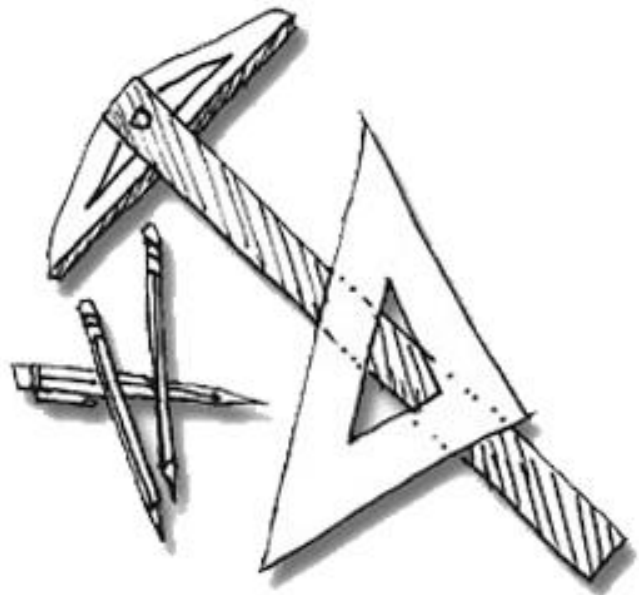
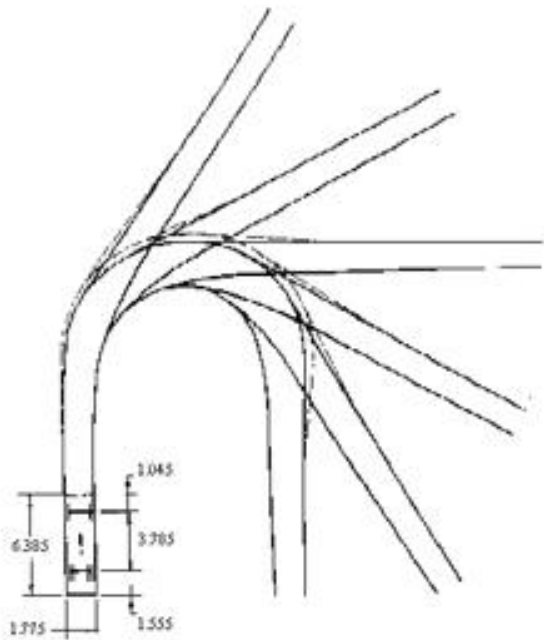
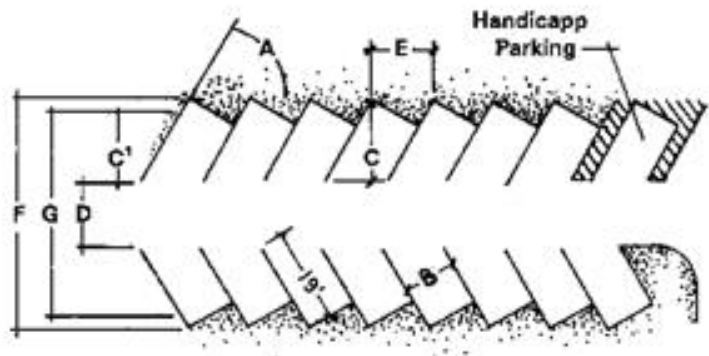


SITE PLAN REVIEW GUIDELINES



Department of Planning
City of Baltimore

11 Dec 2013



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BALTIMORE CITY'S SITE PLAN REVIEW GUIDELINES

INTRODUCTION

Pre-Development Plan Review

For new construction projects or major renovation projects that involve significant additions or changes to the site plan (see Applicability below), the Department of Planning coordinates most of the review process prior to the permit stage. The Department of Planning encourages all developers and/or property owners, both experienced and inexperienced, to meet with staff before undertaking your project. At this Pre-Development Meeting, Planning staff will review the development process for your specific project. If the developer has a preliminary development plan, they may waive the pre-development meeting and proceed directly to Site Plan Review, provided all prerequisite work has been submitted and accepted. Pre-Development meetings can be scheduled by completing the forms online at the Department of Planning's website – <http://cityservices.baltimorecity.gov/ppt/>. Once a request is submitted online, a project manager will be assigned and a meeting will be scheduled. If you have any questions, or need help in completing the form, please call 410-396-8408.

Introduction to Site Plan Review

Pursuant to Article VII of the City Charter, the Planning Commission is required to review and deny, approve or amend proposed development plans. The Site Plan Review Committee (SPRC), which is chaired and organized by the Department of Planning, reviews and makes recommendations to the Planning Commission for development plans accompanying building permit applications, subdivision and development plans, residential developments (other than single family and semi-detached dwellings), commercial and institutional developments, renovations, and parking lots.

Definition

Site Plan Review is the systematic assessment of land development proposals for consistency with land development policies, regulations, and accepted land design best practices.

Purpose

The Site Plan Review Committee provides joint recommendations in a coordinated inter-agency review to ensure that, at a minimum, proposed development complies with the Comprehensive Plan, Baltimore City Zoning Code, Subdivision Rules and Regulations, Building Codes, Environmental codes and regulations, and other commonly accepted planning, transportation and institutional guidelines and requirements. These jointly coordinated recommendations will also help ensure safe, functional, environmentally sound, aesthetically responsive, efficient and orderly development with high standards of design. These designs will protect properties and the general public in the immediate vicinity, minimize adverse effects upon pedestrian, bicycle and vehicular traffic, create a more attractive and sustainable environment, and provide a consistent and uniform method of review.

Scope

The Site Plan Review Committee focuses on the review of proposed projects both within the property's boundaries, but also includes review of the potential impact on the environment, neighboring people and properties, roadways, access points, and other transportation infrastructure. The Committee provides applicants advice from participating agencies regarding technical or procedural requirements that may be evaluated in a later review, determination or permit process. In such cases, the Committee will defer to the more detailed requirements or procedures of the participating agencies.

Prerequisite to Building Permits

Approval of the site plan submittal is a necessary prerequisite to the building permitting process for projects where such site plan review is required. Applicants who are required, but fail, to receive final Site Plan Review Committee approval will not be able to receive building permit approvals from the Department of Planning and other participating agencies. Please note, applicants may be required to return to the Site Plan Review Committee for another review if the final site plan is changed or altered, or if more than one year has elapsed from the last date of approval. See the Approval Time Limits and Changes section, below.

Applicability

Any new developments or buildings, site changes, and subdivisions must be reviewed by the Site Plan Review Committee and receive approval recommendations. Residential subdivisions of less than four resultant lots may not be required to receive full Committee review. Site plan review is not required for the construction or alteration of an individual single-family or two-dwelling unit home. Site plan review is required for the following types of development applications:

- New Construction that involves any of the following:
 - Any proposed development over 15,000 square feet of gross floor area.
 - Projects with multiple principal structures on a single lot.
 - All multi-tenant commercial development, including mixed-use development.
- Subdivision of land.
- Additions and/or major structural alterations to an existing structure that result in a 50% increase in the gross floor area of the existing structure prior to addition or alteration. This does not apply to single-family detached and semi-detached dwellings.
- Planned Unit Developments (PUDs).
- Conditional Uses – including both appeals before the Board of Municipal and Zoning Appeals (BMZA) and legislation before the Mayor and City Council.
- Parking lots, including accessory parking, containing five or more spaces.
- Any use including drive-up/drive-thru facilities or a walk-up component.
- Any development within an environmentally sensitive area, including projects within the 100-Year Flood Plain and projects within the 1,000' buffer of the Critical Area.

PROCESS

Participants, Focus Areas, and Interest

The Site Plan Review Committee review consists of representatives from the City departments listed below, depen:

- Department of Planning: Focuses on conformity with the Baltimore City Comprehensive Plan, applicable downtown, urban renewal and neighborhood plans; elements of good urban design; subdivision requirements; applicable Planned Unit Developments; ordinances; State Forest Conservation and Critical Area ordinances; historic districts and zoning.
- Office of Sustainability: A Division of the Department of Planning that focuses on compliance with local and State environmental regulations and policies such as landscaping, forest conservation, waterway and wetlands protection, flood plains, steep slopes, Baltimore City Green Building Standards program, and the Chesapeake Bay Critical Area.
- Fire Department: Focuses on plans' conformity with fire safety requirements and standards including fire access routes and fire protection.
- Department of Housing and Community Development: Focuses on conformity with the Baltimore City Zoning and Building Codes.
- Parking Authority: Reviews proposals for off-street surface lots and garage parking.
- Department of Public Works: Coordinates proposed development with stormwater management, underground utilities, and solid waste needs.
- Department of Transportation: Focuses on traffic, circulation, parking, and loading requirements and standards. Their Planning Division coordinates required Traffic Impact Studies (TIS) and traffic impact mitigation.

