

SIMPLIFIED SITE PLAN

A meeting will be held between the applicant and the Bureau of Development Review to determine if the proposal meets the general criteria of a Simplified Site Plan. If the project meets the criteria, the project will be given "Simplified Site Plan" status.

Upon receipt of the plan, submitted according to the Simplified Site Plan requirements checklist, representatives of the following agencies (along with any other agencies deemed necessary), review the plan:

Zoning Administrator
Bureau of Development Review
Bureau of Permits and Inspections
Office of Public Safety (Fire Protection Engineer)
Bureau of Resource Management

GENERAL CRITERIA:

1. Proposed new disturbance is less than 5,000 square feet;
2. Entrance is existing and none being proposed;
3. Zoning is in place (principal permitted use or prior approval by the Board of Zoning Appeals); and
4. Exempt from floodplain and stormwater management codes, and there are no Master Plan inconsistencies.

OTHER CONSIDERATIONS:

1. No official meeting of TRC or the Planning and Zoning Commission required.
2. A file number will be assigned and provided by the Bureau of Development Review.
3. No Adequate Facilities' Certifications will be required.
4. Approval of the site plan does not constitute approval of the building permit.
5. Approval of the site plan does not constitute approval by the Carroll County Health Department.
6. There are no Development Review fees with this process.

BUREAU OF DEVELOPMENT REVIEW

PROCEDURES FOR SIMPLIFIED SITE PLANS

- STEP 1.** Applicant applies for or inquires about a Permit/Zoning Certificate.
- A meeting will be held between the applicant and the Bureau of Development Review to determine if the proposal meets the general criteria of a Simplified Site Plan. If the project meets those criteria, the project will be given “Simplified Site Plan” status and file number.
- STEP 2.** Application submittal must be made in accordance with the simplified Site Plan Requirements Checklist. Refer to the Simplified Site Plan Requirements Checklist for plan details and include all required information.
- STEP 3.** Upon receipt of the Simplified Site Plan, the Bureau of Development Review will confer with a representative of the following agencies (along with any other agencies deemed necessary), for review of the plan:
- Bureau of Resource Management
 - Bureau of Permits and Inspections
 - Zoning Administrator
 - Office of Public Safety (Fire Protection Engineer)
- STEP 4.** After initial review and field investigation, if any revisions to the application or plan are required the applicant will be so notified. Otherwise, the applicant will receive an approval letter.
- STEP 5.** The Building Permit/Zoning Certificate is signed and issued. Applicant is advised that this approval does not pertain to the requirements of other governmental agencies having jurisdiction or constitute an approval under private restrictions applicable to the applicant’s land.

Note: Once an application has been prepared in accordance with the checklist and accepted for review, the process should generally be completed within 30 days.

SIMPLIFIED SITE PLAN REQUIREMENTS CHECKLIST

Note: A professionally prepared sealed drawing or a neat and accurate drawing, as determined by the Director or an appointed designee, is to be prepared on 8 1/2x11 or 11x17 paper at a scale of 1" = 50' or larger. The Transmittal form with directions for submittal may be found at: <https://www.carrollcountymd.gov/development-review/>

A. TITLE BLOCK CONTAINING:

1. Title to include proposed use.
2. Owner's name, address and phone number
3. Developer's name, address and phone number.
4. Surveyor's name, address, phone number, professional seal and signature, if applicable.
5. Election district, county, state and subdivision designation if applicable.
6. Scale at: 1 inch equals 50 feet or larger
7. Date plan prepared.

B. REQUIRED GENERAL NOTES – TO BE SHOWN ON ALL PLANS:

1. Existing Zoning.
2. Board of Zoning Appeals Case Number, request and approval date, if applicable.
3. Total disturbed area = _____square feet. (must be less than 5,000 square feet cumulative from December 8, 1992).
4. Tax Map, Block, Parcel.

C. PLAN DETAILS:

The following information shall be shown on the submitted drawing:

1. North Arrow. Identify as true, magnetic, etc.
2. Bearings and dimensions of property boundary.
3. All existing conditions, structures, drives, parking, etc. on the property. (ghosted in and dimensioned).
4. All proposed work shown boldly and clearly labeled.
5. All yard setbacks (front, rear, and sides) dimensioned and labeled.
6. Existing roads, their names, location, centerlines along the property frontage.
7. If required by the Director of Planning or his/her designee, field run contours at 2 foot intervals, finished proposed grades, and spot elevations. (only if new buildings or structures are proposed).
8. Any existing easements or rights-of ways over the property.
9. Parking tabulation for the proposed use.
10. Location of any existing wells and septic systems onsite.
11. Locate all wetlands, flood plains, and steep slopes onsite, if applicable.
12. A note stating whether the property is within a Surface Water /Aquifer / Wellhead Protection area and Surface Water Management zone.
13. A note addressing how the use, transfer, or storage of hazardous or regulated substances will be addressed in accordance with the Water Resources Management Manual, or a note on the plan indicating there will be none on site.
14. A note stating whether there are Tier II waters onsite.

****Contact Water Resources Review with questions about #12-14. 410.386.2505****