

CITY OF WESTMINSTER, MARYLAND
 DEPARTMENT OF PLANNING & PUBLIC WORKS
 CHECKLIST FOR SITE DEVELOPMENT PLAN
 (COMMERCIAL, INDUSTRIAL, APARTMENTS AND CONDOMINIUMS)

NAME OF PROJECT: _____

PHASE OR SECTION: _____

CARROLL COUNTY PROJECT NUMBER: _____

LOCATION: _____

DESIGN FIRM: _____

.....

LEGEND:

\checkmark	Complied with	\underline{X}	Not complied with
$\underline{Inc.}$	Incomplete	$\underline{N.A.}$	Not Applicable

.....

INSTRUCTIONS: To be completed by the applicant using the above legend. It is to be signed and dated by the project manager/engineer responsible for its preparation and furnished with the initial document submittal.

THIS CHECKLIST IS A SUPPLEMENT TO CITY DESIGN STANDARDS AND IS THE MINIMUM REQUIRED INFORMATION. ADDITIONAL INFORMATION MAY BE REQUIRED.

I. PLANS – GENERAL INFORMATION

A. FORMAT PRESENTATION

1. Title Block (with date, scale, plan sheet number)* _____
2. Sheet index if more than one sheet _____
3. All lines shown in standard symbols* _____
4. Appropriate scale for project scope (No. 1" = 60')* _____
5. Tax Map, Block, and Parcel _____
6. Three grid ticks per plan sheet (form right angle and 250' interval)* _____
7. North Arrow (North American Datum referenced)* _____
8. Vicinity Map (Scale not less than 1" = 2000') _____
9. Benchmarks referenced and shown (include elevation & description) _____
10. Current Zoning _____
11. Property owner (Deed and/or Plat reference) _____
12. Date of topographic survey and source _____
13. City of Westminster Standard General Notes _____
14. Provide a legend _____

* **ALL SHEETS**

B. STANDARD CHARTS, SIGNATURE BLOCKS AND CERTIFICATIONS

- 1. Total Project Area (Acres and square feet) _____
- 2. Current Zoning _____
- 3. Parking Requirements (Required and Provided – Handicapped spaces included) _____
- 4. Owner/Developer Certification _____
- 5. Engineers Certification _____
- 6. NRCS/Carroll County SCD Signature Blocks and Certifications _____
- 7. City of Westminster Signature Blocks _____
- 8. SWM Certifications and Signature Blocks (include As-Built) _____
- 9. Water Meter Size _____
- 10. If Sprinkled Size of Sprinkler Connection _____
- 11. Amount of New Fire Hydrants _____

II. PLANS – CONSTRUCTION INFORMATION

A. EXISTING CONDITIONS

- 1. Existing topography at 2 ft contour interval on site and a minimum 50 ft adjacent to the site _____
- 2. Indicate slopes greater than 25% _____
- 3. Property lines with bearings and distances _____
- 4. Adjacent property owners with plat or deed reference _____
- 5. Delineation of streams and stream buffers, if any _____
- 6. Delineation of 100 year floodplain, wetlands & wetland buffer _____
- 7. Soil limit with series and HSG _____
- 8. Existing physical features (trees, buildings, etc) _____
- 9. Existing utilities (provide existing fire hydrant & sanitary manhole numbers) _____
- 10. Indicate, identify and dimension all existing rights-of-way and easements _____
- 11. Indicate and dimension all paving widths and established centerlines _____
- 12. Indicate and identify all public facilities _____
- 13. Indicate zoning of all adjacent properties _____
- 14. Indicate, identify and dimension all appropriate setback and building restriction lines _____
- 15. Provide Carroll County reference numbers and City of Westminster water and sewer contract numbers from approved Plans _____
- 16. Indicate all areas of restricted vehicular access _____

B. PROPOSED CONDITION (PLAN VIEW)

- 1. Show all proposed topography with 2 ft contour minimum (add spot shots and intermediate contours as needed) _____

2. Show flow arrows at all high points, sumps and fillets _____
3. Show and dimension all proposed rights-of-way and paving widths _____
4. Show all proposed structures with first floor & basement elevation _____
5. Show and dimension all proposed utilities. Provide structure numbers and appropriate City ID numbers _____
6. Show all proposed SWM and WQ facilities. Indicate public or private ownership _____
7. Show and dimension all sidewalks _____
8. Show, identify and dimension all easements _____
9. Parking spaces (dimensioned) _____
10. Lot or parcel number _____
11. All curb returns 25 ft minimum radius _____
12. Details provided for entrance aprons (MSHA standard) _____
13. Elevations at all existing curb tie-ins, and along all curb returns (PC, PT & Mid Point) _____
14. Grading and access in accordance with Americans with Disabilities Act _____

