



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

The following uses are subject to review 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, M-2, IBD, and TOD zoning districts.
- Redevelopment of commercial and industrial uses exceeding 2,500 sq. ft. in area

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) hard 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 prior to the meeting.
- 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 engineer 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 ten (10) 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 for review and to obtain all needed signatures.
- A final subdivision plat will be recorded by the Developer or their Engineer; two copies of the recorded plat will be provided to the Director of Planning and Community and Development.
- The Department of Public Works will coordinate next steps for the Adequate Public Facilities Agreement, if applicable.

April 19, 2022