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, steams, 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 ________________

   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)

<table>
<thead>
<tr>
<th>Attached</th>
<th>Not Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>Photogrammetry (obtain from Dept/Agriculture; DGS)</td>
</tr>
<tr>
<td>________</td>
<td>USDA Photos (obtain from Dept/Agriculture)</td>
</tr>
<tr>
<td>________</td>
<td>USCGS (National Geodetic Survey) Maps</td>
</tr>
<tr>
<td>________</td>
<td>Field Survey - Topographical</td>
</tr>
<tr>
<td>________</td>
<td>Flood Plain/Wetlands (FEMA)</td>
</tr>
</tbody>
</table>

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 _______ (Specify:__________)
   - Other _______ (Specify:__________)

### IV. UTILITIES & SERVICES:

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Capacity/Size</th>
<th>Distance from Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanitary Sewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water (public)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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):  
   Local Government Acceptance ______ ______ Not Applicable
   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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

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
27. Fencing needs
28. Fire protection system
29. Play/outdoor area provided
30. Seating and furniture needs
31. Restroom and shower facilities
   Seasonal/Year Round
32. Special equipment requirements
33. Special storage space needs
34. Underground or above ground tanks; new/planned
35. Archeological significant features
36. Clearing house approval

NOTE: For each item checked yes, ensure an explanatory narrative is included in the body of the program.