

ARTICLE 6

SITE PLANS

6-100 GENERAL REQUIREMENTS

6-101 Applicability

Site plans, prepared and approved in accordance with the provisions of this Article, shall be required to assist Town administrative officials in the review of applications for Building Permits and to assure compliance with all applicable requirements of this Ordinance. No Building Permit or Certificate of Use and Occupancy shall be issued for the construction, rehabilitation, or use of any building or structure except in accordance with an approved site plan.

6-102 Developments and Uses Requiring a Site Plan

Site plans are divided into two categories;

- A. Category 1 Site Plan Review. All commercial and institutional developments, multi-family dwellings, townhouse developments, attached dwelling units, and changes in use requiring three or more parking spaces require Category 1 Site Plan Review.
- B. Category 2 Site Plan Review. Single family detached dwellings, bed and breakfast facilities, inns, boarding houses, accessory uses, and rehabilitation projects require Category 2 Site Plan Review. This Category is for projects with minor impact which require less information than for Category 1 projects and can be reviewed and approved in a shorter time period.

6-103 Processing Procedure

- A. The applicant shall submit a completed application, the appropriate fee and the site plan to the Zoning Administrator.
- B. The Zoning Administrator shall review the application for completeness and will refer the application to the appropriate individuals or agencies for review, comment and/or approval.
- C. The Planning Commission will review and take action on all Category 1 Site Plans.
- D. The Zoning Administrator will review and take action on all Category 2 Site Plans.
- E. For all Category 1 Site Plans submitted for review, the Planning Commission shall:
 - 1. Submit written notice to the applicant by Registered first class mail return receipt requested, such to be postmarked at least ten (10) days before the day of the meeting to discuss the site plan, and
 - 2. Shall submit written notice to all owners of property adjoining and immediately across the street from the subject property. Such written notice shall state the date, time, place and subject matter of the meeting to discuss the site plan, and the name of the applicant. Such notice shall be sent by registered first class mail

return receipt requested and post marked not less than ten (10) days before the day of the meeting.

3. Post property at least ten days before the meeting to discuss the plan.
- F. When all review and approvals have been completed, the Zoning Administrator will sign the application and site plan to indicate completion of review and approval by the Town. No Zoning permit shall be issued until this approval has been given.
- G. The Zoning Administrator shall assure that the project is completed in conformance with the approved site plan before issuing a Use and Occupancy permit.

6-104 Expiration and Revisions

- A. Approval of a site plan submitted under the provisions of this Article shall expire two (2) years after the date of such approval unless a building permit has been obtained for construction in accordance with the site plan. The Planning Commission may grant extension after a formal request by the applicant.
- B. Any site plan may be revised and approved in the same manner as originally approved, except revisions that are deemed to be minor by the Zoning Administrator. Requests for minor changes shall be submitted in writing from the applicant and approved by the Zoning Administrator after review and comment by appropriate agencies.

6-105 Bonding Requirements

Before the Zoning Administrator issues a Certificate of Use and Occupancy, either all the work must be completed or the remaining work must be bonded in an amount to be determined by the Zoning Administrator. Completion bonds apply only to the construction of roads, driveway entrances, soil stabilization or landscaping.

6-106 Appeals

Any person aggrieved by any decision made under this Article may, within five (5) days of such decision, appeal to and have a determination made by the Board of Appeals. During the period of appeal, no Building Permit shall be issued.

6-200 SITE PLAN PREPARATION

6-201 Procedure for Preparation of Category 1 Site Plans

- A. Site plans involving engineering, architecture, landscape architecture or land surveying shall be respectively certified by the appropriate engineer, architect, landscape architect or land surveyor authorized by the State of Maryland to practice as such.
- B. Site plans shall be prepared to a scale of one-inch equals thirty feet (1"=30') or larger. The sheet shall be 24" by 36" unless the Zoning Administrator approves deviations from this standard. A site plan may be prepared in one or more sheets to show clearly the information required and to facilitate the review and approval of the plan.

6-202 Required Information on Category 1 Site Plans

All Category 1 Site Plans shall be submitted to the Zoning Administrator in three (3) legible copies. Category 1 Site Plans shall contain the following information:

- A. The project name and the name, address and telephone number of the landowner and builder/developer.
- B. The location, height, ground coverage and use of all structures.
- C. For each residential building, the number and type of dwelling units, classified by the number of bedrooms, and the total floor area, if any, to be used for commercial purposes.
- D. The floor areas of all non-residential buildings and the proposed use of each.
- E. The locations of recreational and other open spaces.
- F. Calculations of building coverage, density, open space, numbers of parking spaces, and areas of land use.
- G. All existing and proposed streets and easements, their names, numbers and widths; and existing and proposed utilities.
- H. A landscaping scheme, including dimensions and distances and the location, size and description of all proposed landscape material as required by the provisions of this Ordinance.
- I. Existing vegetation, proposed removal of vegetation, and proposed replacement of vegetation.
- J. If the project is in the Critical Area Overlay District, the project must meet the Critical Area Plan requirements.
- K. Location, type size and height of fencing, retaining walls and screen planting as required by the provisions of this Ordinance.
- L. If the project is in the Floodplain Overlay district, proposed measures should be shown which will protect project property and inhabitants required by the provisions of the Town's adopted Floodplain Ordinance.
- M. A parking plan, showing all off-street parking, related driveways, loading spaces and walkways, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required.
- N. Renderings or other visuals, which show compliance with the North Beach Design Standards.
- O. Sufficient information to show how the physical improvements associated with the proposed development interrelates with existing or proposed development of record on adjacent properties.
- P. All existing and proposed water and sanitary sewer facilities, indicating all pipe sizes, types and grades and where connection is to be made to the utility system.
- Q. Provisions for the adequate disposition of natural and storm water, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to