Review Process

- Applicants must submit an online pre-development meeting request prior to the pre-development meeting, as outlined above. The online pre-development application is available here: <http://cityservices.baltimorecity.gov/ppt/>
- Upon referral, the Site Plan Review Committee reviews projects every Wednesday morning, except holidays.
- To submit a project package, and to schedule a review, please contact the SPRC Chairman, Eric Tiso at 410-396-8358 or eric.tiso@baltimorecity.gov.
- Submittal packages will be reviewed to ensure they satisfy the submittal requirements before scheduling a review. For information on submittal requirements, see Submission Requirements section below.
- The Department of Planning will distribute the .pdf submittal to participating agencies for review prior to the in-person meeting.
- At the conclusion of the Site Plan Review Committee meeting, the Committee Chair will inform the applicant whether a follow-up Site Plan Review is necessary and if so, what revisions are required, or if the applicant may proceed to the next required step(s).

Submission Scheduling and Timeline

- 1) Schedule a meeting with the Department of Public Works (DPW), Stormwater Management (SWM) staff to present the project and to submit the Concept Plan for review. This is intended to demonstrate the rough concept of how program requirements will be addressed, and to receive a first reaction to the proposal. It is understood that this rough concept will be refined through the Concept Approval process.
- 2) Submit the SPRC package. The SPRC Chairman will forward .pdf copies to the committee members and SWM staff for an advance review. The SPRC review will generally be scheduled no sooner than one week later to allow for an adequate internal comment period. If your project requires Forest Conservation review, submit the Forest Stand Delineation to Abby Cocke (410-396-1670 or by e-mail at Abby.Cocke@baltimorecity.gov) at the same time as, or in advance of, your SPRC submittal.
- 3) In the SPRC review, assuming all agencies are satisfied, a preliminary approval will be granted by letter to the applicant (no approval stamps on the drawings yet). This preliminary approval only states that the project should function with the assumptions as presented, and is subject to change with the project. Provide a copy of the SPRC preliminary approval letter to SWM staff.
- 4) Obtain Concept Approval from SWM staff, and provide a copy of the letter of approval to the SPRC Chair. If any changes to the site plan are required, submit a revised plan package for evaluation and reconciliation. If the plans are unchanged or if the changes are acceptable, final SPRC approval will be granted and plans will be stamped and signed as approved.

NOTE: BUILDING PERMITS WILL ONLY BE ISSUED UPON COMPLIANCE WITH CONDITIONS OF SITE PLAN REVIEW, ENVIRONMENTAL REQUIREMENTS, STORMWATER MANAGEMENT STAFF, AND SATISFACTION OF REVIEWING AGENCIES' REQUIREMENTS.

Approval Time Limits and Changes

Unless otherwise noted in the conditions of approval, SPRC approval expires one year from the date of stamped approval. Extensions of the approval may be requested prior to expiration. A letter outlining the reasons for the delay and an anticipated project schedule is required to request an extension. The Department of Planning will present the request to the Site Plan Review Committee to determine if there is a need to review the project again, due to changes in the project area, or if any there have been any changes in law, procedures, or other processes that would impact the project's outcome. Extensions are generally granted in increments up to one year.

Significant changes to the proposed plan prior to construction will require further review. Contact the SPRC Chair for a formal determination and instructions on next steps.

SUBMISSION REQUIREMENTS

Submittal Requirements and Checklist

Cover Sheet:

- Include a cover sheet with an index of drawings only if there are otherwise more than four sheets in the submittal set.
- Note the legal description of the property, with land area in square feet or acres. In case of a multiple-lot site plan, list property areas individually, as well as the net usable square footage or acres of land area.
- A north arrow. The plan should be oriented with north at the top.
- A vicinity map, drawn to scale at either 1" = 500' or 1" = 1000', and located at the top right corner of the site plan; showing the site's location, current zoning designation of the project area, the adjacent properties, and those across any street or alley; major roads, railroad lines, waterways, and public features/landmarks.

Existing Conditions Sheet:

- Include the seal and signature of the land surveyor who prepared the drawing. The land surveyor must be licensed in the State of Maryland.
- A north arrow. The plan should be oriented with north at the top.
- A vicinity map, drawn to scale at either 1" = 500' or 1" = 1000', and located at the top right corner of the site plan.
- A legend, with graphic and written scale. Engineering, or decimal scales are preferred to architectural or fractional scales.
- Existing topography based on the City of Baltimore datum (with spot elevations), extending to public rights-of-way adjacent to the site.
- List names and dimensions for all public rights-of-way and private roads, and any existing on-site and off-site driveways located within 100' of the property's boundaries (including opposite sides of surrounding streets and alleys).
- Locations and boundaries of wetlands or other environmentally sensitive areas, and their required buffer areas.
- Locations of all lakes, streams, rivers, creeks, brooks, ponds, retention basins, stormwater management best management practices (BMPs) and drainage ways, including intermittent streams and ponds with ordinary high water marks indicated, and their required buffer areas.
- Location of trees or stands of trees, with symbols scaled to the canopy's average extent.
- Location and boundaries of forested areas.
- Existing utilities including water mains, sanitary sewer mains, storm sewers, cable, electric, gas, steam, and telephone lines, and any easements on the site.
- The location and use of all existing structures on the subject parcel and all structures within 200' of the subject parcel(s).
- Note or show the location of existing controlled on-street parking, such as metered parking, or areas controlled by residential parking programs.

Proposed Site Plan Sheet:

General Plan Features:

- A north arrow. The plan should be oriented with north at the top.
- A vicinity map, drawn to scale at either 1" = 500' or 1" = 1000', and located at the top right corner of the site plan.
- A legend, with graphic and written scale. Engineering, or decimal scales are preferred to architectural or fractional scales;
- Clearly show property lines and dimensions for all existing lots. If property lines are proposed to change, either through subdivision or lot line adjustment, label or differentiate existing and proposed property lines.
- List names and dimensions for all public rights-of-way and private roads, and any existing on-site and off-site driveways located within 100' of the property's boundaries (including opposite sides of surrounding streets and alleys).
- Show the location and size of existing and proposed improvements (with dimensions and number of stories where appropriate), building additions, walls, fences, tanks (above- and below-ground), paving (specify material), planters, porches, bay windows, or other similar projections.
- Note the current and proposed uses of buildings on the site, and the building code type and use group within the footprint outline for each building.

Title Block section:

- The project's name.
- List the property owner's name, address and telephone number (as well as for the project manager/point of contact if different).
- List the name, address, telephone number, e-mail address, and seal with the signature of the architect, engineer, designer, or planner who prepared the site plan.
- The specific address or list of addresses of the lot(s), including the block and lot numbers.
- Date the plan was originally prepared and the date of each revision.

General Notes section:

- The general notes section should be provided immediately under the vicinity map (unless the shape of the property depicted does not allow), and is to include:
- Site data:
 - Specific address(es) of the lots (street address is preferred).
 - Zoning district(s) of the property.
 - For industrial and commercial uses list existing and proposed gross floor areas;
 - For residential uses or mixed-use buildings, list the number of permitted and proposed dwelling units; list density calculations; show amenity or playlot areas, list or label the size of dwelling units (or typical); list the number of units in a table by number of bedrooms, and show typical floor plans.
 - Zoning requirements such as setbacks, lot area coverage and floor area ratio required and proposed (tabular format is preferred).
 - A list of any requested/required zoning variances, conditional uses, existing nonconforming uses.
 - List the building statistics showing the building code type and use group.

