



**MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF COMMUNITY PLANNING & BUSINESS SERVICES**

8103 Sandy Spring Road • Laurel, Maryland 20707 • (301) 725-5300
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Date Filed:	_____
Incode No.:	_____
Application No.:	_____
Planner:	_____
Zoning Sign:	_____
PC Hearing:	_____
PC Decision:	_____
Resolution No.:	_____

SITE AND LANDSCAPE PLAN APPLICATION

****APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY. APPLICATION WILL NOT BE PROCESSED UNLESS ALL ITEMS IN THE CHECKLISTS ARE ADDRESSED. ****

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

CONCEPT

PRELIMINARY

FINAL

AMENDED

**check all that apply

<input type="checkbox"/>
<input type="checkbox"/>

COMMERCIAL/INDUSTRIAL

RESIDENTIAL

1. SUBJECT PROPERTY

Subdivision Name: _____

Street Address/Location: _____

Acreage: _____ # of Lots: _____ Zoning: _____

2. APPLICANT

Name: _____

Street Address: _____ Suite No.: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email: _____

3. PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

Name: _____

Street Address: _____ Suite No.: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email: _____

4. ENGINEER/SURVEYOR

Name: _____

Street Address: _____ Suite No.: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email: _____

5. PROJECT DESCRIPTION NARRATIVE
Describe the project/subdivision requested.

5. SITE AND LANDSCAPE PLAN CHECKLIST
The following items MUST be included on the Site and Landscape Plan(s). Sec. 20-2.2 of the City of Laurel Unified Land Development Code contains a detailed listing of the pertinent informational items required for review. All plans should have: a drawing title, the name and address of the developer, property owner and architect/engineer, a north arrow, a site location map, show site topography (minimum 5 ft. contours), show slopes greater than 15 percent, show all land within a 100-year flood plain, and have a scale (preferred 1" = 30'). Twenty (20) copies of the record plat need to be submitted with the application. An electronic copy of the plan in .dwg format showing all property lines and building footprints is also required.

EXISTING SITE CONDITIONS	
✓ all structures with existing setbacks	✓ location of public water facilities
✓ location and type of any recreational facilities	✓ any outdoor storage
✓ all existing drains, culverts, retaining walls and fences	✓ location and species of all landscaping
✓ all parking and loading areas, showing access and egress	✓ fire and other emergency zones, including fire hydrants

PROPOSED SITE CONDITIONS	
✓ all structures with setbacks	✓ use of proposed structure(s)
✓ any outdoor storage	✓ location and height of all refuse enclosures
✓ exterior elevations of all proposed structures showing height	✓ location of all parking and loading areas, showing access and egress
✓ fire and other emergency zones, including fire hydrants	✓ location, design and materials of all proposed site improvements including drains, culverts, retaining walls and fences
✓ computation of parking requirements and spaces provided (see below)	✓ computation of the total lot area, building floor area for each proposed use and the building coverage and green space provided
✓ legend explaining all symbols	✓ location, size and design of all proposed signs
✓ location and proposed development of all buffer areas, including existing vegetative cover	✓ general landscaping plan and planting schedule
✓ location, design and type of all lighting facilities	✓ location, size and type of all stormwater management facilities
✓ location and identification of uses, access pints, zoning and other similar information of all adjacent and adjoining properties and parcels	✓ any other state and/or county agency review as applicable such as the Maryland State Highway Administration, Prince George's County Dept. of Public Works, Maryland Dept. of the Environment, Maryland National Capitol Parks & Planning Commission, and the Washington Suburban Sanitary Commission

7. ADDITIONAL REGULATIONS

Parking Area Standards – Sec. 20-16

The following Unified Land Development Code criteria must be met:

- measurement units must meet criteria in Sec. 20-16.3
- schedule of parking requirements as listed in Sec. 20-16.5
- required landscaping for parking lots as required in Sec. 20-16.4 (d)
- number and design of handicapped accessible parking must be in accordance with the *Americans with Disabilities Act Accessibility Guidelines*

Landscaping Regulations

All landscaping must be in accordance with the *City of Laurel’s Unified Land Development Code, Division 15- July 2011*.

City of Laurel Forest Conservation Article V Unified Land Development Code

Disturbances of greater than 40,000 sq. ft. require the following:

- Forest Stand Delineation – submitted with preliminary subdivision plan and approved by staff
- Forest Conservation Plan – submitted after or in conjunction with forest stand delineation; subject to Planning Commission approval

Once Final Site and Landscape Plans are approved by the Planning Commission, the applicant may be required to submit the following additional plans with all applicable permits in order to start construction: Sediment and Erosion Control Plans, Stormwater Management Plans, Grading Plans, and Building Plans

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT

Signature: _____

Date: _____

Print Name _____

PROPERTY OWNER (Required if different than applicant)

Signature: _____

Date: _____

Print Name _____

<u>Fees</u> (see separate schedule)	<u>Amount</u>	<u>Account #</u>
Filing Fee		10-43105
Zoning Sign	\$30.00	10-43105
<u>Total:</u>		

NOTE: Applicant should be aware that local covenants or other private land restrictions may apply.

Approved Preliminary Site and Landscape Plans expire after THREE YEARS.

Approved Final Site and Landscape Plans expire after ONE YEAR.