



# City of Cambridge

DEPARTMENT OF PUBLIC WORKS

PLANNING & ZONING

1025 WASHINGTON STREET

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## *Category 1 Site Plan Checklist*

The preliminary site plan shall show the North point, scale, date, and the following:

1. The seal and signature of a Registered Maryland Land Surveyor and/or the seal and signature of licensed Engineer or Landscape Architect as appropriate.
2. Revision block on each sheet to accurately disclose any drawing revisions made after the first submittal for preliminary plan review.
3. A key and overview plan for multi-stage projects.
4. Geographical location, showing existing zoning district boundaries.
5. Existing zoning classification on the site and adjacent sites.
6. Topographic contours at a minimum of one-half-foot intervals unless waived by the Zoning Official as clearly unnecessary to review the project or proposal.
7. The location and nature of all proposed construction, excavation or grading, including but not limited to building, streets and utilities.
8. A grading plan (horizontal) conforming to City requirements.
9. A Utility Plan (horizontal). It shall show all existing and proposed water and sanitary sewer facilities, indicating all pipe sizes, types and grades, and the location of all connections to the utility system.
10. Where deemed appropriate and necessary by the Department of Public Works, provisions for the management and treatment of natural and storm water.
11. Where deemed appropriate and necessary by the Department of Public Works, provisions for the control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading, and construction.
12. A landscape and lighting plan including location and details of signage.
13. A parking plan, showing all off-street parking, related driveways, loading spaces and walkways, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required by this Ordinance.
14. Architectural elevations in color including at least one presentation board of no smaller than 24 inches by 36 inches.

15. Preliminary street profiles and cross sections for streets and curbing. All existing and proposed streets and easements including widths.
16. Approximate location of point of ingress and egress to existing public streets and highways; if ingress or egress is onto a state maintained roadway, an accompanying letter from the Maryland State Highway Administration indicating preliminary approval shall be required.
17. All existing easements of any kind. If easements are to be granted, a separate and preliminary easement plat shall be provided.
18. The number of construction phases proposed, if any, with the site plan showing the approximate boundaries of each phase, and the proposed completion date of each phase.
19. A tabulation of total number of acres in the project gross or net as required in the district regulations, and the percentage thereof proposed to be devoted to the several dwelling types, commercial uses, other nonresidential uses, off-street parking, streets, parks, schools and other reservations.
20. Number of dwelling units to be included by type of housing: apartments of three stories and under; apartments over three stories; single-family dwellings; townhouses; and two-family dwellings. The overall project density in dwelling units per acre, gross or net as required by district regulations.
21. Proposed buildings and structures with dimensions, setbacks and heights designated including floor areas of all non-residential buildings and the proposed use of each.
22. Approximate location and size of nonresidential areas, if any (parking areas, loading areas or other).
23. Approximate location and size of recreational areas and other open spaces.
24. Existing vegetation, proposed removal of vegetation, and proposed replacement of vegetation.
25. Location, type, size, and height of fencing, retaining walls, and screen planting.
26. Location, orientation, design, and size of signs, if any.
27. The Planning Commission may establish additional requirements for preliminary site plans, and may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper decision on the project.