- If a change of zoning district is proposed, include a separate justification for the rezoning. Rezoning land will require legislative action to complete, and is beyond the scope of the SPRC. However, the SPRC may review the project with this change listed as a project assumption.
- Parking tabulation:
 - List the number of required vehicle and bicycle parking spaces by land use.
 - List the total number of proposed vehicle and bicycle parking spaces.
 - List the number of accessible parking spaces provided (regular, van, and total in a table). Include the breakdown of employee vs. visitor accessible parking spaces if parking access is controlled within or through the site.
- Accessibility information:
 - Note or graphically depict the number of accessible and/or visitable dwelling units (as a table with number of visitable, and the number of fully accessible, and total number of dwelling units). See Building, Fire and Related Codes of Baltimore City, Part II, Chapter 36 for guidance.
 - Note if the project is/is not required to meet this section of the Code.
 - Note or graphically depict accessible entrances and paths to the main entrance of buildings, and paths to and from related parking facilities, preferably highlighted in yellow.
 - Ensure that all emergency exits are accessible, to the maximum extent practicable. List or label those that are not accessible.

Environmental Notes and Features section:

- Statement whether the project is/is not subject to Stormwater Management Review (disturbance of 5,000 sqft or more).
- Statement whether the project is/is not subject to the requirements of the Forest Conservation Program (disturbance of 20,000 sqft or more). If so, submit a Forest Stand Delineation (FSD), Natural Resource Inventory (NRI), and/or Habitat Assessment addressed to Abby Cocke in the Office of Sustainability, unless this requirement has been waived in advance by the Office of Sustainability.
- Statement whether the project is/is not within a flood plain.
- Statement whether the project is/is not within the Chesapeake Bay Critical Area, and whether it is within the 1,000' or 100' buffer area.
- Show general location and type of existing and proposed stormwater management facilities/practices submitted as part of a stormwater management Concept Plan submittal.

Transportation/Circulation Notes and Features:

- Show the location of any public transit connections (bus stops and/or rail stations) both on-site and adjacent to the site.
- Show the location and dimensions of sidewalks, alleys, footways, and public easements;
- Show the location of street tree pits, street fixtures (such as fire hydrants), both those existing to remain and proposed;

- Show the location of existing and proposed lighting and their type (poles, wall mounted, or other). Lighting should be contained within the site, minimizing light pollution and light trespass.
- Show the location and dimensions of existing and proposed curb cuts and driveways for ingress and egress, including labels for directions (i.e., entrance/exit or arrows).
- Show the location and dimensions of fire lanes and access routes to and through the site (show turning movements as necessary).
- Show easements and rights-of-way on the property and dedicated or to-be-dedicated easements or public rights-of-way.
- Show the location, layout, and dimensions of parking areas. Indicate the total number of spaces in each section, showing the dimensions of typical parking spaces and adjacent aisles. Identify designated van accessible and standard accessible parking spaces by appropriate symbol and hatchment;
- Show the location, layout, and dimensions of proposed bicycle parking locations or other bicycle facilities or features;
- Show the location and dimensions of all loading and trash collection areas (dumpster and compactor pads) and access to these locations for servicing. Detail dumpster or container screening heights and materials; and
- Show the location and dimensions of all loading dock/service areas.

Landscape Plan:

The landscape plan shall be at the same scale and orientation as the site plan and shall include the general plan features, and title block section as the proposed site plan sheet above. In addition, include the items listed below:

- Show above- and below-ground utilities, including overhead wires.
- Show general location and type of existing and proposed stormwater management facilities/practices submitted as part of a stormwater management Concept Plan submittal.
- Show all easements, including utility easements.
- Existing public trees and plants adjoining the site depicted with symbols scaled to the canopy's average extent, with descriptions and how they are to be protected.
- List existing significant and specimen trees and plants on site in a table, with descriptions and indication of health. Show the critical root zone for trees (two circles, one at 1.0 and one at 1.5 feet per diameter inch of the tree).
- If existing significant trees and plants are to be preserved, show protective devices; otherwise, indicate if they are to be destroyed. Protective devices must also be shown on the erosion and sediment control plan.
- A planting list with species, cultivar, size and quantity of stock to be planted.
- Landscape certification, if appropriate.
- Locations, details and/or notes on proposed tree pits, plantings, planting beds and soils, tree protection, and other details as necessary.

Elevations:

Building Elevations and Floor Plans, when requested, should indicate the following general information:

- Elevations of structures. Label proposed materials and colors. Show location of doors, windows, loading areas, wall signs/bands, air conditioning, exhaust vents, rooftop mechanical equipment (listing type, height and related screening), and wall lighting.
- Show the building height (as calculated by the Zoning Code).
- Architectural Plans:
 - Residential Use: Show floor plans for each unit type, including unit sizes; show floor plans for each floor or level, including underground garages.
 - Industrial Use: Show warehouse, plant, office, mezzanine, and retail areas.
 - Commercial Use: Show retail, office, and storage areas.
 - Religious Use: Show assembly areas, meeting rooms, offices, kitchen area, storage, classrooms and residential areas (if any).
 - School Use: Show assembly areas, classrooms, storage, offices, and portable classrooms.
 - All uses: Show internal service and trash room/dumpster areas.
- Label the principal, secondary and emergency entrance(s) for each building, entrances of individual units, and ADA accessible entries.
- Include elevation details of walls or fencing, including location, dimensions, and materials.
- Include sample details of lighting, their type (poles, wall mounted, or other), and location.
- Show signage details. (Note: Signage details requested are for context by planning staff. However, signage is normally beyond the scope of the SPRC. For that reason, separate permits and approval processes are required for signs).

REVIEW AND EVALUATION

Consistency with Existing Plans and Requirements

Applicants shall determine and document that the proposed plan conforms to applicable plans, and does not conflict with the standards and requirements of those applicable plans:

- The City's Comprehensive Plan.
- Urban Renewal Plan Ordinances, if applicable.
- Strategic Neighborhood Action Plans or Area Master Plans, if applicable.
- Planned Unit Development Ordinances, if applicable.
- Downtown Plans, if applicable, and
- Historic Districts (local, state, or national), or Landmark Status, if applicable.

Areas of Evaluation

As a part of the review, the SPRC will consider a variety of issues and areas of concern. The committee will ask a number of questions and discuss a variety of topics. Below is a representative list of typical concerns, among others. Applicants should use this same list to provoke thought in their design process prior to submission.

Accessibility:

- Does the plan incorporate universal design principles?
- Are there accessible paths connecting public points of access to (at least) the main entrance, and within the building?
- Are automatic door controls available?
- Are emergency exits accessible, or as nearly so as possible? If not, are appropriate areas of refuge available?
- Is the correct ratio of accessible parking spaces provided, and are they appropriately connected to the building by marked accessible paths?
- Are sidewalks accessible by both slope and width?
- Do curb cuts and ramps have the correct orientation? (i.e. across intersections parallel to the crossing, and not pointed to the center of the intersection)
- Are paths through the site firm and level?
- Can stairs be avoided and replaced with ramps?
- Are any visitable and/or accessible dwelling units provided?

Circulation:

- Is there a reasonable distance between the site access points and the nearest intersecting streets;
- Is the proposed vehicular, bicycle and pedestrian traffic circulation system compatible with and connected to the existing circulation system?
- Are area street and intersection capacities adequate for the additional demand? If not, how does the plan proposed to mitigate the increased traffic?
- Does the plan need to include provisions for alternative modes of transportation?
- Is there a need to separate the movement of goods from people?

- Is there a need to separate vehicular, bicycle and/or pedestrian access?
- Does the plan provide for adequate sight distance?
- Is the site design adequate for the maneuvering of Police and Fire equipment?
- If the site is within ½ mile of a public transit stop, is there an attempt to connect to that mode, or to orient the site towards transit? Does it provide direct accessible pedestrian routes to transit? Does it provide bicycle connections and amenities?

Sustainability:

- Are existing trees and other natural features or resources preserved or enhanced to the greatest extent possible?
- Does the site minimize paving or other impervious surfaces?
- Does the plan include bicycle and pedestrian accommodations?
- Does the site plan include adequate areas for recycling and waste?
- How does the site landscaping and design relate to the surrounding land uses?
- Does the site plan meet the requirements of the Baltimore City Green Building Standards (BCGBS), as applicable?
- Does the site plan meet the requirements of the Forest Conservation Program, as applicable?
- Does the site plan meet the requirements of the Critical Area Management Program (CAMP), as applicable?
- Does the site plan incorporate environmentally sensitive design features for stormwater management?