C. STORM DRAINAGE

1. Provide a drainage area map same scale as site plan _____
 - a. Identify drainage areas _____
 - b. Show Tc paths or use minimum permissible time _____
 - c. Identify land use (Zoning and/or ground cover) _____
 - d. Provide C, I, and A _____
2. Provide a flow tabulation _____
3. Provide a structure schedule _____
4. No acute angles between inflow and outflow pipes _____
5. Profiles _____
 - a. Pipe size and class (RCCP CL IV only on public work within City limits) (No plastic or metal pipe permitted) _____
 - b. Q, V, and Slope _____
 - c. 25 yr Hydraulic gradient _____
 - d. Structure ID beginning at downstream end of system _____
 - e. Stationing between structures (starting at downstream end) _____
 - f. Inverts, grate and rim elevations _____
 - g. 0.2' minimum drop across structures _____
 - h. Match crowns of different sized pipes _____
 - i. Granite block bottoms for drops over 4 vertical feet _____
 - j. Parallel utilities "ghosted-in" _____
 - k. Minimum 1 foot clearance at all utility crossings _____
 - l. Absolute 0.5% slope minimum (1% preferred) _____
6. Drains located by centerline stationing, or coordinates _____
7. Show flow arrows on drains _____
8. Label and dimension all outlet protection _____
9. Details of all non-standard drainage structures _____

- 10. All drainage easements identified (Minimum dimensions
1-pipeline = 20'; 2-pipelines = 30'; 3-pipelines = 40') _____
- 11. Encasements for stream crossings _____
- 12. No bend structures or cut-ins _____
- 13. MSHA standard detail number cited _____

D. WATER AND SEWER

- 1. Proposed water and sewer lines sized and identified _____
- 2. All valves, fittings and hydrants identified and located _____
- 3. All house connections shown, identified and located _____
- 4. Crimp radii identified. Beginning and end identified _____
- 5. Minimum slope on sewer main 0.6% _____
- 6. Minimum slope on service connections 2.0% _____
- 7. Parallel utilities "ghosted-in" _____
- 8. Sewer flow direction arrows shown _____
- 9. Structures identified starting at bottom of system _____
- 10. Stationing between structures (starting at downstream end) _____
- 11. Standard sewer and water detail sheets _____
- 12. Standard general notes _____

E. SEDIMENT AND EROSION CONTROL PLAN

- 1. Proposed plan and detail of soil erosion and sediment control
in accordance with requirements of Carroll Soil Conservation
District. Approval recommended. _____
- 2. Consultant and Owner/Developer certifications _____
- 3. Sequence of construction _____
- 4. Carroll Soil Conservation District signature blocks _____
- 5. Standard notes and details _____

F. LANDSCAPE PLAN

- 1. Proposed plan and details in accordance with City of Westminster
requirements _____
- 2. Planting specifications _____
- 3. Plant list _____
- 4. Plant material required and provided _____
- 5. Consultant certification _____
- 6. Owner/Developer certification _____

G. FOREST CONSERVATION PLAN

- 1. Proposed plan and details in accordance with Carroll County
Requirements. Approval recommended _____
- 2. Narrative _____

- 3. Specimen Tree chart _____
- 4. Forest Conservation worksheet _____
- 5. Tract tabulation _____
- 6. Limits of clearing _____
- 7. Standard details and notes _____

H. GRADING PLAN

- 1. Limit of disturbance shown _____
- 2. Proposed contours labeled _____
- 3. Insure that no mitigation is proposed within DPW right-of-way
or access easements _____
- 4. Flow arrows shown in areas of concentrated flow _____
- 5. Spot shots shown on all four sides of proposed structures, at
garage entrances and high points & sumps _____
- 6. Maximum slope in areas of routine maintenance 3:1
(e.g. residential lots). No slope greater than 10% within 20 feet
At proposed structure _____
- 7. Concentrated flows & swales a minimum of 20 feet from buildings _____
- 8. Minimum slope away from structures 5% for 10 feet _____

I. TRAFFIC CONTROL AND SIGNAGE PLAN

- 1. Signs and markings in accordance with MUTCD _____
- 2. Signs identified by MSHA Standard Identifications _____
- 3. Location of street lights _____

J. STORMWATER MANAGEMENT

(Reviewed and approval recommended by Carroll County in accordance with City of Westminster ordinance, checklist and Carroll County Policy for Publicly Maintained Facilities.

