



SITE PLAN REQUIREMENTS RESIDENTIAL BUILDING PERMIT APPLICATIONS

(NEW DWELLINGS, ADDITIONS, DETACHED ACCESSORY
BUILDINGS, SHEDS, POOLS AND DECKS)

www.carolineplancode.org

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The site plan that is submitted with a building permit application is a very important part of the permitting process. **THE LENGTH OF TIME IN PROCESSING YOUR BUILDING PERMIT CAN BE GREATLY AFFECTED BY THE ACCURACY OF THE SITE PLAN THAT IS SUBMITTED.** If there are items missing from the site plan or if information that is submitted is not accurate, additional time will be spent by review staff working with you to correct any inadequacies.

In order to ensure smooth and timely processing of your permit application, please be sure to submit as accurate and detailed a site plan as possible. You will be asked to correct and clarify any inconsistencies. Below is a checklist of site plan requirements to assist you with the application process. If you have any questions about the site plan requirements, please feel free to contact the office by calling **410-479-8100**.

All new dwellings/replacement dwellings will require a building location survey prepared by a licensed professional surveyor. A site plan drawn to scale is acceptable for all other structures and shall be based on actual survey or deed description or a reproduction of a plat of survey is acceptable if it includes the surveyor's name, date of survey and includes all easements and other information from the original plat of survey. Please see reverse side for additional requirements for properties located within the Chesapeake Bay Critical Area and/or Floodplain. The site plan copies must be separate from any building plans and contain the following:

- ALL EXISTING IMPROVEMENTS AND EASEMENTS (BUILDINGS, DRIVEWAYS, ACCESSORY STRUCTURES, SIDEWALKS, PATIOS, AND CONCRETE PADS)
- EXTERIOR DIMENSIONS OF PROPOSED NEW CONSTRUCTIONS AND DISTANCE FROM PROPERTY LINES
- LOCATION OF EXISTING FOREST AND WOODLAND
- LOCATION OF ALL STREAMS, DITCHES, WATERWAYS, WETLANDS AND STEEP SLOPES (GREATER THAN 15%) ALONG WITH THEIR BUFFERS (**WETLANDS DELINEATION MAY BE REQUIRED**)
- BUFFER LIMITS FOR WETLANDS OR OTHER PROTECTED AREAS SHALL BE MARKED IN THE FIELD
- LOCATION AND DIMENSIONS OF DRIVEWAY FROM THE STREET TO THE GARAGE OR PARKING AREA
- SHOW ANY STREETS ABUTTING WITH THE PROPERTY (THIS INCLUDES STREETS, ACCESS EASEMENTS, AND JOINT USE DRIVEWAYS)
- LOCATION OF EXISTING/PROPOSED WELL AND SEWERAGE RESERVE AREA, IF APPLICABLE
- SHOW LIMITS OF CLEARING/DISTURBANCE AND LOCATION FOR PLACEMENT OF ALL TEMPORARY SEDIMENT & EROSION CONTROL MEASURES (SILT FENCE)
- SHOW ALL GRADING OR OTHER METHODS OF STORMWATER CONVEYANCE

SETBACKS	MINIMUMS ALLOWED							
	MH		R	R-1	R-2		R-3	
FRONT	20'	6 lots: acre	40'	30'	30'		30'	
	30'	4 lots: acre						
REAR	None	6 lots: acre	30'	25'	25'		25'	
	25'	4 lots: acre						
SIDE			25'	15'	8'	1-family: 5	8'	1-family: 5
					15'	2-family: 5	15'	2-family: 10
CRITICAL AREA BUFFER	100'		100'	100'	100'		100'	
PERENNIAL STREAM	100'		100'	100'	100'		100'	
INTERMITTENT STREAM	100'		100'	100'	100'		100'	

Exceptions include detached accessory buildings less than 750 sq. ft. which may be placed or erected within the side and rear building setback lines but shall be no closer than 5 feet to the side or rear lot lines.

