



**MAYOR AND CITY COUNCIL OF LAUREL  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

8103 Sandy Spring Road • Laurel, Maryland 20707 • (301) 725-5300  
Internet Address <http://www.cityoflaurel.org> • E-mail: [ecd@laurel.md.us](mailto:ecd@laurel.md.us)

Date Filed: \_\_\_\_\_  
EnerGov: \_\_\_\_\_  
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"/>	CONCEPT	<input type="checkbox"/>	COMMERCIAL/INDUSTRIAL
<input type="checkbox"/>	PRELIMINARY	<input type="checkbox"/>	RESIDENTIAL
<input type="checkbox"/>	FINAL		
<input type="checkbox"/>	AMENDED		

\*Check all that apply.

### **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.

**6. 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 must 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'). Required Plan Size: (2) Two 24"X36" must be folded to 8½" x 11" if paper copy is submitted. A copy of the site plan needs to be submitted with the application. An electronic copy of the plat in AutoCAD showing all property lines and building footprints is also required. \*Two (2) Mylar paper Originals with the following Signature Blocks:



**City of Laurel Planning Commission**

Approved: \_\_\_\_\_

Date

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary



DATE RECEIVED BY DPW: \_\_\_\_\_ DATE RETURNED TO ECD: \_\_\_\_\_

DPW REVIEWER: \_\_\_\_\_ DATE: \_\_\_\_\_

DPW DIRECTOR (OR DESIGNEE): \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ APPROVED W/COMMENTS: \_\_\_\_\_ REVIEWED: \_\_\_\_\_ REJECTED: \_\_\_\_\_

**Note:**

**\*Mylars and payment MUST be provided along with your application, or your submittal will not be complete.**

**\*Once your application is approved by the Planning Commission and the Mylars are signed off, it is YOUR RESPONSIBITLY to submit two (2) paper copies of the Mylars to the Department of Economic and Community Development for final record of the project. Failure to do so could result in fines or void of your application.**

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 points, 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 and Transportation, Maryland Dept. of the Environment, Maryland-National Capital Park and Planning Commission, and the Washington Suburban Sanitary Commission

## 7. ADDITIONAL REGULATIONS

### Parking Area Design Standards

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 Sec. 20-16.4(e).

### Landscaping Regulations

All landscaping must be in accordance with the *Article I Division 15* of the ULDC .

### Forest Conservation: Must be in accordance with Article V of the ULDC.

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

- Forest Stand Delineation (FSD) – submitted with preliminary subdivision plan and approved by staff.
- Forest Conservation Plan (FCP) – 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** (if different than applicant)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

<b>Fees</b> (see separate schedule)	<b>Amount</b>	<b>Account #</b>
Filing Fee		10-43105
Extra Zoning Sign		10-43105
<b>Total:</b>		

*\*Large projects may be charged extra for more than (1) sign*

**Approved Preliminary Site and Landscape Plans expire after three (3) years.**

**Approved Final Site and Landscape Plans expire after one (1) year.**

**\*Your application will remain on HOLD until payment is received. Once staff reviews all materials submitted to ensure everything was completed correctly, an invoice will be generated for you to pay.**