Historic Preservation:

- Do new additions, exterior alterations, or related new construction destroy historic materials that characterize the property?
- Is new work differentiated from the old? Is it compatible with the massing size, scale, and architectural features in order to protect the historic integrity of the property and its environment?
- Are proposed additions and any new construction undertaken in such a manner such that if they removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired?

Land Use:

- How does the plan affect the surrounding area?
- How does the plan affect adjacent land uses?
- How does the plan affect other neighborhood issues?
- Is all or any part of the site dedicated for any public uses?
- Are existing trees and other natural features or resources preserved or enhanced to the greatest extent possible?
- Does the site's use and/or arrangement follow sustainable principles of design?

Loading:

- Does the site plan provide adequate loading zones for people and materials?
- Does the site plan provide for off-street refuse storage and removal areas, and is access sufficient for trash pick-up?
- Are dumpsters or other trash containers screened appropriately (concrete pads with masonry enclosures and board-on-board opaque gates are recommended for exterior locations).

Parking:

- Does the site plan adequately address vehicle and bicycle parking needs (required spaces, and those demanded by the market or practical need)?
- Are parking needs mitigated by the presence of transit?
- Does the design provide for efficient use, while seeking to minimize paved surfaces?
- Are the parking spaces and aisles appropriately dimensioned?

DEVELOPMENT GUIDELINES

This section outlines common guidelines required by various agencies that are often discussed as a part of SPRC review. This listing is not meant to be exhaustive or directive, but rather is intended to provoke thought. For specific standards, consult the appropriate organization of primary responsibility (OPR) for details.

Circulation

Alleys:

- The minimum width for new alleys is 16 feet in residential areas, and 20 feet in commercial and industrial areas.
- For more design requirements, see DOT's Book of Standards.

Cul-de-sacs:

- A cul-de-sac is generally discouraged, and should generally be considered only in conjunction with local residential streets where no other viable design options are available.
- A cul-de-sac should not be farther than 500 feet from the closest intersecting public street.
- A minimum outside radius of 40 feet is recommended for residential areas; 45 feet for commercial and industrial areas. The right-of-way radius is a minimum of 55 feet.
- When an island is planned for the center of the cul-de-sac, the curb radius of the island should be 15 feet.
- The approach radius shall be 45 feet.
- The approach roadway should be a minimum of 30 feet wide.
- Only parallel parking is permitted around cul-de-sacs, where space permits.
- For more requirements, see DOT's Book of Standards.

Driveway and Access Design:

- When driveways cross sidewalks, it is necessary to maintain a sidewalk level across the driveway of no more than 2% cross slope. The sidewalk material (usually concrete) should be maintained across the driveway as well.
- Commercial driveways should be a minimum of 30 feet wide for two-way and 17 feet for one-way (inside curb dimension). (Note: The Fire Department may require 18 feet or, if the driveway also serves as a fire access route, 20 feet as a minimum).
- Driveways for residential developments should be a minimum of 24 feet wide for two-way and 17 feet for one-way (inside curb dimension). (Note: The Fire Department may require 18' or, if the driveway also serves as a fire access route, 20 feet as a minimum). Individual residential dwelling unit driveways can be 8-10 feet wide.
- Monumental driveways (driveways divided by a median) should be 18 feet wide minimum and 35 feet wide maximum for each direction. Median width should be 6 feet minimum and 18 feet maximum, with a 6 inch curb height.

- Driveways should be located a minimum of 40 feet from the Point of Intersection or 25 feet from the tangent of the curb radius at intersections. This means that the corner clearance is a minimum of 25 feet, but the desirable minimum is 40 feet.
- Driveways should be located 7.5 feet from the property line and 15 feet from an adjacent driveway.
- Apron driveways, which are recommended for residential developments, should at a minimum be flared by 2 feet on each side for turning movements.
- Driveways for heavy truck use are commonly curb circles with accessible ramps.
- Driveways shall be paved from the curb line to the right-of-way line using 7 inches plain cement concrete pavement for a typical driveway and class P for a heavy volume driveway or heavy truck traffic driveway.
- The maximum allowable grade for a driveway is 11%; however, 6% is a desirable maximum for commercial, office, industrial, and dense residential uses.
- All driveway designs with access onto City-owned roadways must conform to the Baltimore City Department of Transportation design requirements.
- Site obstructions such as parking meters, street lights, trees, shrubs, signal equipment, berms, grades, crests, one-way signs, daylight restrictions, or other items in the public right-of-way or adjacent to the driveway may preclude approval of driveways or curb cuts.
- Curb cuts for driveways require curb cut permits from the Department of Public Works, and review by the Department of Transportation and Department of Planning. See the City's curb cut policy for guidance.

Driveway	Radius	width
Residential (apron)	10 feet	8-10 feet
Business, One-way	10 feet	17-18 feet
Business, Two-way	15 feet	30-36 feet
Industrial	25-30 feet	35-40 feet

Fire Access and Fire Hydrants:

- According to the International Fire Code (IFC) 2009 sections 503.1.1 to 503.1.3, fire access routes shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.
- Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).
- 503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.
- Appendix D, section D105 addresses "Buildings or portions of buildings or facilities exceeding 30 feet (9144 mm) in height above the lowest level of fire department vehicle access shall be provided with approved fire apparatus access roads capable

of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.”

0105.2 Width. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of any building or portion of building more than 30 feet (9144 mm) in height.

0105.3 Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building.

Median Islands:

- A median island is desirable in conjunction with major arterial streets and some minor collector streets. A median of sufficient width will provide safe operation between opposing traffic streams, minimize headlight glare, provide space for safe operation of crossing and turning vehicles, act as a refuge for pedestrians, and permit appropriate landscaping.
- The general range of median width on urban arterials and highways is from a desirable dimension of 25 feet or more to a minimum of 4 feet.
- The minimum desirable dimension for a median with a left-turn lane is 16 feet (12 feet for the lane and 4 feet for the median). In the reconstruction of an existing street, where space is at a premium, the minimum width is 12 feet (10 feet for the lane and 2 feet for the median).
- Medians 25 feet or less in width shall be delineated by a standard curb or combination curb and gutter, 8 inches in height.
- The Department of Transportation, Traffic Engineering Division must review and approve median breaks.

Roadways:

- Lane width should be 10 feet minimum (recommended for turn lanes) and 12 feet maximum. Acceptable running lane width is 11 feet. However, engineering judgment should be applied where wider lanes are needed.
- A one-way roadway with no parking should be a minimum width of 16 feet (so that traffic can pass a disabled vehicle).
- A one-way roadway with parking on one side should be a minimum of 20 feet.
- A two-way roadway with parking on one side should be a minimum of 26 feet.
- A two-way roadway with parking on both sides should be a minimum of 34 feet.
- The right-of-way for residential local public or private streets is a minimum of 40 feet with a case-by-case review.
- In areas where tractor-trailers are expected, intersections should accommodate the turning requirements for tractor-trailers.
- In other areas, intersections should accommodate the minimum turning requirements for SU-30 trucks.

Sidewalks:

- Residential sidewalks should be unobstructed and a minimum of 5 feet wide. Where there is heavy pedestrian traffic, maintain 8 foot wide unobstructed sidewalks.
- Wherever there is a tree pit in a narrow sidewalk, pavers must be installed to maintain the minimum ADA accessible sidewalk width. Tree pits must be at least 4 feet by 10 feet, unless otherwise approved by the Office of Sustainability.
- Sidewalks should be provided on both sides of streets.
- Walkways should make appropriate connections between building entrances, public walks, parking, and amenity areas.
- The maximum ramp slope is 1:12. Refer to the Baltimore City Building Code for details on handrail and guards requirements.
- Large developments shall provide pedestrian links to public areas/facilities and to adjacent properties, as appropriate. Design the walkway to accommodate pedestrians, car overhangs, tree/landscape planting, lights, trashcans, and bike racks.
- Mid-block accessible ramp or crosswalks for pedestrian access are not allowed.
- Buffers between pedestrians and motor vehicle traffic are important to provide greater levels of comfort, security, and safety to pedestrians. The ideal width of a planting strip is a minimum of 6 feet. With a landscaped buffer, care must be taken to insure that bus stops and other drop off zones have connections to the sidewalks. Where landscaped buffers cannot be provided due to site constraints, on street parking, bike lanes, or extra sidewalks should be provided.
- Sidewalks on a promenade must be within an easement of at least 20' in width.

