



Town of Berlin
Planning Department

Site Plan Review Procedure Checklist

This Site Plan Review Procedure is based on the Town of Berlin Code Site Plan Review requirements and serves as a general guide for compliance. Please note that these procedures are subject to modification at any time without prior notice.

Purpose:

To clarify the process and requirements necessary for obtaining approval and issuance of permits for any improvements required to meet Town of Berlin, Worcester County, and State of Maryland requirements.

Definition of "Improvements":

"Improvements" refers to physical additions, installations, and changes, including but not limited to:

- Primary structures
- Accessory structures
- Grading
- Streets, curbs, and sidewalks
- Water mains and sewers
- Drainage facilities
- Public utilities
- Landscaping
- Parking
- Lighting
- Street trees
- Other necessary items to comply with Town of Berlin, Worcester County, and State of Maryland requirements.

General Guidelines

Before preparing a building or subdivision plan for the proposed improvements, the applicant should consult with the Department of Planning and Zoning to understand applicable requirements. Projects larger than a single-family infill should be prepared to meet all relevant requirements incrementally.

Applicable Requirements

Projects must comply with the following regulations, among others:

- Maryland State Storm Water Regulations
- Forest Conservation
- Critical Areas
- Erosion and Sediment Control
- International Building Code (IBC)
- State of Maryland Fire Protection Code
- Town of Berlin Municipal Code
- Town of Berlin Design and Construction Standards

Procedure:

1. Initial Consultation

- **Step 1:** Contact the Department of Planning and Zoning to schedule a pre-application meeting. This consultation will help you understand the specific requirements for your project. You can reach the department at:
 - **Phone:** 410-629-1483
 - **Location:** 3 Bay Street, Berlin
 - **Office Hours:** 9 AM to 4 PM
- **Step 2:** Discuss the scope of the project and preliminary identification of applicable requirements, and regulations. Additional details should be expected as the process continues. If the Planning Director is satisfied that the proposed work conforms to the requirements of the Town code and all other applicable regulations the Planning Director may approve the project to proceed directly to permitting.

2. Planning Commission Concept Review (optional)

- **Step 1:** Notify Planning Director of desire to present a brief project overview and concept including elevations of proposed improvements to the Planning Commission.
- **Step 2:** Submit copy of concept package to Planning Director for staff report and presentation to Planning Commission. Planning Commission comments at this stage are non-binding.

3. Stormwater Concept Plan Submission

- **Step 1:** Prepare a concept plan in accordance with Maryland Stormwater Design Manual (Chapter 5) Town of Berlin code Sec. 26-102 and Town of Berlin SWM-Concept Review Checklist.
- **Step 2:** Submit the stormwater concept plan along with a completed copy of the Town of Berlin SWM-Concept Review Checklist to the Department of Planning and Zoning for review and approval. Revision and resubmission of stormwater concept plan may be required, approval of stormwater concept plan is required prior to submission of a Preliminary Site Plan.

4. Preliminary Site Plan Submission

- **Step 1:** Following approval of stormwater concept plan prepare a preliminary site plan submission in accordance with Town of Berlin code Sec. 26-103 and Town of Berlin Preliminary Site Plan Review Checklist that includes specific details of the proposed improvements including building elevations, materials and drafts of:
 - Public Works Agreement
 - proposed covenants,
 - Homeowner Association (HOA) agreements,
 - shared facility agreement,
 - re-subdivision,
 - maintenance and inspection agreement
 - Or other applicable documentation.
- **Step 2:** Submit the preliminary site plan along with a completed copy of the Town of Berlin Preliminary Site Plan Review Checklist to the Department of Planning and Zoning for review and comment by staff and Town of Berlin Planning Commission.

(continued)

The review process may involve consultations with other relevant departments and agencies to ensure comprehensive compliance. Revision and resubmission of preliminary site plan may be required, approval of preliminary sites plan by the Planning Commission, and separate approval from the Planning Director is required prior to submission of Detailed (final) Site Plan.

5. **Detailed Site Plan Preparation**

- **Step 1:** Based on feedback from the preliminary review process, develop a detailed site plan that addresses all identified requirements.

- **Step 2:** Ensure the detailed site plan includes all necessary documentation, such as environmental impact assessments, erosion and sediment control plans, approved Forest Conservation Plan, compliance with stormwater management regulations, and approval documentation from all applicable external agencies.

6. **Formal Application Submission**

- **Step 1:** Submit the detailed site plan along with a formal application to the Department of Planning and Zoning.

- **Step 2:** Include all required fees, forms, and supplementary documentation.

7. **Review Process**

- **Step 1:** The Department of Planning and Zoning will review the submitted application and site plan. This review will include, but not be limited to, the following checks:
 - Compliance with the International Building Code (IBC)
 - Adherence to the State of Maryland Fire Protection Code
 - Conformity with Maryland State Storm Water Regulations
 - Verification against the Town of Berlin Municipal Code

- **Step 2:** The review process may involve consultations with other relevant departments and agencies to ensure comprehensive compliance with all applicable regulations.

8. **Public Hearing (if applicable)**

- **Step 1:** For larger projects or those with significant community impact, final approval by the Town of Berlin Planning Commission may be required.

- **Step 2:** Attend the public hearing to present the project and address any concerns or questions from the public and Planning and Zoning Commission.

9. **Approval and Permits**

- **Step 1:** If the site plan meets all requirements which shall include but is not limited to County approval of erosion and sediment control plan the Department of Planning and Zoning will issue a Site Plan approval by signature of the Director of Planning and Zoning in the Town of Berlin signature block on the cover sheet of the applicable plan set.

- **Step 2:** Obtain all necessary permits before commencing construction.

10. Ongoing Compliance

- **Step 1:** During construction, ensure ongoing compliance with all applicable regulations and approved plans.
- **Step 2:** Schedule regular inspections with the Department of Planning and Zoning as required.

Contact Information

For further assistance or to schedule a consultation, contact the Town of Berlin Department of Planning and Zoning at 410-629-1483.
