

BALTIMORE CITY SITE PLAN REVIEW MANUAL



Department of Planning
City of Baltimore

5 June 2017
(Edited 27 Nov 2017)



Catherine E. Pugh
Mayor



Thomas J. Stosur
Director

Contents

INTRODUCTION..... 3

 Authority and Purpose..... 3

PROCESS..... 4

 Applicability..... 4

 Minor Text Changes and Corrections..... 4

 Pre-Development Plan Review 4

 Review Path 5

 SPRC Participants, Focus Areas, and Interest 5

 Site Plan Review Committee (SPRC) Review Process..... 6

 Approval Time Limits and Changes..... 6

REVIEW AND EVALUATION 7

 Consistency with Existing Plans and Requirements..... 7

 Areas of Evaluation 7

DEVELOPMENT GUIDELINES 10

 Department of Transportation 10

 Parking 13

 Loading..... 18

 Fire Department..... 19

 Sustainability and the Environment..... 19

 Urban Design..... 20

REFERENCE..... 23

SUMMARY OF EDITS 25

SUBMITTAL REQUIREMENTS..... 26

INTRODUCTION

Authority and Purpose

City Code Article 32 – “Zoning”, as enacted by Ordinance 16-581, effective June 5, 2017, and corrected by Ord. 17-015, dated June 5, 2017, establishes Site Plan Review as a delegated responsibility to the Director of Planning (§3-204.b.1). It will be referred to hereinafter as the Zoning Code.

The purpose of Site Plan Review, as outlined in §4-201 of Article 32, is:

- (1) to provide guidance to the applicant early in the design process;
- (2) to provide for interagency review; and
- (3) to ensure that the proposed development complies with the Zoning Code, the Subdivision Rules and Regulations, this manual, the Building, Fire and Related Codes, and other applicable guidelines and requirements.

The intent is to ensure safe, functional, efficient and orderly development with high standards of design. In doing so, the process will:

- (1) protect the public health, safety, and welfare;
- (2) minimize adverse effects upon pedestrian and vehicular traffic;
- (3) ensure the design is safe, environmentally sound, aesthetically responsive, and protects properties, streets, and rights-of-way in the immediate vicinity, and the general public;
- (4) ensure compliance with the Comprehensive Master Plan and Article 32; and
- (5) provide a consistent and uniform method of review.

This Site Plan Review Manual is therefore created to outline the process for applicants, members of participating agencies, and interested parties (§4-202). This Manual and any revisions or if may take effect only after:

- (1) Planning Commission approval at a public session;
- (2) Filing with the Department of Legislative Reference; and
- (3) Posting on the City website.

It is the ultimate responsibility of the applicant to meet all requirements of applicable codes and regulations both before submitting permits for consideration, and as amendments are made in the course of review. This process seeks to provide the best available advice on how to comply with applicable requirements, but also acknowledges that plans may change in the process, which may affect the ultimate outcome.

PROCESS

Applicability

Per §4-203 of the Zoning Code, site plan review is required for the following types of development applications:

- (1) New construction that involves any of the following:
 - (i) Any proposed development over 15,000 square feet of gross floor area;
 - (ii) Developments with multiple structures on a single lot, excluding accessory structures; and
 - (iii) All multi-tenant commercial development, including mixed-use development
- (2) Subdivision of land;
- (3) Additions or major structural alterations to an existing structure, other than a single-family detached dwelling or semi-detached dwelling, that results in a 50% increase in gross floor area over the gross floor area of the existing structure prior to the addition or alteration;
- (4) Planned unit development;
- (5) Conditional use, unless the conditional use can and will be fully contained within an existing structure;
- (6) Parking lot or structures containing 5 or more motor vehicle parking spaces;
- (7) Any development within an environmentally sensitive area, including projects in a 100-year Floodplain and projects within the Buffer of the Critical Area;
- (8) Urban agriculture or community-managed open-space farm; and
- (9) any development within the C-5-IH Subdistrict.

Minor Text Changes and Corrections

It may periodically be necessary to make corrections to this manual. Such minor corrections may include typographical errors, updates to various citations or references, links to online resources, and corresponding corrections to the Table of Contents. Any such non-substantive correction shall be considered minor in nature and authority to make such corrections is assigned to the Director of Planning. All other changes are considered substantive in nature must be approved by the Planning Commission.