“T” Turn-Arounds:

- A “T” turn-around may be used in place of a cul-de-sac if warranted by special considerations.
- The length of the turn-around (or “T” portion) shall equal the width of the right-of-way.
- For more requirements, see DOT’s Book of Standards.

Traffic Circles:

- A traffic circle is a raised island placed at four-way intersections. They are mostly used on residential streets and are intended to reduce the speed of traffic. They can be installed individually or in a series. Circles must be spaced at least 600 feet to 1,000 feet apart to maintain a reasonable speed throughout the street. Four-way stop signs can also serve this purpose.

Traffic Islands:

- A traffic island formed by a turning roadway at a channeled intersection is generally triangular in shape. Islands must be a minimum of 50 square feet, but preferably at least 75 square feet.
- An island shall be raised by a standard curb or combination curb and gutter, 8” in height.

- An island less than 300 square feet in area shall be paved using 5” thick concrete sidewalk or brick. If brick is used, it shall be laid in a basket weave or herringbone pattern.
- An island greater than 300 square feet in area shall be seeded or sodded and include sidewalk construction and ADA accessibility, where required.

Sustainability and the Environment

Sustainability is defined as meeting the current environmental, social, and economic needs of the community without compromising the ability of future generations to meet these needs. The Baltimore Sustainability Plan establishes a framework of themes and corresponding goals to help the City of Baltimore become a more sustainable community, which will result in improved quality-of-life. The themes identified in the Sustainability Plan include Cleanliness, Pollution Prevention, Resource Conservation, Greening, Transportation, Education & Awareness, and Green Economy. The Baltimore Sustainability Plan can be found online here:

http://www.baltimoresustainability.org/uploads/files/Sustainability_Plan.pdf

In addition to meeting the requirements of the environmental regulations and programs listed below, development projects are encouraged to address sustainability concepts in their planning, design, construction, and management. In order to fully incorporate and receive the benefits of sustainable practices, the principles and themes of sustainability should be incorporated into projects from the early stages of planning and design.

- Critical Area Management Program (CAMP) – For properties within 1,000’ of tidally affected waters, contact Amy Gilder-Busatti in the Department of Planning at 410-396-4369, or at Amy.Gilder-Busatti@baltimorecity.gov for guidance.
- Flood plain regulations – Contact Ken Hranicky in the Department of Planning at 410-396-9508 for determination of program applicability.
- Forest Conservation – Any disturbance of 20,000 sqft or more will require review under this State-mandated program. Contact Abby Cocke in the Department of Planning at 410-396-1670 for guidance.
- Baltimore City Green Building Standard (BCGBS) sustainability requirement (alternately, LEED Silver rating) – For program applicability, please see IBC Chapter 37, “Green Building Requirements” available here: http://static.baltimorehousing.org/pdf/bcgbbs_law.pdf
- Stormwater Management (SWM) – Any disturbance of 5,000 sqft or more will require review under this State-mandated program. Contact the Department of Public Works, Bureau of Water and Wastewater, Surface Water Management Division for guidance at 410-396-3500.

Parking

Bicycle Parking:

- Per §10-305 of the Zoning Code, each bicycle parking space must be equipped with a bicycle rack or locker that can accommodate up to two bicycles per rack or locker. Outdoor bicycle parking spaces must be at least 4 feet by 6 feet in dimension. Enclosed bicycle parking spaces must contain at least 15 square feet of area. For specific design requirements, see §10-311 of the Zoning Code.
- Per §10-406 of the Zoning Code, one bicycle parking space must be provided for:
 1. Every 10 vehicle parking spaces required by this title, for the first 500 vehicle parking spaces; and
 2. Every 20 vehicle parking spaces after the first 500 vehicle parking spaces required by this title.
- A vehicle parking space offset is available when bicycle parking spaces are provided, *cf.* §10-406.b of the Zoning Code: The number of vehicle parking spaces required by this title is reduced by one for every eight, or fraction of eight, bicycle parking spaces provided as required by this section. In short, divide the number of bicycle parking spaces you must provide by eight, then round ANY FRACTION up to get the number of vehicles parking spaces that may be offset.
- The design of the bicycle parking spaces must be evaluated and approved by the Department of Planning.

Drive-Through Stacking Spaces:

- Drive-through lanes should be a minimum of 9 feet wide.

Use	Spaces Required
Bank	10 vehicle spaces per lane
Fast Food	10 vehicle spaces per lane
Prescription Pick-Up	4 vehicle spaces per lane
Car Wash	10 vehicle spaces per lane

Accessible Parking Spaces:

- “Advisory 502.3 Access Aisle. Accessible routes must connect parking spaces to accessible entrances. In parking facilities where the accessible route must cross vehicular traffic lanes, marked crossings enhance pedestrian safety, particularly for people using wheelchairs and other mobility aids. Where possible, it is preferable that the accessible route not pass behind parked vehicles.” *Cf.* 2010 ADA Standards for Accessible Design (DOJ) - 15 Sept 2010
- One accessible parking space is required for every 25 spaces.
- The number of spaces are calculated lot by lot.
- Accessible parking spaces must be 8 feet wide, with a 5 foot hatched loading area for car spaces and an 8 foot hatched loading area for van spaces.
- Accessible parking spaces may not have more than 2% grade.
- For more information, see the American with Disabilities Act – Accessibility Guidelines web site address: <http://www.access-board.gov>

Parking Space Dimensions:

- Parking spaces must be at least 180 square feet, with preferred dimensions for standard 90° parking spaces of 9 feet by 20 feet, or alternately 10 feet by 18 feet (*cf.* Zoning Code §10-305.a).
- Parallel parking spaces must be 8 feet by 22 feet. Unobstructed end spaces may be reduced from 22 feet long to 18 feet.
- For parallel parking, the stall width must be increased by 3 feet when the parking space is parallel to a wall, column, fence, or hedge.
- For perpendicular parking, when the use of a parking space is limited on one or both sides by a wall or column, the stall width must be increased by one foot for each obstructed side.
- Vehicle overhangs of 3 feet maximum may be allowed as part of the stall length as long as the spaces do not abut a Fire Access Route and the overhang does not encroach on landscape strips or sidewalks.
- Ramps should be provided in parking lots and garages, and on street corners and in all areas where accessibility is required. Orient them to the crossing, not the center of the intersection.
- No parking in required front yards is allowed by the Zoning Code of Baltimore City for all residential units on all zoning districts. Parking pads and driveways should be placed on the side of the dwelling units where the parking pad should be behind the building line.

Degree	Type	Module	Aisle	St.L	S.W.P.I.	St.W	St.D
30	Single	28'	10'	18'	17'	9'	20'
	Double	48'	12'	18'	17'	9'	20'
45	Single	30'	12'	18'	12'	9'	20'
	Double	48'	12'	18'	12'	9'	20'
60	Single	37'	18'	19'	10'	9'	20'
	Double	57'	18'	19'	10'	9'	20'
75	Single	39'	20'	19'	10'	9'	20'
	Double	59'	20'	19'	10'	9'	20'
90	Single	40'	20'	20'	9'	9'	20'
	Double	60'	20'	20'	9'	9'	20'

Note: St.L = Stall Length; S.W.P.I. = Stall width perpendicular to isle; St.W. = Stall width; St. D. = Stall depth

Surface Parking Lots:

- Provide curbed end islands adjacent to the main driveways of commercial sites. The end islands should be a minimum of nine feet wide, 360 sqft in area, and should not hinder sight distances, visibility, or perceptions of safety.
- Island landscaping must not exceed 23 inches in height.
- Curbs or bumpers of concrete, wood, or an approved type of metal must be no more than 6 inches high and 8 inches wide, and they must have a minimum distance of 4 feet from the property line (fence or wall). The distance may be reduced to 2 feet where parking spaces are parallel to a barrier or a fence.

- Curbs that serve as wheel stops should not exceed 8 inches in height.
- Provide adequate snow storage space at the corner end of parking lots. Snow storage shall not obstruct sight distance or damage landscaping.
- Parking lots must be a dustless surface or paved with concrete, macadam, asphalt, brick, or stone block. The paving must be able to support the design loads for the proposed vehicular traffic.
- Surface drainage must not flow across an adjoining property line or sidewalk except at driveways to a public street, paved alley, or other approved watercourse.
- Sanitary facilities must be provided where an attendant is needed.
- If a double-loaded parking aisle is a dead-end, 10 feet deep by 20 feet wide “T” turn-around should be provided.

