

SKETCH PLAN REQUIREMENTS & PREPARATION INFORMATION

The purpose of the sketch plan is to indicate to the County the intent, scope and timing of the proposed subdivision and to familiarize the developer with County and State plans which may affect the proposed subdivision. The developer will be advised of any regulatory codes which may affect the proposed subdivision.

Note: Sketch plans cannot be submitted for development of properties zoned RC, RR, R-ED or R-H-ED. Those properties require the submission of a Preliminary Equivalent Sketch Plan at the initial plan stage (except for minor subdivisions and resubdivisions)

Sketch plans and all subsequent revisions or amendments are to be prepared in accordance with Section 16.145, Sketch Plan, of the Howard County Code and submitted to the Department of Planning and Zoning when required as part of the subdivision process. The following checklist is to serve as a guide in preparing the sketch plan for submittal.

LEGEND: Information Provided N/A Not Applicable Information Not Provided
Justification Attached

SUBMISSION REQUIREMENTS – Upload to the PDox Exhibits Folder

Owner's Authorization

Professional Review Statement

MEETING & POSTING REQUIREMENTS

Community Meeting Requirement (see Subdivision & Land Development Regulations Section 16.128 & 16.145(b)(2))

Presubmission Meeting Submission Requirements to be uploaded to PDox Exhibits Folder

- o Certification that the meeting notices were mailed to all adjoining property owners and any community association that represents the geographic area, and the principle and Parent Teacher Association (PTA) president for each school with an attendance area that includes the subject property. Projects in Downtown Columbia must also notify each Village Board, the Columbia Association and each property owner located within the same Downtown Columbia Plan Neighborhood
- o Verification that the meeting notices were emailed to any citizen/community association registered online with Howard County
- o List meeting attendees
- o Copy of the meeting minutes and written responses to the meeting attendees' questions
- o Verification that the meeting minutes and responses were sent within 30 days to all meeting attendees either by mail or email

Community Meeting Requirement for Downtown (follow the same guidelines listed above)

- o Notice in accordance with Section 16.128(d) thru (f) must also be given to the following:
 - Each Village Board
 - The Columbia Association
 - Each property owner located within the same Downtown Columbia Neighborhood

Historic District Commission (HDC) Submission Requirements to be uploaded to the PDox Exhibits Folder

- o A copy of the minutes from the HDC meeting
- o Verify this requirement by checking the Historic Sites Inventory List or Maps

Property Posting for Residential Development per Subdivision and Land Development Regulations Section 16.145(b)(2)

DPZ Pre-submission of Plans Meeting

Design Advisory Panel (DAP) Requirements to be uploaded to the PDox Exhibits Folder (Howard County Code Section 16.1500)

- o The DAP project design recommendations

SITE SPECIFIC SUBMISSION REQUIREMENTS

Route 40 Design Manual requirements to be uploaded to PDox Exhibits Folder

- Compliance is required for new development and redevelopment projects located in the Traditional Neighborhood Center (TNC) Zoning Districts and within parcels located within the Route 40 Corridor
- All plan submissions within the Route 40 Corridor shall show all applicable streetscape, site and building designs responding to the Route 40 Design Manual's requirements and recommendations
- Building design and schematic architectural elevation details
- Written summary of how the proposed design achieves the objectives of the Route 40 Design Manual

Route 1 Manual requirements to be uploaded to PDox Exhibits Folder

- Compliance is required for new development and some alterations or enlargements located in the CE, TOD and CAC Zoning Districts and for other zoning districts within the Route 1 Corridor
- All plan submissions shall show all applicable streetscape, site and building designs responding to the Route 1 Manual's requirements and recommendations
- Provide building design and schematic architectural elevation details
- Provide a written summary of how the proposed design achieves the objectives of the Route 1 Manual

Green Neighborhood requirements should include the following:

- Green Neighborhood plan sheet music include: site compliance checklist; vicinity maps & diagrams; notes; tables and signature blocks
- For eligibility and checklist requirements, contact Planning & Zoning's Resource Conservation District
- Label all applicable Green Neighborhood checklist items
- For residential projects requesting Green Neighborhood Allocations, plan must demonstrate how project will comply
- Green neighborhood site compliance checklist signed by the LEED accredited third party certifier (*to be uploaded to Pdox exhibits folder*)

Scenic Road requirements

- Location of views and view sheds as seen along the entire frontage of the scenic road indicated on the plan
- Photographs, perspective sketches or elevations of the property as necessary to adequately portray the visual character of the scenic road rights-of-way and the site as viewed from the scenic road
- Perspective sketches, elevations or cross-sections of proposed developments as viewed from the scenic road showing the relationship of development to the scenic character of the landscape as viewed from the road
- Location of overhead utility line maintenance easements that would conflict with proposed landscaping or forest buffers, if any
- Verify the requirement by checking the **Scenic Roads List** or **Maps**

