



# Site Design & Architectural Review Application

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

An application is hereby made for approval of exterior façade elevation architectural plans. Two copies of the submittal is required for review.

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Address

\_\_\_\_\_ Phone Number

\_\_\_\_\_  
Contact Person

\_\_\_\_\_ Phone Number      \_\_\_\_\_ Fax Number      \_\_\_\_\_ E-Mail Address

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### Fees

#### Residential

<u>Application fee</u>	\$86.00
<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>	\$86.00
<u>Review fee per type</u>	\$240.00 per discreet type (DHT)

#### Commercial (Site Plan / Architectural)

<u>Application fee</u>	\$86.00
<u>Less than 50,000 SF</u>	\$411.00
<u>50,000-100,000 SF</u>	\$514.00
<u>100,000-250,000 SF</u>	\$616.00
<u>250,000-500,000 SF</u>	\$718.00
<u>Greater than 500,000 SF</u>	\$822.00

#### Design Codes

<u>Review fee</u>	\$1,240.00
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#### SDAR Inspections (Prior to U & 0)

Residential	\$29.00
Commercial	\$62.00



### 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 with proposed enhanced treatments such as shutters, headpieces, picture frame trim, sill trim, etc.)
  - Show all windows, entry / service doors and associated trim
  - Details of general construction and exterior material selections
  - Deck, porch, railing and stair materials, if proposed as an option
  - Roof pitch and material information
  - Color descriptions of siding, masonry veneer, and roofing if used as a factor in determining distinct house types.
- Floor plans 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 projecting garage facades, garage massing, if necessary
- Typical & high visibility / corner lot landscaping palettes for each model, including HVAC screening
- Matrix or master site plan illustrating all distinct house type elevations proposed
- Copy of approved 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, entry / service doors and associated trim
  - Details of general construction and exterior material selections
  - Roof pitch and material information
  - Location of HVAC equipment with screening – fencing, landscaping, etc.
  - 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
  - Designation of high visibility / corner lots with (HV) symbol
  - Location of entrance signs, if proposed
  - Location of street lights, heights and types
  - Details of pathways, location of passive and active recreational areas
  - Tree save areas
- One ( 1 ) copy of a Community Connectivity Map generated in accordance with the objectives of the Architectural and Site Design Guidelines and Standards (A.S.D.G.S.) Section 4.9

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

- One ( 1 ) copy of the site development plan to include:
  - Design Category designation
  - Street continuity to include pedestrian circulation, bicycle circulation, vehicular circulation
  - Activity spaces and entry amenity areas
  - Lighting / Photometric plan
  - Street furniture details
  - Detailed landscaping plan