

The logo for the Department of Planning & Zoning features a stylized leaf or branch design in white and light blue on a dark blue background. The text "Department of Planning & Zoning" is written in a white serif font, with "Department of" in a smaller size than "Planning & Zoning".

Department of Planning & Zoning

HOWARD COUNTY MARYLAND GOVERNMENT
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Plan Application Requirements

Submission of application for site development plans will require completion of all the following at the time of the initial submittal to ensure acceptance of the plan for processing. **Plan submission applications found to be incomplete will be rejected prior to entering the County's site development plan processing system.**

- I. Drawings and Reports.
- II. Checklists – Including Forest Conservation Checklist and Green Neighborhood Checklist, if applicable.
- III. **Fees:** The Site Development Plan application fee shall be in accordance with the adopted fee schedule. All checks shall be made payable to the *Director of Finance*. **The application and plans will not be accepted for processing until fees have been paid.** For more information or questions, please contact DPZ at (410) 313-2350.
- IV. **Public Water and Sewer Plans, if applicable (includes shared septic system plans):** Submission of public water and sewer plans to the DPZ, Development Engineering Division (DED), must be accomplished concurrent with the submission of this plan application. **This plan application will not be accepted for processing unless submission of the public water and sewer plans is completed.** The DED will provide a written receipt for their acceptance of the water and sewer plans which must accompany the submission of this plan application or a detailed written justification statement must be provided and signed by a professional engineer explaining the reasons for not submitting the public water and sewer plans.
- V. **Certification of Applicant:**
I hereby certify that the information supplied herewith is correct and complete and authorize such periodic on-site inspections by the Department of Planning and Zoning and the Subdivision Review Committee agencies as may be necessary to review this application and any waiver petitions filed in connection herewith and to enforce the Subdivision Regulations and other applicable laws.

This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted. ***If the applicant is the owner's agent, written documentation from the property owner granting that authority is required.**

(Signature of Property Owner/Agent) * (Print Name of Owner/Agent) (Date)

- Owner's authorization attached *

SITE DEVELOPMENT PLAN REQUIREMENTS AND PREPARATION INFORMATION

Site development plans (SDPs) are to be submitted to and approved by the Department of Planning & Zoning (DPZ) for improvement/development of any property as required by the Howard County Subdivision and Land Development Regulations, the Howard County Zoning Regulations and/or Final Development Plan Criteria, as amended, prior to the DPZ endorsing permit(s) for the improvement/development. The site development plan should indicate the location and construction specifications for buildings, structures, paved areas, grading, drainage, on-site utilities, sidewalks, required forest conservation areas, landscaping and other improvements within a site proposed for development.