Cemetery requirements to be uploaded to the PDox Exhibits Folder

- Cemetery boundary documentation and accommodation plan shall be submitted, if applicable. Pursuant to Subtitle 13 of the Subdivision and Land Development Regulations
- Delineation of the location and approximate age of any burial grounds or cemetery sites
- Verify cemetery sites by checking the **Cemetery Inventory List** and **Map**

Photographs of existing structures to be uploaded to the PDox Exhibits Folder

Property Deeds to be uploaded to the PDox Exhibits Folder

- Information to confirm legal creation or status of the property to be subdivided
- Complete chronological deed history is required for all deeded residential properties tracing its history back to 1960

Age Restricted Adult Housing Projects should include the following:

- Are permitted in the PSC, CCT, R-SI and POR zoning districts and as a conditional use within the R-ED, R-20, R-12, R-SC, R-SA-8, R-H-ED, R-A-15 and R-APT zoning districts
- Must incorporate Universal Design Standards to facilitate ease of use by an elderly population
- The age restrictions are to be enforced monitored by the HOA or Condominium Association. The required HOA/Condominium documents and covenants are to be reviewed by the Office of Law for legal sufficiency and recorded in the Land Records of Howard County by the developer.

Moderate Income Housing Units (MIHU) projects include the following: (Advisory Information)

- Required for projects in all residential zoning districts and in the PSC, R-SI, POR, CCT, CEF, and CAC Zoning Districts, for SFA or apartment units in the R-MH Zoning District, for MXD overlay projects, and for conditional uses for Age Restricted Adult Housing MIHU Agreement & MIHU Covenants will be required in accordance with Section 13.402 of the County Code. They are to be completed in a format dictated by the Department of Housing and Community Development (DHCD) and will be reviewed by DHCD and the Office of Law

The following Moderate Income Housing Unit (MIHU) Allocation Exemptions Tracking Chart shall be provided on the first plan sheet:

MODERATE INCOME HOUSING UNIT (MIHU) APPLICATION EXEMPTIONS TRACKING	
Total Number of Lots/Units Proposed	
Number of MIHU Required	
Number of MIHU Provided Onsite (exempt from APFO allocations)	
Number of APFO Allocations Required (remaining lots/units)	
MIHU Fee-in-Lieu (indicate lot/unit numbers)	

BGE Approval (*see Sketch for format*)

- Label existing BOA overhead electric utility lines, underground gas lines, located within subject property BGE has requested that we follow a strict clear “wire zone” located at the top of each utility pole for all new developments, street trees, perimeter landscaping trees or forest conservation plans proposed on new development plans shall be short varieties
- BGE has implemented a “Planting Zone” guide for guidance in selecting trees located beneath or nearby their electric utility lines
 - “Green Zone” is required for a 40’ wide area located directly beneath the utility line where no trees or mature trees less than 25’ in height are allowed
 - “Yellow Zone” is required for a 25’ wide area on each side of the “Green Zone” where mature trees of 25’ to 40’ are allowed: *Please contact BGE to coordinate the development plans and to obtain written authorization. For any proposed street trees, scenic road or perimeter landscaping and forest conservation. Easements located in the vicinity of their power lines and underground gas lines, if applicable BGE authorization must be provided with the final and site development plan submission for this Project.*

Contact: Danny Davis, Howard County Forester
1068 Front Street, Front Street Complex Rm 301, Baltimore, MD 21202
(410) 685-0123 or (410) 470-6685

MAA Meeting Requirement

- Developments located within the BWI Airport Noise Zone or the Airport Zoning District must receive approval by the Maryland Aviation Administration prior to signature approval of the final road/supplemental plan drawings or SDP. A copy of the MAA approval letter must accompany the submission of the final road/supplemental plan originals or SDP originals
- Contact MAA at *P.O. Box 8766, BWI Airport, Maryland, 21240-0766, (410) 859-7100*

Receiving Development Requirements

- Residential development rights derived from neighborhood preservation sending parcels may be received as bonus density for development on parcels in the R-SA-8, R-A-15, R-APT, and CAC districts. Residential development rights derived from Neighborhood preservation sending parcels may be received as bonus density for developments on parcels at least 5 acres in size in the R-ED, R-20, R-12 and R-SC districts
- An application for the use of the bonus density on a receiving parcel shall be made to the Department of Planning and Zoning and shall include a calculation of the proposed density and the number of development rights to be obtained from one or more sending parcels.