existing drainage system. Provisions for adequate storm water management as required by Town regulations

- R. Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction.
- S. A statement of the adequacy of roads and utilities to be impacted by the project. Should such roads and utilities be found to be inadequate, the site plan shall state the actions to be undertaken to make them adequate in light of the proposed project.

6-203 Required Information on Category 2 Site Plans

All Category 2 Site Plans shall be submitted to the Zoning Administrator in one (1) legible copy. Category 2 Site Plans shall contain the following information:

- A. The project name and the name, address and telephone number of the landowner and builder/developer.
- B. A drawing showing the location, height, ground coverage and use of all structures.
- C. If applicable, front, side and rear yard setbacks, as well as street access and easements.
- D. If applicable, renderings or visuals to show compliance with the North Beach Design Standards.
- E. If applicable, provisions for the adequate disposition of natural and storm water, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system, and storm water management as required by Town regulations.
- F. If applicable, provision for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction.
- G. If applicable, show existing vegetation, proposed removal of vegetation, and proposed replacement of vegetation.
- H. Other information that may be required by the Zoning Administrator to assure compliance with all applicable regulations.

6-204 Required Information on Site Plans in the Critical Area District

A. General

The requirements of this Section shall apply to all proposed multi-family dwellings, senior housing projects, industrial and commercial buildings and developments, and mobile home parks in the North Beach Critical Area District.

The purpose of the site plan is to assure detailed compliance with applicable provisions of this Ordinance and the North Beach Critical Area Protection Program and to prescribe standards for the design and construction of site improvements. Development in the Critical Area requiring site plan approval shall be permitted only in accordance with all the specifications contained on an approved site plan, and shall not be undertaken until

the site plan is approved and all the required construction permits have been obtained subsequent to such approval.

B. Approving Authority

1. Site plans for multi-family dwellings, townhouse developments, senior housing projects, and industrial and commercial buildings and developments shall be approved by the Planning Commission as herein set forth.
2. Site plans for developments other than those referred to above, where required in this Ordinance, shall be prepared and submitted as described below and approved by the Planning Commission.

C. Information Required to be Included in the Site Plan

1. An area or vicinity map at a scale of not smaller than 1" = 2,000 feet and showing such information as the names and numbers of adjoining roads, streams, bodies of water, railroads, subdivisions, election districts, or other landmarks sufficient to clearly identify the location of the property.
2. A boundary survey plat of the entire site at a scale not smaller than 1" = 100 feet unless otherwise specified by the Planning Commission showing the following:
 - a. Existing topography at two (2) five (5) foot contour intervals. Datum shall be stated in all cases and a reference or benchmark described on the plat together with the elevation. Source of contours shall be stated on the plat, such as field run or aerial topography, etc. Interpolation of contours from USGS quadrangle maps will not be accepted.
 - b. Slopes in excess of fifteen (15) percent;
 - c. Existing and proposed graded surface of the land;
 - d. Location of natural features such as streams, major ravines, drainage patterns, within the area to be disturbed by construction and the location of trees measuring greater than 12" in diameter to be retained;
 - e. Floodplain boundaries (100 year);
 - f. Location and areal extent of soils as shown on the Calvert County Soil Survey. Wet soils, hydric soils and highly erodible soils shall be indicated
3. A detailed drawing showing:
 - a. Location, proposed use, and height of all building (delineate all existing buildings and structures);
 - b. Location of all parking and loading areas with ingress and egress drives thereto;
 - c. Location of outdoor storage (if any);
 - d. Location and type of recreational facilities (if any);
 - e. Location of all existing or proposed site improvements, including storm drains, culverts, retaining walls, fences, stormwater management facilities as well as any sediment and erosion control structures, existing shore erosion control structures, their condition, and areas for proposed structural and non-structural controls, shown on the boundary survey plat, at a scale of at least 1" = 100 feet);
 - f. Description, method, and location of water supply and sewerage disposal facilities;
 - g. Location, size, and type of all signs;
 - h. The location, size and type of vehicular entrances to the site; and
 - i. The location of the Critical Area District Boundary, the Buffer and other buffer areas, open space areas, and forested areas;
 - j. The location of all Habitat Protection Areas;