Note these requirements apply to **all** facilities within the corporate limits public or private.

**CARROLL COUNTY STORMWATER MANAGEMENT FACILITY DESIGN
POLICIES FOR PUBLICLY MAINTAINED FACILITIES**

Due to state and federal dam maintenance requirements and citizen concerns about dangers to children and mosquito borne illnesses it has become imperative that stormwater facilities be maintained. To eliminate the unnecessary difficulties and costs inherent in mowing of steep slopes and to reduce the potential for residents and maintenance workers to be injured by falls the following design criteria must be met.

1. All publicly maintained ponds must be designed with slopes no steeper than four to one (4:1).
2. All publicly maintained facilities shall have an in-fee access from the bottom of the facility to a Public right-of-way. This access shall be a minimum twenty feet (20') in width containing a 12' wide paved access road constructed to minimum use-in-common drive standards. The access road shall have a maximum slope of seventeen percent (17%) with a maximum cross slope of three percent (3%) and a maximum side slope of four to one (4:1).
3. In areas of public maintenance no loose rip-rap may be left permanently exposed.

ADDITIONAL COMMENTS

NOTE:

- 1) This checklist is to be returned on subsequent submittals along with a detailed point-by-point response to all comments. Failure to do so will only result in delay of subsequent review or return of plans unreviewed.
- 2) This checklist is an addendum to City of Westminster "Development Design Criteria" dated October 2005.

Standard General Notes
Minimum City Requirement
FOR PROJECTS OUTSIDE CITY BOUNDARIES (IN COUNTY)

CITY OF WESTMINSTER STANDARD GENERAL NOTES

1. The Public Water and Sewer Portion of the Construction shown on these plans shall be in accordance with the current Standards and Specifications for the City of Westminster. This work is subject to inspection and acceptance by the City of Westminster.
2. The contractor shall have a current copy of the City of Westminster “Standard Specifications for Construction of Public Utility Systems, Roads and Storm Drains” available to him at all times during his operations.
3. The contractor shall notify The City of Westminster “Department of Public Works” at 410-848-2592 at least 5 days in advance of starting public water or sewer construction, and shall not interrupt existing water or sewer service without first obtaining permission from the “Department.”
4. The contractor shall notify his Engineer when proposing Field Adjustments to the Type, Size, or Location of the public water and sewer installations specifically shown on the plan. The contractor shall obtain final approval from the City Inspector prior to commencing work on all field changes involving public mains or services.
5. The contractor shall contact “Miss Utility” at 1-800-257-7777 in advance of his construction operations. It is the contractor’s responsibility to ensure that all utility owners having existing lines in the area are properly notified.
6. The locations of existing utility lines shown on these plans is approximate only, and the contractor must verify the locations to his own satisfaction. The contractor shall take the necessary precautions to protect against damage to existing lines, and shall be solely responsible for the cost of repairs incurred by his operations.
7. The Water and Sewer Construction Layout Datums used herein are:
HORIZONTAL: - Maryland State Grid System (NAD 83)
VERTICAL: - U.S.G.S. Datum
8. For additional Construction Baseline Geometry and Stakeout Information for Public Water/Sewer Installation, refer to the plans entitled “ROAD AND STORM DRAIN PLANS FOR _____; Carroll County File # _____.
(project)
9. Failure to mention specifically any work which would naturally be required to complete the public water and sewer construction shall not relieve the contractor of his responsibility to perform such work.

OWNER/DEVELOPER CERTIFICATION

I/We hereby certify that all proposed work shown on these construction drawing(s) has been reviewed by me/us and that I/We fully understand what is necessary to accomplish this work and that the work will be conducted in strict accordance with these plans. I/We also understand that any changes to these plans will require an amended plan to be reviewed and approved by the City of Westminster Planning and Zoning Commission before any change in the work is made.

NAME(S) (PRINTED)

DATE

SIGNED

DATE

ENGINEERS CERTIFICATION

I hereby certify that these construction drawings and associated computations were prepared by me or under my supervision and comply with all applicable standards and regulations of The City of Westminster. I have reviewed these documents with the Owner/Developer.

NAME (PRINTED)

DATE

MARYLAND REGISTRATION NUMBER No. _____

SIGNATURE

DATE

SOIL CONSERVATION SERVICE

Natural Resource Conservation District Certification. The Development Plan is approved for soil erosion and sediment control by the Carroll Soil Conservation District.

BY: _____

DATE: _____