



Myersville Town Hall
301 Main Street
P.O. Box 295
Myersville, MD 21773

TOWN OF MYERSVILLE

PLANNING OFFICE

Phone: (301) 293-4281
Fax: (301) 293-3080
Hours 8:00 am – 4:00pm
www.Myersville.org

Planning & Zoning Review Checklist

PROJECT NAME: _____

PLAN TYPE: _____

APPLICANT: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE: _____ **E-MAIL:** _____

PROPERTY OWNER: _____

ADDRESS: _____

Please submit one (1) electronic copy of all deliverables in PDF format in addition to the required prints.

PLAN REVIEW

- SKETCH PLAT** – 3 prints / NO FEE
- PUD / OVERLAY DISTRICT CONCEPT PLAN** – 3 prints / \$250.00
- ALL SITE PLANS** – 3 prints / \$250.00 per page = \$_____
- OVERLAY DISTRICT MASTER PLAN** – 3 prints / \$500.00
- PRELIMINARY PLAN** – 3 prints / \$250.00 per page = \$_____
- SWM CONCEPT PLAN** – 3 prints / \$250.00 per page = \$_____
- SWM DEVELOPMENT PLAN** – 3 prints / \$250.00 per page = \$_____
- FINAL SWM PLAN** – 3 prints / \$250.00 per page = \$_____
- COMBINED SWM PLANS** – 3 prints / \$250.00 per page = \$_____

IMPROVEMENT PLAN – 3 prints / \$250.00 per page = \$_____

MASS GRADING PLAN – 3 prints / \$250.00 per page = \$_____

NOTE: Once the cost estimates for public infrastructure have been approved by the Town, the applicant will be required to pay the Construction Fee outlined below prior to the approval of the Improvement Plans.

CONSTRUCTION INSPECTION FEE – 5% of total construction cost estimate for **ALL** public improvements to be dedicated to the Town of Myersville. The cost estimate should include a 15% contingency cost.

Cost Estimate = _____

5% Fee = _____

FOREST STAND DELINEATION – 3 prints / \$250.00 per page = \$_____

SIMPLIFIED FOREST CONSERVATION PLAN / FOREST STAND DELINEATION – 3 prints / \$250.00 per page = \$_____

PRELIMINARY FOREST CONSERVATION PLAN – 3 prints / \$250.00 per page = \$_____

FINAL FOREST CONSERVATION PLAN – 3 prints / \$250.00 per page = \$_____

NOTE: FSD must be approved prior to review and approval of Preliminary FCP.

FOREST INSPECTION FEE – 5% of total forest conservation cost estimate + \$250.00

Cost Estimate = _____

Total Fee = _____

NOTE: Please submit separate Town Forest Conservation Checklist and Forest Conservation Calculation Worksheet for all Forestry Plan Reviews.

COMBINED PRELIMINARY / FINAL PLAT – 5 prints / \$500.00

CORRECTION PLAT – 5 prints / \$250.00

ADDITION PLAT – 5 prints / \$250.00

FINAL PLAT – 5 prints & 3 mylars / \$500.00

RE-SUBDIVISION PLAT – 5 prints & 3 mylars / \$250.00

ADMINISTRATIVE REVIEW

- ZONING VERIFICATION / SUBDIVISION RIGHTS LETTER – \$50.00**
- APFO DETERMINATION LETTER – \$50.00**
- REQUEST FOR HEARING FOR ADMINISTRATIVE ERROR – \$50.00**
- RE-ZONING REQUEST – \$500.00**
- REQUEST FOR ZONING RECONSIDERATION – \$25.00**
- COMPREHENSIVE PLAN AMENDMENT – \$250.00**

LEGAL REVIEW

- TEXT AMENDMENT PROPOSAL – \$500.0**
- PUBLIC WORKS AGREEMENT (PWA) REVIEW – \$500.00**
- DEED OF EASEMENT REVIEW – \$500.00**

TECHNICAL REVIEW

- TRAFFIC IMPACT STUDY (TIS) REVIEW – \$500.00**

TOTAL FEES ENCLOSED \$ _____

APPLICANT SIGNATURE: _____ DATE: _____