Parking Garages:

- In general, see IBC (2009) §406 *Motor-Vehicle-Related Occupancies* and §1106 *Parking and Passenger Loading Facilities* for guidance, with State and local supplements, as appropriate.
- The layout of parking aisles and stalls is similar to that used for surface lots. Stall and aisle dimensions generally remain the same, except that the aisle is sometimes narrowed slightly. Variations from the surface parking lot dimensions are subject to review and acceptance by the Site Plan Review Committee.
- Ramp grades, dimensions, and column placement affect circulation. The International Building Code (2009) §1010.2 states that “*Ramps* used as part of a *means of egress* shall have a running slope not steeper than one unit vertical in 12 units horizontal (8-percent slope). The slope of other pedestrian *ramps* shall not be steeper than one unit vertical in eight units horizontal (12.5-percent slope).” Driving ramps should be 14 feet to 18 feet wide with 12 feet sufficient for straight runs.
- “Vehicle ramps that are utilized for vertical circulation as well as for parking shall not exceed a slope of 1:15 (6.67 percent).” *Cf.* IBC (2009), §406.2.5. For 60° parking, sloping floor grades should not exceed 4% to 5% to minimize the possibility of vehicles rolling out of the parking space and down the ramp. Cross-slopes should not exceed 2%.
- Vertical clearance: “Clear height. The clear height of each floor level in vehicle and pedestrian traffic areas shall not be less than 7 feet (2134 mm). Vehicle and pedestrian areas accommodating van-accessible parking required by Section 1106.5 shall conform to ICC A117.1.” (*cf.* IBC 2009, §406.2.2).
- Structural columns must be setback 2 feet on both sides of the driving aisle to provide for 24 foot clear aisles (face of column to face of column).
- A 20 foot long flat landing pad area is required at the top of ramps. Appropriate transition grades are required at the top and bottom of ramps.
- Van accessible spaces must have a minimum vertical clearance of 8.2 feet (98 inches), but preferably 9 feet.
- Parking garages with control gates must have at least 3 stacking spaces (66 feet) per lane before the gates at the entrance.
- Sanitary facilities must be provided where an attendant is needed.

Recessed On-Street Parking/Drop-Off:

- A 2 foot radius is used at the outer edge of the protrusion and no radius is needed at the inner edge, since this area is protected and may be needed for maneuvering. A 75-degree angle on the curb prevents the parker from confusing the alignment for anything other than what it is: recessed parallel parking.

Loading

Loading Docks:

- For residential buildings with more than five units, provide convenient loading/moving spaces.
- For non-residential developments, provide on-site loading and unloading areas.
- Internal truck circulation shall not interfere with automobile or pedestrian movements on the public right-of-way. Accommodate all movements on-site.
- The loading dock shall function without interference with parking spaces or access to parking spaces.
- Rear access for deliveries and services is strongly preferred. Only as a last resort, and after review by the Site Plan Review Committee, will front or side delivery access be allowed. Sidewalk or curb loading may be used as an auxiliary method.
- Truck parking or loading dock dimensions:
 - Berth width: 10 feet
 - Clearance: 14 feet
 - Length: 39-60 feet or more, depending on the size of truck and angle of the loading dock. The maneuvering length must be double the length of the trailer.

Trash Handling:

- All perishable waste must be stored within the main building in a climate-controlled environment. The City also recommends use of compactors.
- Garbage storage areas should be outlined on floor plans.
- If dry refuse is proposed to be stored outside, it shall be enclosed with masonry walls and board-on-board opaque gates.
- For multiple residential sites, applicants must identify whether private haulers or the City will handle trash pick-up.

Urban Design

Urban design principles are incorporated into the Baltimore City Comprehensive Plan. Each development proposal will be reviewed to determine whether it meets these guidelines.

Principles of Urban Design

Urban design involves subjective matters related to the visual character, aesthetics and compatibility of land use and the qualitative aspects of development. The tangible elements of urban form, the built environment, and open space shall be designed in an efficient and attractive manner to enhance the well-being of residents and reflect the Plan's vision.

Urban Design Goals

- Preserve, enhance, and connect natural features (e.g., waterfronts, water courses, the Baltimore Waterfront Promenade, steep slopes).
- Preserve, enhance, and restore historically significant features.
- Integrate new communities with the existing neighborhood context, with the natural setting, and to provide a diverse social setting that is well served by public transit and is pedestrian-friendly.
- Ensure consistency, compatibility, and quality of the built environment.

Policies

- The density, form, bulk, height, setbacks, spacing, materials, landscaping and fencing, should be compatible with the immediate area, particularly residential uses adjacent to non-residential uses.
- Building design must recognize pedestrian scale, safety, access, and preservation of public views.
- The streetscape environment should be pedestrian oriented.
- Convenient access for people with disabilities should be provided to building entrances, transit and parking.
- Parking areas will be designed to minimize visual impact, and will include landscaped islands and screening, and trees or structures, that shade the paved area.
- Buildings on arterial and major arterial roads and collector streets shall present their main building facades to these roads or enhance their treatment to avoid blank building walls.
- Reverse frontage lots and use of acoustical walls along streets are discouraged.
- Minimize building setbacks along pedestrian and transit-oriented streets.
- For projects with multiple family dwelling units, parking areas should be located internally.
- To minimize the functional and visual impacts, site servicing, loading, HVAC equipment, mechanical equipment, and garbage facilities must be completely screened if visible from the public right-of-way, excluding alleys. Screening materials may be masonry, wood, site design, landscaping or other opaque material, and must effectively screen mechanical equipment so no portion is visible from a street or adjoining lot. Color and texture of a masonry screen wall must be compatible with the color and texture of the principal building on the site. Where a principal or accessory structure, or landscaping, blocks the view of ground-based mechanical equipment, the equipment is considered screened.

Garage Townhouses

- Front garaged townhouses will only be allowed where the site and the development absolutely have no way of providing parking on the side or the rear of the proposed town houses. Planning staff will evaluate the project case by case.
- Front-loaded attached garages must not occupy more than fifty percent (50%) of the width of the front façade of the house, as measured along the building line that faces the street.

- Where possible, access to parking pads or garages must be from the rear of the property. This may require widening of the alley to a minimum of 16 feet (20 feet width is preferred).
- The garage structure should be set back a minimum of 5 feet from the back edge of the public sidewalk to assure that a motorist pulling out of a garage can see a pedestrian before the rear of the vehicle intrudes upon the public sidewalk. Vehicles should be backed into garage spaces for increased safety.
- The street should be wide enough to maintain any existing street parking on the opposite side of the development.
- Townhouse driveways should be paired, where possible, with an expansion joint.
- Non-paired driveways may not encroach on the sidewalk of adjacent properties.
- Non-contiguous driveways should have raised curbs and sidewalks between the driveways.
- In situations where developers cannot meet the above criteria, requests for exceptions may be considered.

Gated Communities/Guard Houses

Gates designed to block or obstruct vehicular passage on public or private streets have the potential to create a queue of cars and impede the free flow of traffic, including emergency, fire and police vehicles. The Department of Planning discourages gating of streets which provide access to residential developments.

Lighting

Proposed lighting should not negatively impact surrounding residential neighborhoods. Lighting should be directed downward in order to contain light on the property through the use of cut-off fixtures. Lighting should be of the minimum intensity necessary for reasonable safety purposes.

REFERENCE

Accessibility/ADA: Contact Dr. Nollie Wood at 443-984-3170, or by e-mail at Nollie.Wood@baltimorecity.gov for program guidance.

- For visitability guidelines, see the *Building, Fire and Related Codes of Baltimore City, Part II, Chapter 36* for guidance.

