

Application and Review Procedure for a New Commercial Project in the Town of Leonardtown

January 2, 2016

Stage 1 – Concept Plan:

1. Submit **eight (8) copies** of the application and concept plan. See “Exhibit A” for information that must be included in the plan. The **concept plan review fee** is also due at this time.
 - a) The project will be placed on the Planning and Zoning Commission meeting agenda for review and approval or for recommendation to the Town Council. The Planning and Zoning Commission meets the **3rd Monday of the month at 4:00 p.m.** at the Town office. The applicant and/or a representative must attend to present the project and answer any questions.
 - b) The project will be placed on the Town Council meeting agenda for a public hearing (if required) and/or approval. The Town Council meets the **2nd Monday of the month at 4:00 p.m.** in the Town Office. The applicant and/or a representative must attend to present the project and answer any questions.
2. Submit a **digital copy of stormwater management and erosion and sediment control concept plans** to DPW for review. Fees: http://www.stmarysmd.com/docs/FeeSchedule2010highlighted_1.pdf. Please copy our office on all transmittals and correspondence.
3. Submit **one (1) copy of stormwater management and erosion and sediment control concept plans** directly to St. Mary’s County Soil Conservation District for review. Fee information is attached. Please forward a copy of the approval to the Town Office.

Stage 2 - Detailed Engineering and Agency Approval Stage:

1. Once the concept plan has been approved, the applicant may proceed with preparation of the site development plan detailing the engineering elements of the project and incorporating Planning and Zoning Commission and Town Council (if applicable) recommendations.
2. Submit **three (3) copies** of the plans to the Town for internal review and for submission to the local Fire Department (if necessary).
3. Submit a **digital copy** to DPW for review.
4. Applicant submits directly to **St. Mary’s Soil Conservation** and the **State Highway Administration** (if the property is on a State road).
5. Approval may be required from other agencies, depending on the project and its location:

Department of Natural Resources/Maryland Department of the Environment/US Army Corps of Engineers - Review fees may be required.

Critical Area Commission – If the property is designated as a critical area, please submit two copies of mitigation plans to the Town to be forwarded to the CAC for approval. A critical area planting agreement will be required for any mitigation.

Forest Conservation – If required, submit two copies of the Forest Stand Delineation and Forest Conservation Plan to the Town office. A copy will be forwarded to the Department of Natural Resources for approval.

During this time, the applicant may also go before the Board of Appeals to request a special exception for density or height if recommended by the Planning and Zoning Commission.

Stage 3 – Final Site Plan Approval:

1. Please refer to Chapter 155 of the Town Code (available on our website leonardtwn.somd.com) to insure compliance with all site plan requirements.
2. Submit **three (3) sets** of the final site plan directly to Soil Conservation for approval and to be stamped.
3. Submit **three (3) sets** of the final site plan to the Town office for internal review.
4. After all agency approvals are obtained, the applicant may submit **eight (8) sets** of the final site plan and **color renderings** of the elevations to the Town office **NO LATER THAN THE SECOND MONDAY OF THE MONTH** in order to be placed on that month's P & Z meeting agenda for review and approval or recommendation to the Town Council.

Fire Marshal and Health Department Approval:

1. Submit two copies of the interior plans to the Town Office for **State Fire Marshal** review. **Please be aware that plan review can take several weeks!**
2. Submit one copy of the interior plans directly to the **Health Department** review, **if applicable** and provide the Town office with a copy of the final approval.
3. **Please note:** Written approval from the Fire Marshal or Health Department are required prior to the issuance of a building permit.