- k. The location of all contiguous forested areas adjacent to the site that are linked to forested areas on the development site, i.e., hedgerows, forest patches or other wildlife corridors;
 - l. The location of agriculture fields, barrens lands, pasture, etc.;
 - m. The location of tidal and non-tidal wetlands on the site;
 - n. The location of existing water-dependent facilities on and adjacent to the site, including the number of existing slips and moorings on the site;
 - o. The location and extent of existing and/or proposed erosion abatement approaches;
 - p. The known locations of the habitat of any threatened or endangered species of species in need of conservation on or adjacent to the site;
 - q. A detailed drawing locating shore erosion abatement techniques to be included with the site plan.
4. Computations of:
- a. Total lot area;
 - b. Building floor area for each type of proposed use;
 - c. Building ground coverage (percentage);
 - d. Road area;
 - e. Number and area of off-street parking and loading spaces;
 - f. Total site area in the Critical Area District;
 - g. Total man-caused impervious surfaces areas and the percentage of site these occupy;
 - h. Separate computations of the total acres of existing forest cover in the Buffer and in the Critical Area;
 - i. Proposed forest open space areas; and
 - j. Total area of the site that will be temporarily disturbed during development and the total area that will be permanently disturbed. "Disturbed" is defined as any activity occurring in an area which may result in the permanent loss of or damage to existing natural vegetation.
5. Commercial or Industrial uses must include:
- a. Specific uses proposed;
 - b. Maximum number of employees for whom buildings are designed;
 - c. Type of energy to be used for any manufacturing processes;
 - d. Type of wastes or by-products to be produced by any manufacturing process;
 - e. Proposed method of disposal of such wastes or by-products;
 - f. Location of outdoor lighting facilities; and
 - g. Other information as may be specified in the regulations for industrial or commercial uses in the Town of North Beach Zoning Ordinance.
6. In addition to the information above, site plans shall be accompanied by the following:
- a. A Forest Management Plan including the comments of the Bay Watershed Forester (if applicable);
 - b. A Habitat Protection Plan including the comments of the Maryland Forest, Park and Wildlife Service (if applicable);
 - c. A Stormwater Management Plan;
 - d. A Sediment and Erosion Control Plan;
 - e. A Planting Plan, as required; and
 - f. An Environmental Assessment Report which describe how the proposed development addresses the goals and objectives of the Town of North Beach Critical Area Protection Program. At a minimum the Environmental Assessment shall include:
 - (1) A statement of existing conditions, e.g., the amount and types of forest cover, the amount and type of wetlands, a discussion

- of existing agriculture activities on the site, the soil types, the topography, etc.;
 - (2) A discussion of the proposed development project, including number and type of residential units, amount of impervious surfaces, proposed sewer treatment and water supply, acreage devoted to development, proposed open space and habitat protection areas;
 - (3) A discussion of the proposed development's impacts on water quality; and
 - (4) Documentation of all correspondence and findings.
- g. Completed checklist(s) as appropriate, from the Town of North Beach Critical Area Protection Program.

D. Procedure for Preparation

1. Site plans shall be prepared and certified by an engineer, architect, landscape architect, or land surveyor duly registered to practice in The State of Maryland.
2. All site plans shall clearly show the information required by this Section.
3. If such plans are prepared in more than one sheet, match lines shall clearly indicate where the several sheets join and an index sheet shall be required.
4. Every site plan shall show the name and address of the owner and developer, the north point, date, scale of the drawing, and the number of sheets. Five (5) clearly legible copies of all site plans shall be submitted to the Planning Commission (which may require that additional copies be provided when necessary).

E. Procedure for Processing

1. Upon receipt of the site plan, the Planning Commission shall conduct a review soliciting comments from other technical agencies, departments, agencies, and officials as the Planning Commission may deem appropriate.
2. The site plan shall be approved if it meets the requirements of this Section, the other requirements of this Ordinance and all other Federal, State, and Town regulations and all necessary permits and approvals have been obtained.
3. The Planning Commission shall approve, conditionally approve, or reject a site plan within sixty (60) days from the filing of the application.
4. Notice of such action shall be given in writing to the applicant.

F. Construction of Required Improvements

1. Upon approval of a site plan, the applicant shall then secure the necessary construction permits from appropriate agencies before commencing work. The applicant may construct only such improvements as have been approved by the Planning Commission.
2. After construction has been completed, inspection of site improvements shall be made by those departments specified by the applicable requirements.
3. For residential developments, mobile home parks and campgrounds, the approved site plan shall be recorded in the office of the Clerk of the Court. Prior to recording, a Public Works Agreement guaranteeing the construction of all required improvement shall be executed between the developer and the Town.
4. The installation of improvements shall not bind the Town to accept such improvements or the maintenance; repair and operation thereof; requirements for said improvements shall be in addition to (and in lieu of) any other legal requirements.

G. Expiration and Extension

1. Approval of site plans shall be for a one (1) year period and shall expire at the end of that period unless building construction has begun. Upon written request by the applicant, within ninety (90) days of the expiration of said approval, the Planning Commission may give a one (1) year extension. Such request shall be acknowledged, and a decision rendered there upon, not more than thirty (30) days after filing of said request.