PLAN LAYOUT REQUIREMENTS

Plan Size

- Plan size 24" x 36" with ½" border on all sides
- Scale of plan: 1"=100' or 1"=50', or as approved by the Department of Planning and Zoning prior to submittal

Vicinity Map

- Provide a Vicinity Map indicating and identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow

Signature Block

- Provide the following standard Howard County approval signature block in the lower left corner of all plan sheets

TENTATIVELY APPROVED
DEPARTMENT OF PLANNING AND ZONING
HOWARD COUNTY

PLANNING DIRECTOR *DATE*

Owners Name, Deed Reference

- Include applicable parcel number & zoning designation for all surrounding properties
- Provide the owner's name and deed references for all adjoining, unsubdivided property; if recorded subdivision, provide subdivision name, lot number & recording reference
- Provide information regarding adjoining undeveloped parcels that are landlocked or have sufficient frontage that will need access through proposed subdivision
- For non-residential projects indicate if adjoining uses are residential or non-residential

Title Block *(lower right-hand corner of the plan)*

- Proposed subdivision name which shall not be a duplicate of any other subdivision or development name in the Baltimore Metropolitan Area – *(NOTE – name of sketch or reference sketch name)*
- Section, Area and Phase Number
- Scale of plan
- Location by election district, County and State
- Tax map, grid and parcel number
- Reference, by Department of Planning and Zoning file number, any prior submittals including Sketch Plan, Preliminary Plan, Final Plan, Waiver Petitions, and Board of Appeals or Zoning Board cases, etc.
- Date

Multiple Sections

- Subdivisions with multiple sections, provide index map showing location and relationship of each section to the project entirety

North Arrow

- Drawn through one property corner of subdivision with north oriented to the top

Standard Charts

- Address chart
- Certifications
- Green Building Blocks
- Permit Information Chart
- Signature Blocks (DPZ, HSCD, PB, etc)
- Site Analysis Data Chart

Graphic Scale on all sheets

PLAN ELEMENT REQUIREMENTS

Centerlines, Widths, Bearings, Road Classification, Street Names, Alley, Widths, Pedestrian Walkways

- Exact locations within the subdivision or adjoining the outline of the subdivision
- Provide public road or access connections to adjoining undeveloped properties in accordance with **Section 16.119(a)(8)** of the Subdivision and Land Development Regulations
- Existing and proposed public or private street systems with rights-of-way widths. Existing streets will indicate proposed rights-of-way width as shown on the General Plan and as determined by the DPZ, Development Engineering Division
- Existing and proposed public or private street systems with rights-of-way widths. Existing streets will indicate proposed rights-of-way width as shown on the General Plan and as determined by the DPZ, Development Engineering Division
- Identify all scenic roads abutting the site (map).
- Indicate, identify & dimension of the public road frontage where “vehicular ingress/egress is restricted”

Delineation of 100 year floodplain, forest conservation, streams & non-tidal wetlands

- Development data onsite within 200 feet of the property line including existing land characteristics, availability of public utilities, existing and proposed wells, septic systems and shared sewage disposal facilities, existing and proposed open space including proposed recreation, parks and conversation areas
 - Approximate delineation of 100 year floodplain, streams and non-tidal wetlands; 25 foot buffer for wetlands; applicable 50, 75 or 100 foot streambank buffers; existing and proposed stormwater management systems. Environmental analyses are not required for agricultural professional which meets the standards of the Soil Conservation District and states that the residential lots, driveways and roads will not impact wetlands, streams and buffers. Floodplain delineation is not required for these subdivision
 - Steep topography, differentiate by shading or crosshatching slopes of 15-24.9% and slopes of 25% or greater. Indicate the square foot area of contiguous slopes 25% or greater, including both the on and offsite portions of the contiguous stretch
 - Show existing land features; i.e. quarries, springs, ponds, sinkholes, rubble landfills and rock out-crops, etc.
 - Show all existing recorded easements with recording references, such as water, sewer, utility, storm drain and access, etc.
 - Provide detailed written justification and any supporting plans or documents for any proposed impacts to environmentally sensitive features or buffers that are to be considered as a “necessary or essential disturbance” by DPZ and the Soil Conservation District in accordance with **Section 16.116(c)** of the Subdivision and Land Development Regulations

Lots

- Proposed lot or parcel layout with lots numbered consecutively throughout entire subdivision in anticipated order of development, including open space lots. Apartment, condominium, commercial, industrial and bulk parcels will be designated by letters in alphabetical order