Baltimore City Book of Standards

The online Book of Standards is available here:

<http://apps.baltimorecity.gov/transportation/bookofstandards/>

Baltimore City Green Building Standards (BCGBS)

http://www.baltimorehousing.org/permit_bcgbs

BMZA: For assistance with zoning matters, contact Martin French at 410-396-1354, or by e-mail at Martin.French@baltimorecity.gov. The BMZA webpage is here:

<http://www.baltimorecity.gov/Government/BoardsandCommissions/ZoningandAppealsBoard.aspx>

Chesapeake Bay Critical Area / Critical Area Management Plan (CAMP): Contact Amy Gilder-Busatti at 410-396-4369, or by e-mail at Amy.Gilder-Busatti@baltimorecity.gov for program guidance. The CAMP guidelines are also available online here:

<http://www.baltimorecity.gov/LinkClick.aspx?fileticket=ASa4b07nGFs%3d&tabid=275&mid=648>

Commission on Historical and Architectural Preservation (CHAP): Buildings in local historic districts are reviewed according to CHAP's guidelines. Call 410-396-4866 or view their webpage here:

<http://www.baltimorecity.gov/Government/AgenciesDepartments/Planning/Divisions/HistoricalandArchitecturalPreservation.aspx>

CHAP's guidelines are found here:

<http://www.baltimorecity.gov/Government/BoardsandCommissions/HistoricalArchitecturalPreservation/ProceduresandGuidelines.aspx>

CHAP designates local historic districts or landmarks as having particular historical or architectural significance. Local historic districts or landmarks are established by local ordinance.

In local historic districts, CHAP reviews all rehabilitation and exterior painting or refinishing, alteration, new construction, and demolition. The work and materials reviewed by CHAP include paint color, restoration of cornices and other decorative architectural features, window and door replacement, erection of fences and walls, reconstruction of porches and staircases, and similar types of exterior work. CHAP

generally does not deal with interior renovations unless they affect the exterior character of the building.

CHAP must issue a “Notice to Proceed” before a building permit may be issued for any exterior work or interior work that may affect the exterior. Maps of the historic districts, information about specific buildings, and application forms are available from CHAP. CHAP requires plans and samples of paint or other materials proposed for exterior work.

In addition, there are National Register Historic Districts and individual landmark buildings in Baltimore City. CHAP does not review proposed changes to the exterior or interior of National Register buildings unless the owner applies for a Baltimore City Historic Rehabilitation Tax Credit. However, the Maryland Historic Trust may need to review work in these areas or on these buildings if any state or federal funds are involved. For more information see the CHAP Guidelines.

Comprehensive Master Plan: The plan is available online:
<http://www.baltimorecity.gov/Government/AgenciesDepartments/Planning/ComprehensiveMasterPlan.aspx>

Curb Cut Policy: The policy if available online:
<http://www.baltimorecity.gov/LinkClick.aspx?fileticket=IXsvsY6uKA8%3d&tabid=275&mid=643>

Floodplain Management: Contact Ken Hranicky at 410-396-9508, or by e-mail at Kenneth.Hranicky@baltimorecity.gov for program guidance. The City’s Flood Plain map is available online from the Mayor’s Office of Emergency Management:
<http://www.baltimorecity.gov/OfficeoftheMayor/MayoralOffices/EmergencyManagement/HazardsInBaltimore/HurricanesStormsandFlooding.aspx>

Forest Conservation Program: Contact Abby Cocke at 410-396-1670, or by e-mail at Abby.Cocke@baltimorecity.gov for program guidance. See also the Natural Resources Code, in Article 4 of the City Code, Division IV: Forest and Tree Conservation, Subtitle 41.

Office of Sustainability: For more information, contact the Office of Sustainability at 410-396-4556, or visit their website: <http://www.baltimoresustainability.org/>

Planned Unit Developments (PUDs): Prior to the process of establishing the PUD, the applicant must schedule a Pre-development meeting with the Department of Planning. In short, a PUD is a development tool normally used in two ways: 1) for large or complex projects that may not be feasible under the existing zoning classification of the properties involved, or 2) for properties with unique characteristics where development through routine methods would result in a cumbersome process, or that could yield a better development with a tailor-made development process. PUDs are intended to encourage the best possible site plan and design for the properties involved. The

PUD's Development Plan often includes changes to the permitted land uses, changes to underlying zoning requirements (setbacks, lot coverage, building heights, Floor Area Ratio (FAR), and parking), open space requirements, landscaping, overall development density, and the potential transfer of density between properties in the PUD. For detailed PUD requirements, see Title 9 of the [Baltimore City Zoning Code](#). A PUD may only be established by an ordinance of the Mayor and City Council.

Subdivision: For assistance with subdivision matters, contact Natasha Becker at 410-396-1453, or by e-mail at Natasha.Becker@Baltimorecity.gov. The latest copy of the Subdivision Regulations (effective 1 Jan 2011) is available online here: <http://www.baltimorecity.gov/Government/AgenciesDepartments/Planning/SubdivisionRegulations.aspx>

Traffic Impact Study (TIS): The requirements for a TIS are detailed in §2-305 of the Zoning Code, and in §105.3.2.3 of the Building Code. If your project involves a structure or use that involves 15,000 square feet or more of gross floor area and a traffic-impact study for the proposed work has not already been undertaken in your area, please contact the Department of Transportation to inquire about the process. Contact Matthew Feske, Transportation Planner, at 443-984-4094, or by e-mail at Matthew.Feske@baltimorecity.gov.

Urban Design & Architecture Review Panel (UDARP): As a function of the Department of Planning, UDARP's goal is to achieve the highest quality for the planned and built environment of Baltimore City by providing the Planning Commission and the Department of Planning with design review expertise in the areas of urban design, architecture, and landscape design for all proposed master planning efforts and significant development projects. For more information, contact Anthony Cataldo in the Department of Planning at 410-396-4107, and see the website here: <http://www.baltimorecity.gov/Government/AgenciesDepartments/Planning/UrbanDesignArchitectureReviewPanel.aspx>

Urban Renewal Plans (URPs): These plans are available here: <http://www.baltimorecity.gov/Government/AgenciesDepartments/Planning/MasterPlansMapsPublications/UrbanRenewalPlans.aspx>

APPENDIX A

Submittal Requirements – Checklist

This checklist is provided for the use of applicants to verify that submittal packages contain all of the required information and features for review prior to receipt by the SPRC Chair. Please include a narrative that briefly describes the project proposed.

Cover Sheet:

- Include a cover sheet with an index of drawings only if there are otherwise more than four sheets in the submittal set;
- Note the legal description of the property, with land area in square feet or acres. In case of a multiple-lot site plan, list property areas individually, as well as the net usable square footage or acres of land area; and
- A north arrow. The plan should be oriented with north at the top.
- A vicinity map, drawn to scale at either 1" = 500' or 1" = 1000', and located at the top right corner of the site plan; showing the site's location, current zoning designation of the project area, the adjacent properties, and those across any street or alley; major roads, railroad lines, waterways, and public features/landmarks.

Existing Conditions Sheet:

- Include the seal and signature of the land surveyor who prepared the drawing. The land surveyor must be licensed in the State of Maryland.
- A north arrow. The plan should be oriented with north at the top.
- A vicinity map, drawn to scale at either 1" = 500' or 1" = 1000', and located at the top right corner of the site plan.
- A legend, with graphic and written scale. Engineering, or decimal scales are preferred to architectural or fractional scales.
- Existing topography based on the City of Baltimore datum (with spot elevations), extending to public rights-of-way adjacent to the site.
- List names and dimensions for all public rights-of-way and private roads, and any existing on-site and off-site driveways located within 100' of the property's boundaries (including opposite sides of surrounding streets).
- Locations and boundaries of wetlands or other environmentally sensitive areas, and their required buffer areas.
- Locations of all lakes, streams, rivers, creeks, brooks, ponds, detention basins, stormwater management best management practices (BMPs) and drainage ways, including intermittent streams and ponds with ordinary high water marks indicated, and their required buffer areas.
- Location of trees or stands of trees, with symbols scaled to the canopy's average extent.
- Location and boundaries of forested areas.
- Existing utilities including water mains, sanitary sewer mains, storm sewers, cable, electric, gas, and telephone lines, and any easements on the site.

- ❑ The location and use of all existing structures on the subject parcel and all structures within 200' of the subject parcel(s).
- ❑ Note or show the location of existing controlled on-street parking, such as metered parking, or areas controlled by residential parking programs.