Town Fees for Commercial Projects:

Concept Plan Review - \$100.00 for minor site plans/\$300.00 for larger projects
Final Site Plan Review - \$100.00 for minor site plans/\$300.00 for larger projects
Modification of Approved Site Plan - \$200.00
Special Exception or Variance Request - \$500.00
Building Permit Fee – \$.12 per square foot
Extension of Approved Permit - \$100.00
Building Use & Occupancy Permit - \$50.00 per unit
Commercial Business Use & Occupancy Permit - \$25.00
Sign Permit – \$.40 per square foot or \$30.00 minimum

Exhibit A - Concept Development Plan Requirements

1. Accurate sketch of the property to scale
2. Record owner of the property
3. Vicinity sketch
4. Topographic information in sufficient detail to determine drainage patterns and sedimentation or grading permit problems
5. Proposed access to public rights-of-way
6. Generalized identification of existing features on the site, including vegetation, drainage patterns, structures and other site improvements
7. Proposed siting of water and sewage facilities for the entire parcel
8. Proposed siting of structures and their uses
9. Proposed siting of parking facilities
10. Proposed siting of vehicular and pedestrian circulation facilities

Please see Chapter 155 of the Town Code (available on our website leonardtwn.somd.com) for additional information.



COMMISSIONERS OF LEONARDTOWN

41660 Courthouse Drive, Leonardtown, MD 20650
301-475-9791
301-475-5350 (fax)

Concept Plan Application

DATE: _____

PERMIT #: _____

PROJECT LOCATION: _____, Leonardtown, MD 20650 TAX ID #: _____

TAX MAP #: _____ PARCEL #: _____ LOT SIZE: _____ ZONING DISTRICT: _____

APPLICANT: _____ PHONE: _____ EMAIL: _____

OWNER: _____ PHONE: _____ EMAIL: _____

OWNER'S ADDRESS: _____

ENGINEER: _____ PHONE: _____ EMAIL: _____

PROPOSED PROJECT: _____

EDU'S REQUESTED: YES _____ NO _____ IF YES, # OF EDU'S: _____

ADDITIONAL INFORMATION:

I certify that I will insure the fulfillment of the Town's Zoning Ordinance and any additional requirements, conditions and/or modifications established by the appropriate authorities upon approval of this application.

SIGNATURE OF APPLICANT: _____ PLEASE PRINT: _____

St. Mary's Soil Conservation District
E&S Plan Review Fee Schedule For
plans required to meet SWM Act of
2007 - aka 3 Step Process using
ESD to MEP

Step 1 – Concept Plan (fee based on Site Acreage)

- Less than 5 acre parcel = \$250.00 review fee
- 5 acre and greater = \$500.00 review fee

Concept plan fees will be collected by the Department of Land Use and Growth Management (LUGM) when plans are submitted as part of the Technical Evaluation Committee (TEC) process.

Step 2 – Site Development Plan or Construction Plan (fee based on Disturbed Area)

Once a project has received concept SWM E&S approval, the site development plan is to be submitted directly to St. Mary's Soil Conservation District with appropriate fees.

Review Fees

\$100.00 Application Fee

\$200.00 per acre (for acres 0-10 **with a minimum 1 acre fee**)

\$100.00 per acre (for acres 10.1 and up + \$2000.00 for first 10 acres)

\$500.00 Re-review fee (after initial review +2)

Examples:

0.6 Dist. Area - \$200.00 review fee (0-1 ac = \$200) + \$100.00 Application Fee = \$300.00

5.3 Dist. Area - \$1060.00 review fee (5.3 x \$200) + \$100.00 Application Fee = \$1160.00

12.2 Dist. Area - \$2220.00 review fee (10 x \$200 + 2.2 x \$100) + \$100.00 Application Fee = \$2320.00

Step 3 – Final (fee based on Site Acreage) **Fees paid with Site Development Plan fees (Step 2)

- Less than 5 acre parcel = \$250.00 approval fee
- 5 acre and greater = \$500.00 approval fee

The fee for final plan approval is based on the parcel size. This fee is to be added to the site development fees and paid at that time. NO EXCEPTIONS

Re-approvals

Once a plan has received final approval, the plan is valid for two (2) years. The plan may be reapproved one (1) time (\$250.00 re-approval fee) if there are minimal changes proposed.

If a plan has changes to the E&S controls due to any of the following or has already received one (1) plan re-approval, a new site development E&S plan will be required with appropriate fees.

1. *the disturbed area increasing or decreasing,*
2. *SWM revisions, or*
3. *significant site changes as determined by the SCD*

Approved - March 3, 2010 Board Meeting
Revised – January 1, 2015