



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

8103 Sandy Spring Road • Laurel, Maryland 20707 • (301) 725-5300  
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**M-X-T SITE PLAN APPLICATION**

Date Filed: \_\_\_\_\_  
EnerGov No.: \_\_\_\_\_  
Application No.: \_\_\_\_\_  
Planner: \_\_\_\_\_  
Zoning Sign: \_\_\_\_\_  
**Concept/Rezoning:**  
PC Meeting: \_\_\_\_\_  
PC Rec.: \_\_\_\_\_  
M&CC Hearing: \_\_\_\_\_  
M&CC Decision: \_\_\_\_\_  
**Final Plan:**  
PC Meeting: \_\_\_\_\_  
PC Decision: \_\_\_\_\_  
Resolution No.: \_\_\_\_\_

**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/RESIDENTIAL
<input type="checkbox"/>	DETAILED	<input type="checkbox"/>	INDUSTRIAL/EDUCATIONAL
<input type="checkbox"/>	AMENDED	<input type="checkbox"/>	MISCELLANEOUS
		<input type="checkbox"/>	RECREATIONAL/ENTERTAINMENT/SOCIAL/CULTURAL

\*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

### **PROJECT DESCRIPTION NARRATIVE**

## 6. SITE AND LANDSCAPE PLAN CHECKLIST

The following items **MUST** be included on the Site Plan(s). Sec. 20-2.2 of the Unified Land Development Code contains a detailed listing of the pertinent informational items required for review.

All plans must (1) a title, the name and address of the developer, property owner and architect/engineer, (2) a north arrow, (3) a site location map, (4) site topography (minimum 5 ft. contours), (5) slopes greater than 15 percent, (6) all land within a 100-year flood plain, (7) and have a scale (preferred 1" = 30'). Required plan size: 24"X36". *Note: Plans must be folded to 8½" X 11".*

*Required number of plan copies, Statement of Justification and application copies to be submitted: 30*

An electronic copy of the plan on CD in AutoCAD format showing all property lines and building footprints is also required.

Two (2) mylar originals for final approval signatures.

Signature Blocks for final plans.

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

## CONCEPTUAL AND DETAILED SITE PLAN

- ✓ a general description of the pedestrian system proposed;
- ✓ the proposed floor area ration;
- ✓ the type and location of uses proposed, and the range of square footage anticipated being devoted to each;
- ✓ a general description of any incentives to be used under the optional method of development;
- ✓ areas proposed for landscaping and screening;
- ✓ the proposed sequence of development;
- ✓ the physical and functional relationship of the project uses and components;
- ✓ supporting evidence which shows the proposed development will not exceed the capacity of existing transportation facilities, those under construction, or for which 100% of construction funds are allocated within an adopted county capital improvement program or within the current state consolidated transportation program or any City program.

## ADDITIONAL INFORMATION INCLUDED ON DETAILED SITE PLAN

✓ the proposed drainage system;	✓ supporting evidence which shows that the proposed development will be adequately served within a reasonable period of time which existing or programmed public facilities shown in the adopted county capital improvement program or within the current state consolidated transportation program, or which will be provided by the applicant, if more than six (6) years have elapsed since a finding of adequacy was made at the time of rezoning, conceptual site plan approval, or preliminary plat approval, which ever occurred last.
✓ all improvements and uses proposed on the property;	
✓ the proposed floor area ration of the project, and detailed description of any bonus incentives to be used (Sec. 20-12.4. Optional method of development);	

## 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 Sec. 20-16.4(e).

### Landscaping Regulations

All landscaping must be in accordance with the Article I Division 15 of the Unified Land Development Code.

### 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 will 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*

## FOR STAFF USE ONLY

Other Zoning Application(s): (i.e. Variances/Special Exceptions, Special Approvals)	Proposed	Required
Previous Application(s):	Approved/Denied	

### **Referrals to Other Agencies:**

## See M-X-T Agency Notification List

A referral to \_\_\_\_\_ has been made. Date Referred: \_\_\_\_\_

**Staff Comments:** \_\_\_\_\_  
\_\_\_\_\_

## **STAFF REVIEW**

O = Omission noted      C = Applicable information included in application      N/A = Not Applicable

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

<b>Fees</b> (see separate schedule)	<b>Amount</b>	<b>Account #</b>
Filing Fee		10-43105
Zoning Sign <b>\$30 each X</b> <i>signs =</i>	\$	10-43105
Ad Deposit	\$250.00	10-20203
Transcript Deposit (Concept Plan Only)	\$250.00	10-20203

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

*Revised 6/4/21- bq*