Pre-Development Plan Review

For proposed projects that are within the scope of applicability outlined above, site plan review will be required. The Department of Planning encourages all developers and/or property owners, both experienced and inexperienced, to meet with staff before undertaking your project. At the Pre-Development Meeting, Planning staff will review the development process for your specific project, will offer recommendations on how best to proceed, and will outline the necessary steps including for site plan review.

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.

Review Path

Upon referral, complicated projects will be referred to the Site Plan Review Committee (SPRC) for review by a coordinated inter-agency panel for a recommendation. At the discretion of the Director of Planning, or designee, simpler projects will either be reviewed by Planning staff to ensure that the proposal meets all requirements as part of the permit review process.

SPRC Participants, Focus Areas, and Interest

The Site Plan Review Committee review consists of representatives from the City departments listed below, and may include others as needed:

- 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 Development Ordinances; local 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 State Forest Conservation Ordinance, landscaping, forest conservation, waterway and wetlands protection, flood plains, steep slopes, and the Chesapeake Bay Critical Area Ordinance.
- Department of Housing and Community Development: Focuses on conformity with the Baltimore City Building, Fire and Related Codes, ADA accessibility, as well as plans' conformity with fire safety requirements and standards including fire access routes and fire protection.
- Parking Authority of Baltimore City: Reviews proposals for off-street surface lots, garage parking, on-street parking and metering, loading zones for passengers and trucks, and accessibility in parking.
- Department of Public Works: Coordinates proposed development with stormwater management, underground utilities, and solid waste needs. For projects disturbing 5,000+ sqft of land area or 100+ cubic yards of volume or more, schedule a meeting with the Department of Public Works' (DPW), Office of Compliance and Laboratories staff to explain the project and to submit the Stormwater Management (SWM) 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 Stormwater Management Plan Concept Approval process.
- 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.

Site Plan Review Committee (SPRC) 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/>
- Note that reviews will be coordinated for those projects that require Design Review – either by staff review or by the Urban Design and Architectural Review Panel (UDARP), or historic review – either by staff or by the Commission for Historic and Architectural Preservation (CHAP), and specific instructions will be provided by staff on the order in which those should be scheduled. In most cases, UDARP or CHAP review will be scheduled before Site Plan Review. Site Plan Review approval may be withheld until those design reviews are complete, or have progressed significantly enough to ensure that subsequent design comments will not impact site plans.
- Upon referral, the Site Plan Review Committee (SPRC) reviews projects on Wednesday mornings, except holidays, beginning at 9:30am.
- 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 for availability.
- **Please refer to the submittal checklist at the end of this document for specific submittal requirements.**
- 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. If the design is acceptable, a favorable recommendation will be given.

Approval Time Limits and Changes

Unless otherwise noted in the conditions of approval, an SPRC recommendation for 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 review the request 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 may require further review. Please contact the SPRC Chair for a formal determination and instructions on next steps.

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. Examples include:

- The City's Comprehensive Plan;
- Neighborhood Plans;
- Planned Unit Development Ordinances;
- Historic Districts (local, state, or national), or Landmark Status;
- Urban Renewal Plan Ordinances;
- Bicycle Master Plan and the Separated Bike Lane Network Addendum; and
- Maritime Master Plan.

Areas of Evaluation

As a part of the review, the SPRC will consider a variety of issues and areas of concern, some of which may overlap with other reviews. As the committee is comprised of members of various agencies that also have specific review authorities of their own, they may ask a number of questions or raise concerns on wide a variety of topics, which may be parts of those other areas of review. Examples of this include where review of architecture through the Urban Design and Architectural Review Panel (UDARP) may inform where a building can be accessed, and how sensitivity to historic reviews through the Commission for Historic and Architectural Preservation (CHAP) may require flexibility in site design.

Below is a representative list of typical concerns that may be discussed. Applicants should use this same list to provoke thought in their design process prior to submission.

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 International Green Construction Code (IGCC), 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?
- Does the site's use and/or arrangement follow sustainable principles of design?

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?
 - Setback from streets and front door locations
 - Relationship to adjacent buildings surrounding properties
 - Does the site layout enhance the pedestrian realm and connectivity?
- 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 proposed project comply with zoning, urban renewal, neighborhood plans and Land Disposition Agreements (as appropriate)?
- Will the project require Planning Commission or Board of Municipal and Zoning Appeals hearing? Does the project require City Council ordinance(s)?

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, and are there safe pedestrian paths between uses within the site?
- Are the number of vehicular access points minimized to reduce conflicts? (The accommodation of access to a public street may be limited depending upon street typology, traffic volumes and the availability of alternative access points.)
- Do the bicycle accommodations comply with the zoning regulations and the Bicycle Master Plan?
- 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 to and through the site, as well as for staging?

