

CITY OF CUMBERLAND

SUBDIVISION REVIEW CHECKLIST (Chapter 23 of Cumberland City Code)

Project Name & Application ID #: \_\_\_\_\_

# of New Lots: \_\_\_\_\_ [ ] Major Subdivision [ ] Minor Subdivision  
[ ] Residential Subdivision [ ] Commercial Subdivision [ ] Industrial Subdivision

Street Address: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_

Review Distribution List:

Internal Reviews:

Sign-off/Approval:

- [ ] City Planner (Zoning, Subdivision Reg.s, Environmental) \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- [ ] Zoning Administration (ADA, Code Issues) \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- [ ] Engineering (Streets, Stormwater, Water, Sewer, Street Trees) \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- [ ] Public Safety/Emergency Services \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- [ ] Historic Preservation \_\_\_\_\_/\_\_\_\_/\_\_\_\_

External Reviews:

- [ ] State Highway Administration \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- [ ] Soil Conservation (Erosion & Sediment Control/Wetlands) \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- [ ] MDE/DNR (Non-Tidal Wetlands/Threaten & Endangered Species) \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- [ ] 911 Addressing \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Review Completion Date: \_\_\_\_\_

Final Approval Date: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Approval Void Date: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

NOTE: **Bold-faced check boxes** on following forms indicate that a comment may be required.

*Last revised – June 6, 2019*



**Intersection Traffic Visibility:**

**(ZONING - Article VI – 25-135)**

*Project shall provide a clear sight triangle at all intersections, with no visual obstructions between 30 inches and 10 feet above the curb level, in compliance with the following triangle dimensions...*

- Intersection of 2 street ROWs – 15 feet from point of intersection?  Yes  No
- Intersection of street & alley – 10 feet from point of intersection?  Yes  No
- Intersection of street & driveway – 8 feet from point of intersection?  Yes  No

**Environmental Requirements:**

**(ZONING - Article VI, §§ 25-138 [a & e], 25-141, & Article VIII, § 25-205)**

Will project preserve natural drainage areas (streams) and sensitive natural features through minimal grading and preservation of forest areas? **(Section 25-138 [a] [2])**  Yes  No

- Will project involve outdoor lighting? **(§25-138 [e])**  Yes  No
  - Will exposed lights be shielded/directed on site to avoid glare? *(Required)*  Yes  No
  - Will lights that shine on a public street exceed 1 candle foot at street C/L?  Yes  No
  - Will lights that shine into a residential zone or an existing residential use lot exceed 0.4 candles within the first 3 feet of the adjoining property?  Yes  No

- Do Threatened/Endangered species potentially exist on the site? **(§25-141 [b] & [c])**  Yes  No
  - Has habitat assessment been performed & coordinated with DNR?  Yes  No
  - Is a Habitat Protection Plan necessary?  Yes  No
  - Does plan properly avoid/minimize impacts to protected species habitats?  Yes  No

- Does the site contain a wetland (National Wetland Inventory)?  Yes  No
  - Wetlands to be investigated by Soil Conservation District
  - Is wetland disturbance subject to MDE Non-tidal Wetland Permit?  Yes  No

- Does development impact slopes or more than 25%? **(§§ 25-139 & 25-205 [d])**  Yes  No
  - Developments impacting steep slopes must comply with Section 25-139
  - Are Section 23-139 requirements satisfied?  Yes  No

- Does development impact a 100-year floodplain? **(§ 25-205 [e])**  Yes  No
  - Developments impacting floodplains/floodways must comply with §25-140 & Chapter 8, Article II
  - Are §25-140 & Chapter 8, Article II requirements satisfied?  Yes  No

**Buffer requirements – Nonresidential Subdivisions only:**

**(ZONING - Article XIII)**

N/A

*Required whenever a side or rear yard of proposed lots abuts existing residential lots or lots zoned R-E, R-O, R-S, or R-U. Additional buffer requirements may be required by PC or BOA if property is within a B-C or I-G Zone.*

Is an 8-foot wide buffer strip shown on along all applicable lot boundaries?  Yes  **No**

Minimum buffer strip improvement requirements:

Is a solid/continuous landscape screen shown?  Yes  **No**

Are proposed trees/shrubs at least 3.5 feet high?  Yes  **No**

Will proposed species grow to at least 6 feet tall w/in 3 growing seasons?  Yes  **No**

Where buffer strip location is at a lower elevation than the areas to be screened, will the proposed plantings be tall enough to provide the additional height needed to overcome the difference in elevation?