FOR PARCELS LOCATED WITHIN THE CHESAPEAKE BAY CRITICAL AREA (WITHIN 1000' OF TIDAL WATER OR WETLANDS) AND/OR CONSTRUCTION IN THE 100-YEAR FLOODPLAIN MUST PROVIDE A PROFESSIONAL SITE PLAN WITH THE FOLLOWING ADDITIONAL INFORMATION:

- ❑ 1,000 FOOT CRITICAL AREA LINE
- ❑ 100 FOOT CRITICAL AREA BUFFER LINE (THIS SHOULD TAKE INTO ACCOUNT EXTENDED BUFFERS FOR WETLANDS, TRIBUTARIES AND STEEP SLOPES)
- ❑ LIMIT OF DISTURBANCE FOR ALL DEVELOPMENT ACTIVITIES
- ❑ EXISTING FOREST AND WOODLAND COVER, INDICATED BY SYMBOLS SHOWING INDIVIDUAL PLANTS ON A SPARSELY VEGETATED PARCEL, OR A TREE LINE FOR PARCELS WITH ESTABLISHED CONTINUOUS VEGETATED AREAS. ALL WOODY VEGETATION WITHIN THE PROPOSED CONSTRUCTION LIMITS, WITH A STEM DIAMETER OF $\geq 1.5"$ AND/OR A HEIGHT OF $\geq 6'$ SHOULD BE SHOWN ON THE PLAN
- ❑ LIMITS OF CLEARING (SQUARE FOOTAGE OR NUMBER OF TREES) MUST BE INDICATED. **ANY VEGETATION REMOVAL WILL REQUIRE A MITIGATION PLAN.** IT IS RECOMMENDED THAT THIS MITIGATION PLAN BE DEPICTED ON THE SITE PLAN, AT THE TIME OF PERMIT SUBMITTAL.
- ❑ LOTS WITH NO VEGETATIVE COVER WILL BE REQUIRED TO AFFOREST (PLANT) 15% OF THE LOT. SITE PLANS SHOULD SHOW THE AREA WHERE THIS AFFORESTATION WILL OCCUR. IF THIS REQUIREMENT WAS ACCOUNTED FOR AS PART OF A SUBDIVISION PLAN, THE SITE PLAN SHOULD REFERENCE THAT SUBDIVISION'S PROTECTED FORESTED AREA.
- ❑ ANY SENSITIVE SPECIES OR SENSITIVE SPECIES HABITAT AREAS MUST BE INDICATED ON THE PLAN, OR THE PLAN MUST INCLUDE A NOTE, STATING THAT NO SENSITIVE SPECIES OR SENSITIVE SEPCIES HABITAT EXISTS ON THE PARCEL. PROVIDE APPROVAL FROM DNR HERITATE DIVISION, IF APPLICABLE.
- ❑ PROPERTIES LOCATED ON FIRM FLOOD ZONE "A" WILL REQUIRE A 100-YEAR FLOOD ELEVATION CERTIFICATE
- ❑ ALL EXISTING AND PROPOSED LOT COVERAGE MUST BE SHOWN ON THE PLAN. PLAN MUST ALSO SHOW CALCULATION FOR MAXIMUM ALLOWABLE LOT COVERAGE (15% ON ALL LOTS; EXCEPT FOR GRANDFATHERED LOTS) AND PERCENTAGE OF EXISTING AND PROPOSED LOT COVERAGE.*

**Lot coverage is the maximum percentage of the total lot area that may be covered with buildings and/or structures, including outdoor storage, sidewalks, paved areas (i.e. concrete, asphalt, gravel, stone, shell, impermeable decking, pavers, permeable pavement or any manmade material), and other impervious surfaces that prevents or substantially reduces absorption of storm water into the ground. d (i.e. concrete, asphalt, sidewalks, buildings, solid surface or covered decks, etc.). A break-down of what has been included in the lot coverage calculation must be shown.*

MAXIMUM IMPERVIOUS SURFACE CALCULATION:

(LOT SIZE) X (ALLOWED % OF IMPERVIOUS SURFACE) = MAXIMUM ALLOWED IMPERVIOUS SURFACE

PERCENTAGE OF IMPERVIOUS SURFACE CALCULATION:

(TOTAL IMPERVIOUS SURFACE) / (LOT SIZE) = PERCENTAGE OF PROPOSED IMPERVIOUS SURFACE

WE UNDERSTAND THE PROCESS CAN BE AT TIMES OVERWHELMING, ESPECIALLY IF THIS IS YOUR FIRST TIME! HOWEVER, WE CAN ASSURE YOU WE ARE HERE TO HELP FACILITATE THE PROCESSING OF YOUR PERMIT IN A FAIR, TIMELY, AND ACCURATE MANNER.