- If the site is within a half 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?

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 and/or access paths accessible by both slope and width?
- Do curb cuts and ramps meet Code requirements, and do they 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?

Loading:

- Does the site plan provide adequate loading zones for people and materials?
- Can trucks stage off-street without blocking traffic lanes or sidewalks?
- Can truck turning movements be accommodated without multiple turns?
- 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.)
- Are there sufficient loading docks/areas on site per the Zoning Code requirements?

Parking:

- Does the site plan adequately address vehicle and bicycle parking needs (both in terms of Zoning Code requirements, and those demanded by the market or practical need)?
- Are parking needs mitigated by the presence of transit, or by shared parking?
- Does the design provide for efficient use, while seeking to minimize paved surfaces?
- Are the parking spaces and aisles appropriately dimensioned?
- Does the parking layout consider stormwater management and Landscape Manual requirements as part of the proposed design?

DEVELOPMENT GUIDELINES

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

Department of Transportation

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.
- An outside radius of 45 feet is required, and the right-of-way radius is a minimum of 55 feet (see BC 500.21).
- 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.
- 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 be flared on each side for turning movements (see BC 500.01).
- 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 mix number 7 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 and DOT's Book of Standards for guidance.

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 land 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 (see also Rules and Regulations for Land Subdivision).
- 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 12 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, Fire and Related Codes 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 crosswalks for pedestrian access are strongly discouraged, and will require specific approval by the Department of Transportation.
- 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 where the street is expected to be extended in the future. This option will require specific approval by the Department of Transportation (see BC 500.22).
- 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.

Parking

Bicycle Parking:

- Design requirements for bicycle parking spaces can be found under §16-701 of the Zoning Code. For convenience, the list of the applicable requirements is reprinted below:
- Required bicycle spaces must be at least 2 feet wide by 6 feet long, with a minimum overhead clearance of 7 feet 6 inches, except for approved bike lockers and other enclosures, which may be shorter in height.
- All bicycle parking spaces required by this title must be used solely for the parking of bicycles.
- If required bicycle facilities are not visible from the street, signs must be posted to indicate their location.
- Areas used for required bicycle parking must be paved and drained to be reasonably free of mud, dust, standing water, and must be well-lighted.
- Bicycle parking must be designed so that bicycles may be securely locked without undue inconvenience and will be reasonably safeguarded from intentional or accidental damage.

- Bicycle parking must be provided at ground level unless an elevator is easily accessible to an approved bicycle storage area.
- Bicycle parking must be positioned so as to minimize interference with pedestrian movements.
- Where required bicycle parking is provided in lockers, the lockers must be:
 - (1) Lockable;
 - (2) Capable of fully enclosing the bicycle;
 - (3) Securely anchored;
 - (4) Constructed from a strong, weather-resistant, and low-to-no maintenance material;
 - (5) Clearly labeled as bicycle parking;
 - (6) Constructed with doors that open at least 90 degrees to allow easy loading and unloading;
 - (7) Posted with information about how to use bicycle lockers (user-provided locks, leasing, sign-up system, smart cards, etc.) on or near the lockers; and
 - (8) If the lockers are stacked on top of each other provided with a wheel guide tray or other mechanism to assist the user with lifting the bicycle.
- Per §16-705 of the Zoning Code, for every twelve bicycle parking spaces that meet the short- or long-term bicycle parking standards, the motor vehicle parking required may be reduced by one space. Existing parking may be converted to take advantage of this provision.
- Alternate designs for bicycle parking may be approved by the Director of Planning as part of site plan review.

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:

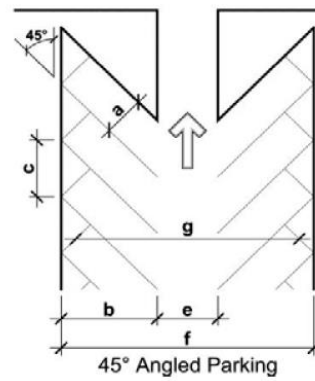
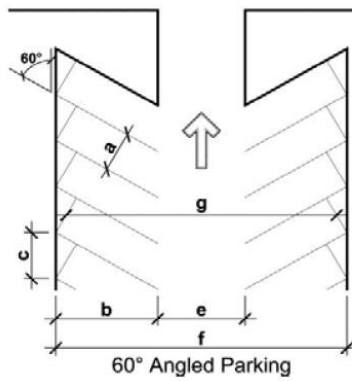
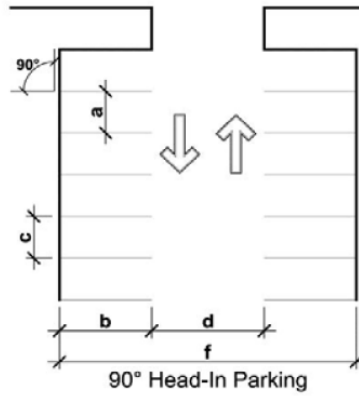
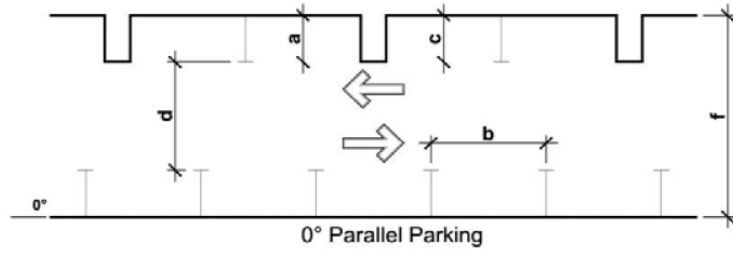
- “Advisory 502.3 Access Aisle. Accessible routes must connect parking spaces to accessible entrances. In parking facilities where the accessible route must cross vehicular traffic lanes, marked crossings enhance pedestrian safety, particularly for people using wheelchairs and other mobility aids. Where 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 (cf. Table 208.2, 2010 ADA Standards, below). Additionally, for every six or fraction of six parking spaces required to be accessible by §208.2, at least one shall be a van parking space (§208.2.4, 2010 ADA Standards).
- The number of required parking spaces is calculated separately for each facility (lot or garage).

- 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>

Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

Parking Space Dimensions:

- Motor vehicle parking spaces must be designed at per Table 16-402 in the Zoning Code, with preferred dimensions for standard 90° parking spaces of 9 feet by 18 feet, parallel parking spaces must be 9 feet by 18 feet.
- For parallel parking, the stall width must be increased by two 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 two 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.
- Placement of parking spaces on a property may be impacted by the zoning designation of the property, as well as the City’s Curb Cut Policy.



Parking Angle x°	MINIMUM DIMENSIONS						
	Stall Width (a)	Stall Depth (b)	Skew Width (c)	Aisle Width	Aisle Width	Overall Module (f)	Wheel Stop (g)
				<i>Two-Way</i> (d)	<i>One-Way</i> (e)		
0° (Parallel)	9	18'	9'	22'	11'	41'	-
90° (Head-In)	9'	18'	9'	22'	20'	58'	-
60°	9'	21'	9.8'	-	18'	60'	55.75'
45°	9'	19.8'	12'	-	12.5'	52'	46'

Surface Parking Lots:

- Provide curbed end islands adjacent to the main driveways of commercial sites. The end islands should be a minimum of 9 feet wide, 360 sqft in area, and should not hinder sight distances, visibility, or perceptions of safety.
- Island landscaping must not exceed 24 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 (2012) §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 (2012) §1010.3 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.
- 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 shall comply with Section 1106.5.” (cf. IBC 2012, §406.4.1).
- “Vehicle ramps shall not be considered as required *exits* unless pedestrian facilities are provided. 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 (2012), §406.4.4.
- 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.
- Parking spaces for vans and access aisles and vehicular routes serving them shall provide a vertical clearance of 98 inches (2490 mm) minimum. Van accessible

spaces must have a minimum vertical clearance of 8' 2" (98 inches), (§502.5, 2010 ADA Standards). *Advisory:* Signs provided at entrances to parking facilities informing drivers of clearances and the location of van accessible parking spaces can provide useful customer assistance.

- 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:

- Recycling is strongly encouraged.
- 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. Ensure that multiple trash storage locations and sufficient volume of storage is provided.

Fire Department

Access and Fire Hydrants:

- According to the International Fire Code (IFC) 2015 Section 503.1, 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."
- Section 503.2.1: "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)."
- Section 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."
- Section D105.1 addresses "Buildings or portions of buildings or facilities exceeding 30 feet (9144 mm) in height above the Buildings or portions of buildings or facilities exceeding 30 feet (9144 mm) in height above 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."
- Section D105.2 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 the building or portion thereof."
- Section D105.3 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. The side of the building in which the aerial fire apparatus access road is positioned shall be approved by the *fire code official*."

