

Department of Planning & Zoning

HOWARD COUNTY MARYLAND GOVERNMENT
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1. **Presubmission Community Meeting Requirement** - If no previous subdivision plans and/or zoning or conditional use petitions were processed, a pre-submission community meeting is required for the initial plan submittal of all new residential development and for new non-residential development located within 200 feet of a residential zoning district or an existing non-residential development which is located within 200 feet of a residential zoning district and proposed for a floor area expansion of more than 25% in accordance with Sections 16.156(a) and 16.128 of the Subdivision and Land Development Regulations. [See DPZ policy memo dated 3/22/04 for existing lots/parcels]. The property owner/developer must provide 3 weeks advance notice regarding the community meeting's date, time and location to all adjoining property owners identified in the records of the State Department of Assessments and Taxation and any community association that represents the geographic area of the subject property by first class mail; and sent electronically to any community association registered with the County for projects in a certain geographic area; the Howard County Council; and DPZ, which will place the meeting notice on the DPZ's website.

The developer shall send a copy of the minutes and written responses to the meeting attendees and DPZ, either electronically or by first class mail, within 60 days of the meeting date. Certification that meeting notices were mails, contact information for the attendees and a copy of the minutes and a written response with a dated return mail receipt or dated email attached to all major comments recorded at the meeting must be submitted to DPZ along with the initial plan application.

2. **Community Meeting Requirement for Downtown Columbia** – A pre-submission community meeting is required using the same procedures established in Section 16.128(b) thru (g) of the Subdivision and Land Development Regulations, and as explained in item #1 above. In addition, notice in accordance with Section 16.128(b) thru (g) must also be given to the following;
 - Each Village Board
 - The Columbia Association
 - Each property owner located within the same Downtown Columbia plan neighborhood.
3. **HDC Meeting Requirement** - A pre-submission advisory meeting with the Historic District Commission is required for new development located within a Historic District or if the site contains a historic structure (50 years or older) in accordance with Section 16.603(A) of the Howard County Code. Verify this requirement by checking the Historic

Sites Inventory list and maps available at the DPZ public service desk or checking with the Resource Conservation District. The property owner/developer must contact the DPZ, Resource Conservation District for the HDC scheduling process and procedure.

The property owner/developer must submit a copy of the minutes from the HDC Advisory Meeting to DPZ, along with the initial subdivision or site development plan application.

3. **Posting Requirement** - If no previous subdivision plans were processed, new residential development requires posting of the property in accordance with Section 16.156(d) of the Subdivision and Land Development Regulations. Complete the attached form entitled, "Procedures for Public Notice of New Residential Developments".
4. **MAA Meeting Requirement** - For all proposed subdivisions or developments located within the BWI Airport Noise Zone or the Airport Zoning District (4 mile radius from the center of the airport), the review and approval by the Maryland Aviation Administration is required prior to signature approval of final plan road and SWM construction drawings and/or site development plans. Please contact the MAA at P.O. Box 8766, BWI Airport, Maryland, 21240-0766, or (410) 859-7100.

A copy of the MAA approval letter must accompany the submission of the final road/SWM construction plan original drawings and/or site development plan original.

5. **Design Advisory Panel (DAP)** – A pre-submission advisory meeting with the Design Advisory Panel is required for all new development plans for new development or redevelopment projects on parcels located in the U.S. Route 1 corridor that are zoned 'CE', 'CAC', or 'TOD' or that adjoin the Route 1 right-of-way and that are subject to the Route 1 Design Manual; for new development or redevelopment projects on parcels located within the Route 40 Design Manual corridor that are zoned 'TNC' or that are subject to the Route 40 Design Manual; on parcels which age-restricted adult housing is to be constructed pursuant to a conditional use; for redevelopment parcels located in New Town Village Centers with boundaries proposed by a property owner or established by the Zoning Board or County Council; and on parcels in the Downtown Columbia Revitalization process. The property owner/developer must contact the DPZ, Division of Comprehensive and Community Planning to verify this requirement and for information concerning the Dap meeting scheduling process and procedure.

The property owner/developer must submit a copy of the DAP project design recommendation to DPZ along with the plan submission.

6. **Route 1 Manual** – Compliance with the Route 1 Manual is required for new development and some alterations or enlargements located in the 'CE', 'CAC', or 'TOD' zoning districts and for other zoning districts located within the Route 1 corridor (all land east of I-95). All plan submissions, beginning with the initial subdivision or site development plan, shall show all applicable streetscape, site and building designs responding to the Route 1 Manual's requirements and recommendations.

All plan submissions within the Route 1 corridor shall provide a written summary of how the proposed design achieves the objectives of the Route 1 Manual. Also, building design and schematic architectural elevation details must be included

with the initial subdivision or site development plan submission.

7. **Route 40 Design Manual** – Compliance with the Route 40 Design Manual is required for new development and redevelopment projects located in the Traditional Neighborhood Center (TNC) Zoning District and on parcels located within the Route 40 corridor as defined in the Route 40 Design Manual. All plan submissions within the Route 40 corridor, beginning with the initial submission or site development plan, shall show all applicable streetscape, site and building designs responding to the Route 4 Design Manual's requirements and recommendations.