Yes  **No**

If buffer plantings are not practical, is a 6+ foot high fence provided?  Yes  **No**

**PART II: SUBDIVISION REGULATION COMPLIANCE (Chapter 23 of Cumberland City Code)**

**Consistency with Comprehensive Plan:**

**(Article IV – 23-39)**

1. Consistency of proposed uses and pattern & intensity of proposed uses with the Future Land Use Plan
  
2. Is project located within a Priority Funding Area?       Yes       No       PFA Comment Area
3. Consistency of proposed land annexation (if applicable) with Municipal Growth Element       N/A
  
4. Compatibility of proposed development with established neighborhood
  
5. Potential impacts of proposed development on scenic views and sensitive resources addressed in the Comprehensive Plan       N/A
  
6. Potential impacts on Historic Resources       N/A
  
7. Potential impacts of development on the city's public facilities and schedule of planned improvements – How will potential impacts be addressed or mitigated?
  - a. Water:
  - b. Sewer:
  - c. Emergency Services:
  - d. Schools:
  - e. Parks/Rec.:
  - f. Sidewalks/Trails:
  
8. Traffic capacity of surrounding street/highway network to accommodate the development
  
9. Consistency of proposed development with Major Thoroughfare Plan (**§ 23-40 [a]**)       N/A
  
10. Supporting Comprehensive Plan General Goals & Objectives
  
11. Conflicting Comprehensive Plan General Goals & Objectives

**Street Design Standards:**

**(Section 23-40 & 23-43)**

1. Relationship of proposed streets to existing public streets (*shall extend at same or greater width*) and need for interparcel connectivity via one or more (> 20 lots) connections (*may be required by PC*) – See also § 23-40 (m).
- 
2. Tentative street layout depicted on unsubdivided residue or reserve lands (*required, if applicable*) [ ] N/A  
[ ] Yes [ ] No
3. Consistency of proposed streets with land contours (*required*) [ ] Yes [ ] No
4. Minor streets designed to discourage or minimize through traffic? [ ] Yes [ ] No
5. Does project adjoin a railroad ROW or limited access highway? [ ] Yes [ ] No-Skip to #6
- a. Marginal Access Street or Service Road needed (*PC may require – 23-40-f*)? [ ] Yes [ ] No-Skip to #6
- b. Adequacy of Separation Distance, with consideration of approach grades (*PC may require – 23-40-f*)
- 
- c. Buffer/park improvement opportunities? (*PC may require – 23-40-f*)
- 
- d. If subdivision abuts a Class I Railroad ROW, is a 50-foot buffer strip provided? (**23-43**) [ ] Yes [ ] No
- e. If subdivision abuts a non-Class I RR ROW, is a 30-foot buffer strip provided? (**23-43**) [ ] Yes [ ] No
- f. Does any required RR ROW buffer include a 7-foot security fence & vegetation? (**23-43**) [ ] Yes [ ] No
6. Presence of Reserve or “Spite” strips along existing/proposed ROWs? [ ] Yes [ ] No
7. Compliance of Street Curves & Grades (**23-40-h**)
- a. Arterial & Collector Street reverse curve tangent 100+ feet? [ ] Yes [ ] No
- b. Required minimum street centerline horizontal curve radii for streets where curve deflection angles exceed 10 degrees:
- i. Arterial streets – Centerline Radius < 400 feet? [ ] Yes [ ] No
- ii. Collector Streets – Centerline Radius < 300 feet? [ ] Yes [ ] No
- iii. Minor Streets – Centerline Radius < 200 feet? [ ] Yes [ ] No
- c. Street visibility & clear site distances from street centerline intersection points:
- i. Along Arterials - < 300 feet? [ ] Yes [ ] No
- ii. Along Collectors - < 200 feet? [ ] Yes [ ] No
- iii. Along Minor Streets - < 100 feet? [ ] Yes [ ] No
- d. Vertical Street Curves – Approved by the City Engineer? [ ] Yes [ ] No
- e. Maximum Street Grades
- i. Arterials – Comply with MD SHA standards? [ ] Yes [ ] No
- ii. Collectors - > 10% [ ] Yes [ ] No
- iii. Minor Streets - > 12% [ ] Yes [ ] No

- iv. Marginal Access Streets/Service Roads - > 10%  **Yes**  **No**
8. Intersection Design:
- a. Intersection centerline angels less than 60 degrees?  **Yes**  **No**
- b. Property line curb radius at street intersections < 20 feet?  **Yes**  **No**
- c. Street/alley intersection property line arc radius < 10 feet?  **Yes**  **No**
- d. Opposing street centerline jogs less than 125 feet?  **Yes**  **No**
9. Minimum ROW widths for streets not shown on the Major Thoroughfare Plan:
- a. Comply with Thoroughfare Plan?  N/A  **Yes**  **No**
- b. Arterials less than 80 feet?  **Yes**  **No**
- c. Collectors less than 60 feet?  **Yes**  **No**
- d. Minor Streets less than 50 feet?  **Yes**  **No**
- e. Marginal Access/Service Roads less than 40 feet?  **Yes**  **No**
- f. Alleys less than 20 feet?  **Yes**  **No**
10. Minimum Minor & Marginal Access street improvement standards (*When required by PC and City Engineer*)...  
**(Requirements contained in Section 23-51 [6] & [7])**
- a. Minor Streets:
- i. 30-foot pavement width (unless reduced by City Engineer)?  **Yes**  **No**
- ii. 2 curb sections (unless exempted by the City Engineer)?  **Yes**  **No**
- iii. 2 five-foot-wide utility areas (unless exempted by the City Engineer)?  **Yes**  **No**
- iv. 2 five-foot-wide sidewalks (unless exempted by the City Engineer)?  **Yes**  **No**
- v. Engineer may authorize 24-foot pavement w/2 shoulders, 2 drainage swales & no curb sections.
- b. Marginal Access Streets:
- i. 24-foot pavement width?  **Yes**  **No**
- ii. 2 curb sections (unless exempted by the City Engineer)?  **Yes**  **No**
- iii. 2 five-foot-wide utility areas (unless exempted by the City Engineer)?  **Yes**  **No**
- iv. 1 five-foot-wide sidewalk (unless exempted by the City Engineer)?  **Yes**  **No**
- v. Engineer may authorize 2 shoulders, 2 drainage swales & no curb sections.
11. Half Street(s) proposed?  **Yes**  **No-Skip to 10-b**
- a. Is the half-street essential to comply with other requirements?  **Yes**  **No**
- b. Is a half-street necessary to complete an existing half-street? (*Required*)  **Yes**  **No**
12. Dead-End Streets standards:
- a. Are any dead-end streets long than 500 feet (*discouraged*)?  **Yes**  **No**
- b. Are cul-de-sac radii less than 50 feet?  **Yes**  **No**
- c. Are parking bays needed within a cul-de-sac?  **Yes**  **No**

