

**4. SITE DEVELOPMENT CHECKLIST**

**(a) Land Use and Acquisition Criteria Checklist**

Project: \_\_\_\_\_ DGS Project No: \_\_\_\_\_

Requesting Agency: \_\_\_\_\_ Date: \_\_\_\_\_

This check list shall be used by the Department of General Services (DGS) to determine the feasibility and suitability of land for construction sites for proposed State of Maryland facilities.

This form shall be completed for programs which exclusively involve a site improvement or as a supplement to projects involving the construction of a new building. This form will generally not be required for programs involving the alteration, conversion, renovation or restoration of an existing structure or for utility projects.

This list shall be completed in its entirety by the Requesting Agency and submitted with the recommendation of the Requesting Agency for acceptance or rejection of the site, to the Secretary of DGS prior to consideration of the site for acquisition.

Should technical assistance be required to complete this checklist, the Requesting Agency should contact DGS, for staff assistance.

**I. SITE LOCATION:**

1. County \_\_\_\_\_, City/Town \_\_\_\_\_, Street  
Address \_\_\_\_\_

2. Boundaries (streets, streams, etc.)  
\_\_\_\_\_

3. SHA County Map (Scale: 1" = miles): Attach copy showing property and surrounding area to a five mile radius. Indicate property in red.

**II. SITE DESCRIPTION:**

1. Size of property: \_\_\_\_\_ Acres

2. Existing Easements and Rights-of-Way (check and indicate on property plat):

gas transmission	_____	mineral rights	_____
electrical	_____	storm drainage	_____
sanitary sewers	_____	other	
water	_____	(specify)	
telecom cable	_____		

**SITE DEVELOPMENT CHECKLIST** (continued)

3. Existing Improvements (check):
- A. Building(s)\_\_\_\_; Paved Roads\_\_\_\_; Paved Parking Lots\_\_\_\_; Wells\_\_\_\_;  
Walks\_\_\_\_; Retaining Walls\_\_\_\_; Fences\_\_\_\_; Septic System(s)\_\_\_\_;  
Existing Building: Owner Occupied\_\_\_\_,  
Tenant Occupied\_\_\_\_, Length of Lease\_\_\_\_,  
Other\_\_\_\_.  
(Specify)
- B. Building: No. Of Stories\_\_\_\_; Gross Area\_\_\_\_; sq. ft; Length\_\_\_\_ ft;  
Width\_\_\_\_ ft.
- C. Paved Areas: Length\_\_\_\_ ft; Width\_\_\_\_ ft; Area\_\_\_\_ sq. ft.
4. Present Zoning and Land Use:
- A. Existing Zoning (specify): \_\_\_\_\_
- B. Existing land Use (check): Farmland\_\_\_\_; Commercial\_\_\_\_;  
Industrial\_\_\_\_; Residential\_\_\_\_; Other\_\_\_\_\_.
5. Surface Characteristics:
- |                                  |       |
|----------------------------------|-------|
| Wetlands                         | _____ |
| Wooded                           | _____ |
| Lakes, Streams or Ponds          | _____ |
| Swamps                           | _____ |
| Agricultural                     | _____ |
| Improved Land<br>with Structures | _____ |
| Other                            | _____ |
6. Surface Soil Characteristics: Residual\_\_\_\_%; Alluvial\_\_\_\_%; Artificial Fill\_\_\_\_%;  
Marine Clays\_\_\_\_% Hydric\_\_\_\_%;
7. Underlying Geologic Strata (check): Alluvial Deposit\_\_\_\_%; Artificial Fill\_\_\_\_%;  
Crystalline Rocks\_\_\_\_%; Sedimentary Rocks\_\_\_\_%; Limestone\_\_\_\_%;
8. Depth and Type of Rock Below Surface: Depth\_\_\_\_ ft; Type\_\_\_\_\_  
Depth and Type of Water Table Surface: Depth\_\_\_\_ ft; Type\_\_\_\_\_
9. Topography:
- A. Variance in Grades: precipitous\_\_\_\_% steep\_\_\_\_% rolling\_\_\_\_%
- B. Supplemental Information (check):

**SITE DEVELOPMENT CHECKLIST** (continued)

- |          |  |               |
|----------|--|---------------|
| Attached |  | Not Available |
| _____    | Photogrammetry (obtain from Dept/Agriculture; DGS)   | _____         |
| _____    | USDA Photos (obtain from Dept/Agriculture)   | _____         |
| _____    | USCGS (National Geodetic Survey) Maps  | _____         |
| _____    | Field Survey - Topographical   | _____         |
| _____    | Flood Plain/Wetlands (FEMA)  | _____         |
| 10.      | Existing Drainage Characteristics (check): Inlets/storm drains _____; nearby streams ____; on-site streams _____; lakes ____; roadway ditches ____; adjacent properties drain to subject site _____; other (specify) _____.                                    |               |
| 11.      | Wildlife Habitat (check): Flyway _____; Wetland ____; Woodland _____.  |               |
| 12.      | Accessibility to Site (check): Direct access from improved road _____; direct access from unimproved road _____; direct access from improved right-of-way _____; direct access from unimproved right-of-way _____; single access _____' multiple access _____. |               |