All plan submissions within the Route 40 corridor shall provide a written summary of how the proposed design achieves the objectives of the Route 40 Design Manual. Also, building design and schematic architectural elevation details must be included within the initial subdivision or site development plan submission.

8. **Green Neighborhood Site Requirements and Checklist** – The plan shall show and label all applicable Green Neighborhood checklist items. For residential project requesting Green Neighborhood allocations, the plan must demonstrate how the project will comply with the Green Neighborhood portion of the Green Neighborhood checklist. For additional processing information and the checklist eligibility requirements, please contact the DPZ, Resource Conservation Division. The GN plan sheet must include the following:

- Green Neighborhood Site Compliance Checklist – The compliance checklist that shall be used to demonstrate compliance is available in printed and digital format from the Department of Planning and Zoning or on the DPZ website. The compliance checklist must be signed by the LEED Accredited Third Party Certifier.
- Vicinity Maps or Diagrams – Maps and diagrams shall be numbered to correspond with the credit number (B-1, B-2, etc.). Maps should be at the scale of 1"=600' or 1"=1000'.
- Notes – notes shall be numbered to correspond with the credit number. If notes explaining the credit compliance are extensive (more than a few sentences), a narrative should be provided in the Green Neighborhood Report instead.
- Tables – Tables shall be numbered to correspond with the credit number.
- Signature Blocks – In addition to the standard DPZ signature blocks the GN plan sheet shall provide signature blocks for the Director, Department of Planning and Zoning; the Chief, Resource Conservation Division; and the LEED Accredited Professional team member.

9. **Green Building Compliance** – A site development plan application for a project that is required to comply with the Howard County Green Buildings Law set forth in Title 3, Subtitle 10 of the Howard County Code, shall comply with Section 3.1005(A) of the Code prior to plan approval. The following documentation is required for new construction subject to the above subtitle at the time of plan application submission.
- Registration with the Green Building Council and that the applicable LEED registration fee has been paid, and;
 - A checklist that must be prepared, signed and dated by the project LEED accredited professional.

The following new construction shall comply with the Green Building requirements (please verify with Department of Planning and Zoning (DPZ) and Department of Inspections, Licenses and Permits (DILP) before submitting your SDP for processing):

- i. New construction of a publicly funded building (a building for which Howard County finances at least 30% of the cost of new construction or a lease for the use of new construction for a period of greater than 20 years) with 10,000 square feet or more of gross floor area.
 - ii. New construction of buildings that are not publicly funded and have 50,000 square feet or more of gross floor area in the following occupancy categories:
 - Assembly Group 'A' – may include, but not limited to, the following: movie theaters, banquet halls, stadiums, restaurants and bars, funeral parlors, libraries, museums, exhibition halls, swimming pools, etc.
 - Business Group 'B' – may include, but not be limited to, the following: professional and business offices, banks, post offices, animal hospitals, clinics, barber and beauty shops, etc.
 - Institutional Group 'I' – may include, but not be limited to, the following: assisted living facilities, group homes, hospitals, nursing homes, prisons, day care facilities, etc.
 - Mercantile Group 'M' – may include, but not limited to, the following: department stores, markets, retail/wholesale store, etc.
 - Residential 'R-1' and 'R-2' – may include but not limited to, the following: apartments, dormitories, hotels, motels, boarding houses, etc.
 - Mixed Occupancies – If the building is 2 stories or more and a majority of the use is an occupancy included in the above groups.
 - iii. Exceptions – The Green Building requirements shall not apply to the following (please verify with DPZ and DILP before submitting your SDP for processing).
 - New construction of a publicly funded building in the 'E' (educational structures) or 'I-3' (prisons, jails, detention centers) occupancy categories.
 - New construction of a non-publicly funded building in the 'R-2' occupancy that is made up of only residential dwelling units and is less than 5 stories in height.
 - New construction of a building that does not have HVAC system.
 - Other new construction as may be set forth by regulations of the Director of DILP.
10. **Receiving Development Requirements** – Residential development rights derived from neighborhood preservation sending parcels may be received as bonus density for developments on parcels in the R-SA-8, R-A-15 and CAC districts. Residential development rights derived from neighborhood preservation sending parcels may be received as bonus density for developments on parcels at least 11 acres in size in the R-20 and R-12 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.

11. **Downtown Columbia Revitalization Plan** – In addition to the submission requirements in Section 16.157 of the Howard County Code, the petition for a Site Development Plan or Site Development Plan Amendment shall include the following information, as applicable, for the land area covered by the plan:
- The applicable approved Final Development Plan
 - A demonstration of how the Site Development Plan or Site Development Plan Amendment will implement and conform to the approved Final Development Plan or Final Development Plan Amendment, including provision of any required documentation relating to how the applicable Final Development Plan approval criteria and any imposed conditions are met by the submitted Site Development Plan or Site Development Plan Amendment.
 - Each Site Development Plan for Downtown Revitalization shall include a statement identifying;
 - The cumulative amount of development approved and built, and;
 - The status of any Community Enhancements, Programs and Public Amenities, Downtown Parkland, Downtown Community Commons and infrastructure as addressed in the Downtown Columbia Plan.