



**CITY OF ABERDEEN
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
PRELIMINARY SITE AND SUBDIVISION REVIEW PROCESS**

The following uses will be reviewed by the Aberdeen Planning Commission and the City Council:

- All new development located in a designated overlay district.
- Multi-family dwellings containing more than five (5) units or forming a part of a multi-family development of two or more buildings.
- Single family, two-family, and townhouse development. (Exception single lots for new construction of single family or two-family dwellings.)
- Churches, synagogues, temples, and affiliated houses of worship including associated nursery schools.
- Hotels
- New commercial and industrial uses located in the B-1, B-2, B-3, M-1, IBD, and TOD zoning districts.
- Redevelopment of commercial and industrial uses and any additions to buildings exceeding 2,500 sq. ft. in area.
- Expansion of a commercial or industrial parking lot created by a change of use.

Review and Approval Process:

1- Pre-submittal: The process begins with a technical review conducted with the developer, engineer, Department of Planning and Community Development, and the Department of Public Works in conjunction with a checklist of the requirements for plan submittal. All checklists are located at www.aberdeenmd.gov.

2- Plan Submittal: Thirty (30) days prior to the regularly scheduled Planning Commission meeting, an electronic copy and fifteen (15) copies of the preliminary site or subdivision plan must be submitted to the Director of Planning and Community Development. The required Planning Commission review fee must be paid at the time of submission of plans. Please refer to the Code of the City of Aberdeen, Chapter A550 – Fees for the current review amount.

NOTE: All plans must comply with the City of Aberdeen’s Development Code, Subdivision Regulations, and Adequate Public Facilities Ordinance which are available for review on the website at www.aberdeenmd.gov.

3-Planning Commission:

- Prior to the Planning Commission meeting, the Departments of Planning and Community Development and Public Works will informally meet to discuss the plan(s), Traffic Impact Analysis, and Adequate Public Facilities Ordinance (APFO) Report, and make recommendations and/or changes which will be presented at the Planning Commission meeting. Any changes to the plan(s) will be corrected by the engineer of record prior to presentation at the Planning Commission meeting.
- The Planning Commission agenda will be made available on the City’s website at www.aberdeenmd.gov.
- Minutes of the Planning Commission meeting will be taken and posted on the City’s website after they have been approved by the Planning Commission.
- The Planning Commission shall review, comment, and approve a recommendation to the City Council for all preliminary site plans and preliminary and final subdivision plats.
- In the event the Planning Commission denies approval of a preliminary site plan, or preliminary and final subdivision plat, the developer and or their agent must reevaluate their plan and make any corrections before resubmission.
- The Planning Commission may consider holding a Special Meeting to review a plan in order to address comments made by the reviewing Departments or other agencies in order to make their recommendation to the City Council.
- If the Planning Commission recommends approval of the plan(s) contingent upon certain requirements being met, the plan(s) shall be amended in accordance with the Planning Commission’s requirements before being submitted to the City Council with a recommendation for approval.

4- City Council:

- The Director of Planning and Community Development will present the plan(s) to the City Council for review and approval.
- An electronic copy and ten (10) copies of the plan to be submitted to City Council will be sent to the Director of Planning and Community Development five (5) days prior to the meeting.
- The approval of a preliminary site plan or preliminary subdivision plat will be valid for two years from the date of City Council approval.
- Once the City Council approves a development plan; the Developer, Engineer, or their agent will submit an original mylar with the Owner's and Engineer's signatures to the Department of Planning and Community Development and Department of Public Works for review and to obtain all needed signatures.

5-Administrative functions, responsibilities, and modifications:

- The signature block for the Director of Public Works must be removed from all preliminary site plans and will only be included on Final Subdivision Plats or Consolidated Plats.
- The Department of Public Works will complete a Water Capacity form to be submitted with the Final Subdivision Plat or Consolidated Plat prior to recordation of the plat.
- The Developer or their Engineer will be responsible for recording a final subdivision plat and providing one (1) electronic copy and one (1) paper copy of the recorded plat to the Director of Planning and Community Development.
- The Department of Public Works will prepare an Adequate Public Facilities Agreement and Public Works Agreement, if applicable.
- Minor modifications to an approved preliminary site plan may receive an administrative approval at the discretion of the Director for the Department of Planning and Community Development after consulting with the Aberdeen Planning Commission Chairman. A minor modification is not considered as a variance from the Development Code requirements. A red line plan indicating the modification will be provided by the engineer and attached to the preliminary site plan for review and approval.

A minor modification may be given, if the Director determines whether the specific nature of the use or the exceptional shape or size of the property or other exceptional situations or conditions warrant such a modification.