

CITY OF ABERDEEN

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 in the Downtown Revitalization Overlay District and I-95 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 and Motels.
- 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.

Explanation of Process:

- 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.
- Thirty (30) days prior to the regularly scheduled Planning Commission meeting, sixteen (16) 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 payment amount.
- Prior to the Planning Commission meeting, the Departments of Planning and Community Development and Public Works will informally meet to discuss the plan(s) 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 developer and or their engineer prior to presentation at the City Council meeting.

- The Planning Commission agenda will be made available on the City's website at www.aberdeen-md.org and may be published in a local newspaper of general circulation 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 agent must re-evaluate his 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 approves 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.
- The Director of Planning and Community Development will present the plan(s) to the City Council for review and approval.
- The approval of a preliminary site plan or preliminary subdivision plat will be valid for two years from the date of the City Council approval after which, the preliminary site plan or preliminary subdivision plat must be resubmitted for review and approval.

Revised 7-5-18