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/plans/sustainability-plan/>

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 JaLeesa Tate in the Department of Planning at Jaleesa.Tate@baltimorecity.gov or at 410-396-8718 for guidance.
- Floodplain regulations – Contact Victor Ukpolo in the Department of Planning at Victor.Ukpolo@baltimorecity.gov or at 410-396-1224 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 Abby.Cocke@baltimorecity.gov or at 410-396-1670 for guidance.
- Stormwater Management (SWM) – Any disturbance of either 5,000 sqft of area or 100 cubic yards by volume, or more will require review under this State-mandated program. Contact the Department of Public Works, Office of Compliance and Laboratories, for guidance at 410-396-0732.

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 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 for two-way traffic).
- Where alley widths are less than 20 feet, 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. Ensure adequate visibility is provided. 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. The intent is to likewise consolidate available green space and landscaping.
- 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. The Department of Transportation will review any proposed development in public rights-of-way. In rare cases where limiting access is permitted, designs should include rejection capability, where vehicles can park outside of the gate and can leave if entry is not permitted without backing into the street. Safety of operation will be important in design consideration.

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, and selecting fixtures with appropriate levels of light output (in lumens). Lighting should be of the minimum intensity necessary for reasonable safety purposes, and to minimize offensive glare and light pollution.

REFERENCE

Accessibility/ADA: For visitability guidelines, see the Building, Fire and Related Codes of Baltimore City, Part II, Chapter 36 for guidance.

Book of Standards (Baltimore City Department of Transportation):

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

Baltimore City Green Building Statement of Compliance:

http://www.baltimorehousing.org/permit_bcgbs

GreenBuildingStandards@baltimorecity.gov

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://zoning.baltimorecity.gov/> A search function for individual cases is available online here: http://cels.baltimorehousing.org/Search_BMZA_Map.aspx

Chesapeake Bay Critical Area / Critical Area Management Plan (CAMP): Contact JaLeesa Tate at Jaleesa.Tate@baltimorecity.gov, or at 410-396-8718 for program guidance. <http://planning.baltimorecity.gov/planning-plans/critical>

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://chap.baltimorecity.gov/>

CHAP's guidelines are found here:

<http://chap.baltimorecity.gov/rules-regulations-and-design-guidelines>

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://planning.baltimorecity.gov/planning-master-plan/plan>

Curb Cut Policy: The policy is available online:
<http://planning.baltimorecity.gov/files/curb-cut-policy-3-sept-2014-finalpdf>

Floodplain Management: Contact Victor Ukpolo in the Department of Planning at Victor.Ukpolo@baltimorecity.gov or at 410-396-1224 for program guidance. The City's Flood Plain map is available online on Cityview: <http://cityview.baltimorecity.gov/>

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, 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 13 of the Zoning Code. A PUD may only be established by an ordinance of the Mayor and City Council.

Subdivision: For assistance with subdivision matters, contact Matt DeSantis at Matthew.Desantis@baltimorecity.gov or by phone at 410-396-5622. The latest copy of the Subdivision Regulations (effective 31 Mar 2017) is available online here: <http://planning.baltimorecity.gov/planning-regulations/subdivisionregulations>

Traffic Impact Study (TIS): The requirements for a TIS are detailed in §5-201(d) of the Zoning Code, and in §105.3.1.2 of the Building Code. If your project is located within a Traffic-Mitigation Zone, involves a structure or use that involves 15,000 square feet or more of gross floor area, involved more than 50 dwelling units, 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 Gladys Hurwitz, Transportation Planner, at Gladys.Hurwitz@baltimorecity.gov or by phone at 410-396-6856.

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 Anthony.Cataldo@baltimorecity.gov or at 410-396-4107, and see UDARP's website here:

<http://planning.baltimorecity.gov/commissions-review-panels/udarp>

Urban Renewal Plans (URPs): These plans are available here:

<http://planning.baltimorecity.gov/planning-plans/urban-renewal>

SUMMARY OF EDITS

- 27 Nov 2017 – Corrected typo on page 18, which incorrectly listed vertical clearance for van-accessible parking spaces as 8.2 feet, as opposed to 8' 2" which conforms to the 98" required per §502.5 of the 2010 ADA Standards. Removed reference to preference for 9' clearance.

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, or volume of 100 cubic yards).
- ❑ 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. 🙌)