Services Center and Town Mayor & Commissioners.	Approval Letter
_____ Open Space	Open Space requirements are met or a fee-in-lieu agreed upon by the Town and the Developer to meet the requirement.	Approved or Funds Receipt
_____ Town	Prior to the issuance if any U&O, any structures marked “to be moved or removed” shall be removed. All requirements must be complete and documentation received.	

Project Status:

- _____ Public Works Agreement Executed
- _____ Landscaping Agreement Executed
- _____ Final Plat Signed (Town Engineer, Planning Commission Chairman)
- _____ Zoning Certificate Issued
- _____ Attachments to the Zoning Certificate:
- _____ Pre-Construction Meeting
- _____ Construction Schedule Received
- _____ Shop Drawings Received
- _____ URS Final Inspection
- _____ PWA Bond Release Date
- _____ Landscaping Bond Release Date (may be reduced 18 months after date of planting; released after 3 growing seasons)
- _____ Dedication (Roads, Utilities) to the Town

NOTE – Prior to dedication, an as built survey shall be submitted to the Town for any roads or water and sewer facilities to be dedicated to the Town; improvements must be inspected by the Town Engineer prior to Town approval.

At final completion the Developer shall provide a value of the project for tax purposes, as an attachment to the Dedication Agreement. This information shall be provided to the Town Finance Department.

Additional Required Plans:

_____ Town	Post Construction	Complete
		set of as-builts.
_____ Final Inspection (Confirmation of site with as-built plans (landscaping, parking, striping, lighting)		

Notes:

1. Zoning Certificates for grading, site construction, etc. will be issued as requested following the recordation of the final plat.
2. A pre-construction meeting with Town Staff and Town Engineers is required.
3. Shop drawings must be approved by the Town Engineer, prior to commencement of work.
4. Prior to the issuance of a U&O, any structures marked “to be moved or removed” shall be moved or removed.
5. Final dedication to the Town of all public improvements require inspection by Town Engineer and approval of Town; if applicable, may require Dedication Agreement.

Notify of Approval:

Cecil County Public Schools – Transportation Department

1637 East Old Philadelphia Road

Suite #2

Elkton, MD 21921

(Notify for new residential development when approved, # of homes, street names, house numbers and date it was reviewed by TAC)

New Street Names – Town will coordinate

Must be approved by Cecil County Department of Emergency Services and Town of Perryville’s Mayor & Commissioners.

Designation of new streets and house/building numbers – Town will coordinate

- Perryville Post Office
- Perryville Fire Company

Once designated street names and addresses have been approved and Zoning Certificate has been issued - Town will notify

- Perryville DPW
- Perryville Post Office
- Perryville Fire Company
- Cecil County Department of Emergency Services
- Cecil County Department of Assessments & Taxation