Proposed Site Plan Sheet:

General Plan Features:

- ❑ A north arrow. The plan should be oriented with north at the top.
- ❑ A vicinity map, drawn to scale at either 1" = 500' or 1" = 1000', and located at the top right corner of the site plan.
- ❑ A legend, with graphic and written scale. Engineering, or decimal scales are preferred to architectural or fractional scales;
- ❑ Clearly show property lines and dimensions for all existing lots. If property lines are proposed to change, either through subdivision or lot line adjustment, label or differentiate existing and proposed property lines.
- ❑ List names and dimensions for all public rights-of-way and private roads, and any existing on-site and off-site driveways located within 100' of the property's boundaries (including opposite sides of surrounding streets and alleys).
- ❑ Show the location and size of existing and proposed improvements (with dimensions and number of stories where appropriate), building additions, walls, fences, tanks (above- and below-ground), paving (specify material), planters, porches, bay windows, or other similar projections.
- ❑ Note the current and proposed uses of buildings on the site, and the building code type and use group within the footprint outline for each building.

Title Block section:

- ❑ The project's name.
- ❑ List the property owner's name, address and telephone number (as well as for the project manager/point of contact if different).
- ❑ List the name, address, telephone number, e-mail address, and seal with the signature of the architect, engineer, designer, or planner who prepared the site plan.
- ❑ The specific address or list of addresses of the lot(s), including the block and lot numbers.
- ❑ Date the plan was originally prepared and the date of each revision.

General Notes section:

- ❑ The general notes section should be provided immediately under the vicinity map (unless the shape of the property depicted does not allow), and is to include:
 - ❑ Site data:
 - ❑ Specific address(es) of the lots (street address is preferred).
 - ❑ Zoning district(s) of the property.
 - ❑ For industrial and commercial uses list existing and proposed gross floor areas;
 - ❑ For residential uses or mixed-use buildings, list the number of permitted and proposed dwelling units; list density calculations; show amenity or playlot areas, list or label the size of dwelling units (or typical); list the number of units in a table by number of bedrooms, and show typical floor plans.

- ❑ Zoning requirements such as setbacks, lot area coverage and floor area ratio required and proposed (tabular format is preferred).
- ❑ A list of any requested/required zoning variances, conditional uses, existing nonconforming uses.
- ❑ List the building statistics showing the building code type and use group.
- ❑ If a change of zoning district is proposed, include a separate justification for the rezoning. Rezoning land will require legislative action to complete, and is beyond the scope of the SPRC. However, the SPRC may review the project with this change listed as a project assumption.
- ❑ Parking tabulation:
 - ❑ List the number of required vehicle and bicycle parking spaces by land use.
 - ❑ List the total number of proposed vehicle and bicycle parking spaces.
 - ❑ List the number of accessible parking spaces provided (regular, van, and total in a table). Include the breakdown of employee vs. visitor accessible parking spaces if parking access is controlled within or through the site.
- ❑ Accessibility information:
 - ❑ Note or graphically depict the number of accessible and/or visitable dwelling units (as a table with number of visitable, and the number of fully accessible, and total number of dwelling units). See Building, Fire and Related Codes of Baltimore City, Part II, Chapter 36 for guidance.
 - ❑ Note if the project is/is not required to meet this section of the Code.
 - ❑ Note or graphically depict accessible entrances and paths to the main entrance of buildings, and paths to and from related parking facilities, preferably highlighted in blue.
 - ❑ Note or graphically depict accessible parking space signage, to include “NO PARKING IN ACCESS AISLE” signage for all accessible parking spaces (*cf.* Maryland Accessibility Code).
 - ❑ Ensure that all emergency exits are accessible, to the maximum extent practicable. List or label those that are not accessible.

Environmental Notes and Features section:

- ❑ Statement whether the project is/is not subject to Stormwater Management Review (disturbance of 5,000 sqft or more).
- ❑ Statement whether the project is/is not subject to the requirements of the Forest Conservation Program (disturbance of 20,000 sqft or more). If so, submit a Forest Stand Delineation (FSD), Natural Resource Inventory (NRI), and/or Habitat Assessment addressed to Abby Cocke in the Office of Sustainability, unless this requirement has been waived in advance by the Office of Sustainability.
- ❑ Statement whether the project is/is not within a flood plain.
- ❑ Statement whether the project is/is not within the Chesapeake Bay Critical Area, and whether it is within the 1,000’ or 100’ buffer area.
- ❑ Show general location and type of existing and proposed stormwater management facilities/practices submitted as part of a stormwater management Concept Plan submittal.

Transportation/Circulation Notes and Features:

- ❑ Show the location of any public transit connections (bus stops and/or rail stations) both on-site and adjacent to the site.
- ❑ Show the location and dimensions of sidewalks, alleys, footways, and public easements;
- ❑ Show the location of street tree pits, street fixtures (such as fire hydrants), both those existing to remain and proposed;
- ❑ Show the location of existing and proposed lighting and their type (poles, wall mounted, or other). Lighting should be contained within the site, minimizing light pollution and light trespass.
- ❑ Show the location and dimensions of existing and proposed curb cuts and driveways for ingress and egress, including labels for directions (i.e., entrance/exit or arrows).
- ❑ Show the location and dimensions of fire lanes and access routes to and through the site (show turning movements as necessary).
- ❑ Show easements and rights-of-way on the property and dedicated or to-be-dedicated easements or public rights-of-way.
- ❑ Show the location, layout, and dimensions of parking areas. Indicate the total number of spaces in each section, showing the dimensions of typical parking spaces and adjacent aisles. Identify designated van accessible and standard accessible spaces by appropriate symbol and hatchment;
- ❑ Show the location, layout, and dimensions of proposed bicycle parking locations or other bicycle facilities or features;
- ❑ Show the location and dimensions of all loading and trash collection areas (dumpster and compactor pads) and access to these locations for servicing. Detail dumpster or container screening heights and materials; and
- ❑ Show the location and dimensions of all loading dock/service areas.

Landscape Plan:

The landscape plan shall be at the same scale and orientation as the site plan and shall include the general plan features, and title block section as the proposed site plan sheet above. In addition, include the items listed below:

- ❑ Show above- and below-ground utilities, including overhead wires.
- ❑ Show general location and type of existing and proposed stormwater management facilities/practices submitted as part of a stormwater management Concept Plan submittal.
- ❑ Show all easements, including utility easements.
- ❑ Existing public trees and plants adjoining the site depicted with symbols scaled to the canopy's average extent, with descriptions and how they are to be protected.
- ❑ List existing significant and specimen trees and plants on site in a table, with descriptions and indication of health. Show the critical root zone for trees (two circles, one at 1.0 and 1.5 feet per diameter inch of the tree).
- ❑ If existing significant trees and plants are to be preserved, show protective devices, otherwise, indicate if they are to be destroyed. Protective devices must also be shown on the erosion and sediment control plan.
- ❑ A planting list with species, cultivar, size and quantity of stock to be planted.
- ❑ Landscape certification, if appropriate.

- ❑ Details on planting, planting beds and soil, tree protection, and other details as necessary.

Elevations:

Building Elevations and Floor Plans, when requested, should indicate the following general information:

- ❑ Elevations of structures. Label proposed materials and colors. Show location of doors, windows, loading areas, wall signs/bands, air conditioning, exhaust vents, rooftop mechanical equipment (listing type, height and related screening), and wall lighting.
- ❑ Show the building height (as calculated by the Zoning Code).
- ❑ Architectural Plans:
 - ❑ Residential Use: Show floor plans for each unit type, including unit sizes; show floor plans for each floor or level, including underground garages.
 - ❑ Industrial Use: Show warehouse, plant, office, mezzanine, and retail areas.
 - ❑ Commercial Use: Show retail, office, and storage areas.
 - ❑ Religious Use: Show assembly areas, meeting rooms, offices, kitchen area, storage, classrooms and residential areas (if any).
 - ❑ School Use: Show assembly areas, classrooms, storage, offices, and portable classrooms.
 - ❑ All uses: Show internal service and trash room/dumpster areas.
- ❑ Label the principal, secondary and emergency entrance(s) for each building, entrances of individual units, and ADA accessible entries.
- ❑ Include elevation details of walls or fencing, including location, dimensions, and materials.
- ❑ Include sample details of lighting, their type, (poles, wall mounted, or other) and location.
- ❑ Show signage details. (Note: Signage details requested are for context by planning staff. However, signage is normally beyond the scope of the SPRC. For that reason, separate permits and approval processes are required for signs.