Existing Structures

- Locate and label any onsite easements for an overhead or underground high volume and pressure transmission main or high tension power line including location of towers or poles that would conflict with proposed landscaping or forest buffers, if any. Provide documentation with the plan submission that development plans have been provided to any applicable utility company (i.e. BGE, PEPCO, Columbia Gas, Williams Gas, etc.) for any impacts associated with your proposed development plan design
- Additional information which may be required by the Subdivision Review Committee to properly evaluate the plan. Contact the DPZ, Development Engineering Division for additional checklist requirements and the Soil Conservation District for any additional Soil Conservation District checklist requirements

- If the project is a resubdivision of a previously recorded subdivision, the existing lot lines, lot numbers and road rights-of-way lines must be shown in phantoms
- Locate and label any onsite easements for an overhead or underground high volume and pressure transmission main or high tension power line including location of towers or poles that would conflict with proposed landscaping or forest buffers, if any. Provide documentation with the plan submission that development plans have been provided to any applicable utility company (i.e. BGE, PEPCO, Columbia Gas, Williams Gas, etc.) for any impacts associated with your proposed development plan design
- Additional information which may be required by the Subdivision Review Committee to properly evaluate the plan. Contact the DPZ, Development Engineering Division for additional checklist requirements and the Soil Conservation District for any additional Soil Conservation District checklist requirements

REQUIRED GENERAL NOTES – *(Select appropriate notes as applicable to the project)*

GENERAL NOTES

- Existing zoning designation
- Gross area of property tract
- Area of proposed lots or parcels
- Area of proposed roads
- Number of lots or parcels proposed (indicate number by land use, i.e. buildable, open space, preservation, other)
- Case numbers, if any, of related Board of Appeals or Zoning Board cases
- Statement regarding water and sewer systems proposed, either public or private; and
- Open space required and provided

SUPPLEMENTAL INFORMATION

- Soils map at the scale of the sketch plan with the parcel boundary, roads and lots plotted and the soil symbols indicated within the soil boundaries as found in the Soil Survey of Howard County, Maryland. Provide a tabular listing of soil types with characteristics. Highlight hydric soils, soils with possible hydric inclusions and soils with less than 15% slopes with significant erosion potential. Submit on a separate 24” x 36” sheet as supplemental data.
- Traffic study: required if criteria of the Howard County Design Manual (Chapters 4 and 5, Volume III) is met or upon request for projects of lesser size that could adversely affect the levels of service/capacity of existing roads.; Adequate Public Facilities road test and mitigation plan for all subdivisions meeting the requirements of Chapter 4 and 5 of the Design Manual, Volume III. Consult with plan review staff of the DPZ, Development Engineering Division, if in doubt.
- Whenever the sketch plan covers only a part of an applicant’s contiguous holdings, the applicant shall submit, at the same scale as above, a sketch of the proposed subdivision area, and an indication of the probable future street and drainage system of the remainder of the tract
- List of street names which, if approved by the Department of Planning and Zoning, will be reserved for that subdivision. Submit on separate letterhead, not on the sketch plan. Submit the names in order of preference to be used. The Department of Planning and Zoning will assign the approved names based on the number of streets proposed
- For apartment or other multi-family subdivision, the following information will be indicated on the sketch plan in addition to the above:
 - Approximate location of each building, setbacks from all streets (public or private) and environmental features (if applicable), common parking areas, property lines and distances between buildings
 - Number of apartment units in each building
 - Number of parking spaces in each offstreet parking area, and total thereof
 - Interior road or street access, whether public or private, and total area of each

- For projects in zoning districts that require Planning Board approval of sketch plans, the following information is generally required depending on the scope, size and location of the proposed development. Inclusion of this information with the initial submission is helpful; alternately, such information may be requested on revised plans prior to scheduling review by the Planning Board
 - Schematic grading plan indicating grading for roads, structures, stormwater management and other improvements with clear indication of the limits of disturbance
 - Traffic Study
 - Noise Study
 - Building elevations
 - Cross sections of the site indicating building(s) in relationship to topography, vicinal properties, roads and screening
 - Written narrative answering the Planning Board’s consideration criteria as indicated in the Zoning Regulations for applicable Zoning District
- Wetlands report or professional certification that wetlands are non-existent on the property. Verify the content requirements for the wetlands report or certification with the Division of Land Development

Does this plan require a Forest Conservation Application

YES

NO

Check the [Help and Resources Instructions](#) accessible from the ProjectDox login screen for the appropriate locations to upload all documentation including this checklist. Once you have completed your uploads, remember to complete your ProjectDox task.