

Town of Trappe



Concept Plan Checklist

Item	Description	✓
I.	PROJECT-PLAT INFORMATION	
1	Name, address of owner, applicant, developer and lienholder, date of application.	
2	Name and address of engineer, land surveyor architect, planner, and/or landscape architect, as applicable, involved in document preparation.	
3	Date of survey.	
3	Title block denoting name and type of application, tax map sheet, block and lots, parcel, and street location.	
4	A vicinity map at a specified scale (no smaller than 1"=200') showing location of the tract with reference to surrounding properties, streets, landmarks, streams, etc. Show all of the property owned according to the Tax Map(s) if only part of the property is to be developed.	
5	Existing and proposed zoning of tract and adjacent property.	
6	Adjacent property owners, names, Liber and Folio.	
7	Title, north arrow and scale as specified by the Town Planner (no larger than 1"=100').	
8	Standardized sheets 24" x 36" (final - black ink on mylar).	
9	Acreage of tract to the nearest thousandth of an acre. (General)	
10	Date of original and all revisions.	
11	Size and location of any existing or proposed structures.	
12	Number of dwelling units.	
13	Location, dimensions, bearings, names of any existing or proposed roads or streets. The location of pedestrian ways and driveways. Right of way widths. (General locations)	
14	All proposed lot lines (width and depth) and area of lots in square feet, number of lots, lot numbers. (General)	
15	Copy and/or delineation of any existing or proposed deed restrictions or covenants. (Existing)	
16	Location and size of proposed parks, play grounds and other public areas.	
17	Any existing or proposed easement (drainage and utility) or land reserved for or dedicated to public use. Location, dimensions of proposed reservations, right of ways, open space, buffers, forested areas along with means by which these areas will be permanently maintained. (General)	
18	Development stages or phasing plans. Sections numbered by phase. (General)	
19	List of required regulatory approvals/permits.	
20	List of variances required or requested.	
21	Requested or obtained design waivers or exceptions.	
22	Payment of application fees.	

II. SETTING-ENVIRONMENTAL INFORMATION	
1	All existing streets, water courses, flood plains, wetlands, or other environmentally sensitive areas on or adjacent to the site. (General)
2	Existing rights-of-way and/or easements on or immediately adjacent to the tract.
3	Topographical features of subject property from USGS map or more accurate source at 2'-5' intervals, 50' beyond the boundary, with source stated on maps.
4	General areas of >15% slope shaded and identified as steep slopes.
5	Existing system of drainage of subject site and adjacent site and of any larger tract or basin of which it is a part.
6	A 100 Year Flood Plain based on FEMA maps.
7	Tidal and non-tidal wetland delineation based on NWI maps and field review.
8	Location of sensitive areas and their Buffers.
9	Location and width of Bufferyards.
10	Soil types based on Talbot County Soil Survey.
11	Traffic Impact Study, as required.
12	Statement of effect on schools district and school bus service, as required.
III. PLATS, IMPROVEMENT PLANS, AND CONSTRUCTION INFORMATION	
1	Certification from electric and telephone utilities of adequate facilities to serve proposed development. (General)

Signature

Date