

PRE-SUBMISSION COMMUNITY MEETING CHECKLIST

INTENT:

- The pre-submission community meeting is for the developer to provide information to the community regarding the proposed residential or non-residential development and to allow community residents the opportunity to ask questions and make comments about the development proposal.

Pre-submission community meetings are required for all new residential development. The meetings are only required for non-residential development if the development is located within 200 feet of a residential zoning district. This applies to all new non-residential development and existing non-residential projects where the floor area is to be expanded 25% or more.

PRE-SUBMISSION COMMUNITY MEETINGS:

- The meeting shall be held at a location within 5 miles of the proposed development in a public or institutional building with space large enough to accommodate the anticipated audience.
- The developer and their engineering plan consultant must attend the meeting.
- Refer to Section 16.128 of the Howard County Subdivision and Land Development Regulations concerning the notification and posting requirements for the meeting.
- Minutes summarizing the issues discussed at the meeting are to be prepared by the developer and sent to residents signing the attendance sheet, as well as to the Department of Planning and Zoning when the plans are submitted for County review. The minutes should provide a point-by-point response to citizens concerns clarifying how each concern will be addressed, or if a specific concern can't be addressed, why not. Minutes should be sent to attendees by email, unless distribution by mail is requested.

DEVELOPMENT PLAN PRESENTATION:

- For presentation purposes, the developer must use full scale plan drawings that show the lot and road lay-out for proposed subdivisions or the site plan design of proposed structures for site development plans.
- The plans must identify the following information: the type and number of lots or housing units, the property zoning, proposed private or public roads and use-in-common driveways,

open space lots or preservation parcels including agricultural preservation easements, storm water management facilities, protected environmental features (wetlands, steep slopes, streams and 100 year flood plain) and buffers, approximate limit of disturbance, proposed forest conservation areas and landscape buffer areas, any existing historic or other structures to be retained or removed, and proposed sidewalk or pathway connections to adjoining properties.

- The plans must also identify any existing significant vicinal features such as scenic roads, off-site environmental features, historic sites, cemeteries, agricultural preservation easements, nearby public roads and homes or other structures within 100 feet.
- The presentation must describe how the development plan complies with County or State regulations and whether any deviations or waivers from the requirements must be requested from the County or State before the plan can be approved.
- The presentation must explain how the proposed development plan minimizes potential impacts on the adjoining residential community through its design, orientation of lots or houses, landscaping, retention of existing vegetation or forests, berms, fences, or walls, etc. to effectively screen or buffer the proposed development.
- The preservation must describe how the proposed project protects the environment, preserves open space, incorporates important site features into the subdivision design such as specimen trees, unique topography, ponds, historic structures, and forest areas, etc.

QUESTIONS AND ANSWERS:

- Any questions and concerns raised by the community should be identified and responded to by the developer and incorporated into the meeting summary sent to citizens in attendance and to the Department of Planning and Zoning.