



# Site Design & Architectural Review Application

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Charles County Planning & Growth Management  
P.O. Box 2150, La Plata, Maryland 20646

Application is hereby made for approval and / or achitectoral plans. Two copies of submittals is required for review.

Project Name

Applicant's Name

Address

Phone Number

Contact Person

Phone Number

Fax Number

E-Mail Address

### Fees

#### **Residential**

<u>Application fee</u>	\$ 83.00
<u>Preliminary Plans</u>	
Less than 25 lots	\$386.00
25 to 100 lots	\$483.00
100 to 250 lots	\$579.00
Greater than 250 lots	\$773.00

#### **Architectural (Residential)**

<u>Application fee</u>	\$ 83.00
<u>Review fee per type</u>	\$219.00 per discreet type (DHT)

#### **Commercial (Site Plan / Architectural)**

<u>Application fee</u>	\$ 83.00
<u>Less than 50,000 SF</u>	\$386.00
<u>50,000-100,000 SF</u>	\$483.00
<u>100,000-250,000 SF</u>	\$579.00
<u>250,000-500,000 SF</u>	\$675.00
<u>Greater than 500,000 SF</u>	\$773.00

#### **Design Codes (Step II PDZ)**

<u>Review fee</u>	\$1,203.00
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### Package Requirements

#### Residential

##### **Architectural Elevation Submission:**

- Two ( 2 ) copies of the elevation package to include
  - Four views ( front, both sides and rear )
  - High visibility elevations ( typically side and rear )
  - Show windows, doors and associated trim
  - Details of general construction and exterior materials
  - Deck, porch, railing and stair materials, if proposed
  - Roof pitch and materials
  - Color descriptions of siding and roofing if used as a factor in determining distinct house types.
- Floor plan for each level to include basic footprint and overall dimensions. DO NOT include framing, electrical, etc as this is not a review of building code.
- Proposed mitigation for high visibility lots, if necessary
- Proposed mitigation for garage facades, if necessary
- Typical landscaping plan for each model, including HVAC screening
- Matrix or master site plan showing all distinct house types
- Copy of preliminary plan

#### Commercial / Industrial Architecture

##### **Commercial and Industrial Building Elevation Submissions:**

- Two ( 2 ) copies of the elevation package including one ( 1 ) in color
  - Four views ( front, both sides and rear )
  - Show windows, doors and associated trim
  - Details of general construction and exterior materials
  - Roof pitch and materials
  - Location of HVAC equipment with screening
  - Floor plan for each level to include basic footprint and overall dimensions. DO NOT include framing, electrical, etc as this is not a review of building code.

#### Site Design

##### **Residential Preliminary Plan Submissions:**

- One ( 1 ) copy of the residential site design ( preliminary plan ) to include:
  - Inserts illustrating typical lot layouts
  - Location of entrance signs, if proposed
  - Location of street lights, heights and types, if proposed
  - Details of pathways, location of passive and active recreational areas
  - Tree save areas
- One ( 1 ) copy of a Community Connectivity Map ( Section 4.9 ) to include:
  - Pedestrian designations within ½ mile radius of the site

##### **Commercial / Industrial Site Development Plan Submissions:**

- One ( 1 ) copy of the site development plan to include:
  - Street continuity to include pedestrian circulation, bicycle circulation, vehicular circulation
  - Activity spaces and Entry Amenity areas
  - Lighting
  - Street furniture