**III. PROPERTY PLAT AND DEED**

1. Plat (copy attached) \_\_\_\_\_ (check)
2. Deed (copy attached) \_\_\_\_\_ (check)
3. Liber & Folio (copy attached) if plat & deed are not available (check)
4. Ownership (check)
 

Federal	_____	(Agency: _____)
State	_____	(Agency: _____)
County	_____	(Agency: _____)
City/Town	_____	(Agency: _____)
Private	_____	(Single ____; Joint ____; Estate ____):
Corporate	_____	
Other	_____	(Specify: _____)

**IV. UTILITIES & SERVICES:**

1. Indicate on property plat and location map the availability of the following:
 

Type	Capacity/Size	Distance from Site (If on-site, designate "o.s.")
Electric	_____	_____
Storm System	_____	_____
Sanitary Sewer	_____	_____
Water (public)	_____	_____

Gas \_\_\_\_\_  
Telephone \_\_\_\_\_

**SITE DEVELOPMENT CHECKLIST** (continued)

2. Nearest Fire Department: Location \_\_\_\_\_  
Distance to Site: \_\_\_\_\_ Miles
3. Public Parking available (check) Yes \_\_\_\_\_; No \_\_\_\_\_;  
Distance from Site \_\_\_\_\_ Ft; No. spaces available \_\_\_\_\_  
Describe \_\_\_\_\_
4. Well Water (check): Available \_\_\_\_\_; Not Available \_\_\_\_\_; Potable \_\_\_\_\_.
5. Percolation Tests: Indicate areas on property plat where they have been performed and circumstances whereby testing was accomplished.  
Furnish available supporting data or information:  
Test performed \_\_\_\_\_. Satisfactory \_\_\_\_\_; Unsatisfactory \_\_\_\_\_.
6. Drainage Outfall: Indicate on property plat and location to the nearest location for the disposal of storm water from the subject site.

V. **PROPOSED LAND USE COMPATIBILITY:**

1. Proposed Zoning (specify) \_\_\_\_\_.
2. Proposed parking requirements (number): Autos \_\_\_\_\_; Other \_\_\_\_\_.
3. Floodplain Management (check):  
5-year Floodplain \_\_\_\_\_  
10-year Floodplain \_\_\_\_\_  
25-year Floodplain \_\_\_\_\_  
50-year Floodplain \_\_\_\_\_  
100-year Floodplain \_\_\_\_\_
4. Project Coordination (check):

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
Local Government Acceptance	_____	_____	_____
County Government Acceptance	_____	_____	_____
Community Acceptance	_____	_____	_____
Compatible with State Highway Administration Plans	_____	_____	_____
Approved Dept. Budget and Management	_____	_____	_____
Other _____			
5. Aircraft-Landing Flight Path (check):  
On site \_\_\_\_\_; adjacent to site \_\_\_\_\_ ( \_\_\_\_\_ ); N/A \_\_\_\_\_



**SITE DEVELOPMENT CHECKLIST** (continued)

6. Indicate on property plat:

A. Present ownership and development of each surrounding property.

B. Proposed development of surrounding undeveloped property.

7. Historical, Archaeological or Unusual Features (check):

landmarks	_____	unusual geologic formations	_____
historic site	_____	unusual large trees that might be	_____
historic buildings	_____	recorded in State or National registry	_____

\_\_\_\_\_  
(Prepared by)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Title)

Attachments (check):

1. \_\_\_\_\_ SHA County Map (with information indicated thereon)
2. \_\_\_\_\_ Property Plat (with information indicated thereon)
3. \_\_\_\_\_ Property Deed
4. \_\_\_\_\_ Topographical
5. \_\_\_\_\_ Other \_\_\_\_\_

**(b) Site Development Checklist Supplement**

This form is a supplement to the “Checklist: Land Use and Acquisition Criteria” form and shall likewise be submitted for programs which exclusively involve a site improvement or as an attachment to projects which pertain to the construction of a new building.

	<u>Yes</u>	<u>NO</u>	<u>N/A</u>
1. Site selected			
2. State-titled property			
3. Map, plat or sketch provided			
4. Land/space needs estimated			
5. Estimates on number of occupants, participants or visitors at site included			
6. Other construction in the area			
7. Special work scheduling requirements			
8. Excavation, demolition, clearing work required			
9. Unusual site considerations explained			
10. Hazards on/near site			
11. Curb or guttering required for drainage			
12. Special sediment control considerations			
13. Turn-around space for trucks considered			
14. Construction storage area available			
15. Sanitary sewer at site			
16. Potable water at site			
17. Electric power at site			
18. Irrigation needs			
19. Seeding or sodding requirements			
20. Parking considerations:			
No. of present spaces			
No. of new spaces			
Special vehicle space			
Handicapped parking			
22. Special construction material requirements			
23. Lighting considerations:			
Sidewalks			
Parking area			
Roads			
Play/activity area			
Sign			
Flag			
24. Accommodations for handicapped			
25. Communication needs			
26. Security requirements			

