



CITY OF ABERDEEN  
CHECK LIST FOR  
CONCEPT PLANS,  
PRELIMINARY SITE PLANS, AND  
SUBDIVISION PLATS

Name of  
Subdivision: \_\_\_\_\_

The following check list summarizes the information which must be shown on the concept plan and preliminary subdivision plat in order to be reviewed by the Planning Commission, Department of Planning and Community Development, Department of Public Works, and the City Council. The check list shall be completed by the Director of Planning and Community Development and applicant at the time of submission, and if incomplete, the plat shall be returned to the applicant noting the deficiencies. Submit checklist with fifteen (15) copies and appropriate fee. Plan sheets to be 18"x24" or 24"x36".

Please indicate the following: CO – Complete; NA – Not applicable; I - Incomplete

**I. IDENTIFICATION AND DESCRIPTION OF PROPERTY:**

- \_\_\_1. Proposed Subdivision Name.
- \_\_\_2. Owner's Name, Address and Signature block.
- \_\_\_3. Developer's Name, Address and Signature block.
- \_\_\_4. Surveyor/Engineer's Name, Address and Signature block.
- \_\_\_5. Election District.
- \_\_\_6. Location Map indicating proposed development.
- \_\_\_7. Tax Map Number and Parcel Number.
- \_\_\_8. Deed Reference.
- \_\_\_9. Scale of 1" to 50' or 1" to 100'.
- \_\_\_10. North Arrow.
- \_\_\_11. Acreage of tract total and net.
- \_\_\_12. Present zoning of tract and adjoining properties.
- \_\_\_13. Adjacent property owners or subdivisions labeled.

\_\_\_14. City signature approval blocks: Planning Commission Chairman, Mayor for the City of Aberdeen, Director of Public Works, City Engineer, and the Director of Planning and Community Development.

**II. PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

- \_\_\_15. Boundary lines of subdivision indicated by a bold line.
- \_\_\_16. Coordinate Grid ticks in multiples of 250 feet.
- \_\_\_17. Contour lines at five-foot intervals.
- \_\_\_18. Water courses.
- \_\_\_19. Existing buildings.
- \_\_\_20. Boundary of wooded area.
- \_\_\_21. Bridges and existing drainage systems.
- \_\_\_22. Limits of Chesapeake Bay critical areas.
- \_\_\_23. Floodplain.
- \_\_\_24. Streams and required buffers.
- \_\_\_25. Soil types.
- \_\_\_26. Non-tidal wetlands delineation.
- \_\_\_27. Note addressing Forest Conservation Plan requirements.
- \_\_\_28. Location of tentative Stormwater Management facilities with a note stating that the final design will be provided on the construction plans.

**III. CHARACTERISTICS OF PROPOSED DEVELOPMENT:**

- \_\_\_29. Layout, number of blocks, lots, typical dimensions and areas of proposed lots.
- \_\_\_30. Proposed building setback lines.
- \_\_\_31. Proposed uses of property.
- \_\_\_32. Location and dimensions of all property proposed to be set aside for public or private reservation, designating the purpose thereof.

- \_\_\_33. Gross and net residential acreage.
- \_\_\_34. Location of sidewalks. (Existing & Proposed)
- \_\_\_35. Location of existing street/traffic control signs.

**IV. UTILITIES, WATER AND SEWERAGE FACILITIES:**

- \_\_\_36. Drainage and utility easements. (Existing & Proposed)
- \_\_\_37. Public utilities and right-of-ways. (Existing & Proposed)
- \_\_\_38. Locations of fire hydrants, valves, water and sewer lines, pumping stations, etc.  
(Existing & Proposed)
- \_\_\_39. Note stating final locations for fire hydrants, valves, water and sewer lines,  
pumping stations shall be determined on the construction drawings.
- \_\_\_40. Storm drain system. (Existing & Proposed)
- \_\_\_41. Water usage calculations complying with MDE design guidelines (latest edition).

**V. PUBLIC STREET REQUIREMENTS:**

- \_\_\_42. Location, name, width of pavement and right-of-ways of all adjoining or  
intersecting streets. (Existing & Proposed)
- \_\_\_43. Delineation of road improvements along State roads.
- \_\_\_44. Length of any cul-de-sac (measured from the centerline of the intersecting street  
to the back of curb of the cul-de-sac).
- \_\_\_45. Modification to property entrance.

Please note: The lack of information under any section specified may be cause for re-submittal of the plan.