- d. Is an emergency vehicle/bus turnaround needed (*not required*)?  **Yes**  **No**
- e. For dead-end streets > 150 feet long, is a temporary turn-around needed?  **Yes**  **No**  
(*PC may Require*)

13. Is an alley required to provide rear access to a *nonresidential* subdivision?  **Yes**  **No**

14. Has adequate justification been provided for proposed alley in a *residential* subdivision?

- Not Applicable
- Yes-
- No**

**Street Names:** Approved by City & County? **(Section 23-40 [o])**  **Yes**  **No**

1. Are proposed street names distinct?  **Yes**  **No**

**Block Design Standards:** **(Section 23-41)**

- 1. Are block lengths...
  - a. Longer than 1,600 feet?  **Yes**  **No**
  - b. Shorter than 350 feet?  **Yes**  **No**
  - c. Wide enough to allow 2 tiers of lots-except where constrained by topography or adjacency to railroad or limited access highway?  **Yes**  **No**
- 2. Are crosswalks needed for safe pedestrian traffic?  **Yes**  **No**
  - a. Are crosswalks shown on plan?  **Yes**  **No**
  - b. Are crosswalks 10 feet or more wide?  **Yes**  **No**
- 3. Are sidewalks needed for pedestrian circulation? (*PC may Require*)  **Yes**  **No**
  - a. Are sidewalks shown on plan?  **Yes**  **No**
  - b. Are sidewalks 5 feet or more wide?  **Yes**  **No**

**Lot Design Standards:** **(Section 23-42)**

- 1. Does every lot abut a public ROW? (See also **ZONING – § 25-133 [b] [1]**)  Yes-Skip to 2  **No**
  - a. Do all lots abut a *private* ROW approved by City Engineer & Fire & Police Chiefs?  **Yes**  **No**
- 2. Are side lot lines generally at right angles to the street ROW line?  **Yes**  **No**
- 3. For nonresidential developments, do the lots provide adequate areas to satisfy off-street parking and loading requirements?  **Yes**  **No**
- 4. Are double frontage or reverse frontage lots proposed?  **Yes**  No-Skip to #5
  - a. Are the lots desired to address topographical/orientation constraints?  **Yes**  **No**
  - b. Is a planting screen easement 10+ feet in width provided to restrict access?  **Yes**  **No**
- 5. Do the setback lines on corner lots provide additional setback required by Zoning?  **Yes**  **No**  
(See also **ZONING - § 25-133 [d] [8]**)
- 6. Do the lots satisfy the minimum lot size requirements in the Zoning Ordinance?  **Yes**  **No**

7. Do the setback lines comply with the Zoning Ordinance:
- a. Front Yards [ ] Yes [ ] No
  - b. Side Yards [ ] Yes [ ] No
  - c. Rear Yards [ ] Yes [ ] No
8. Do the lots comply with the minimum lot depth requirements? [ ] Yes [ ] No
- a. Not less than 90 feet of lot depth.
  - b. Lot depths not more than three times the width.
9. Do lots provide adequate areas of disturbance for development? [ ] Yes [ ] No
- a. Does the property contain significant Specimen Trees? [ ] Yes [ ] No
  - b. Does property have large stands of trees (10,000+ Sq. Ft. & 50'+ wide)? [ ] Yes [ ] No- Skip 9 c.
  - c. Are large tree stands prioritized for open space or stormwater infiltration? [ ] Yes [ ] No

**Easements:**

**(Section 23-44)**

- 1. Are 20 foot wide utility easements needed, centered upon side & rear lot lines? [ ] Yes [ ] No
- 2. If site is traversed by a water course, does plat show a stormwater easement? [ ] Yes [ ] No

**Open Space Requirements:**

**(Section 23-45)**

- 1. Does subdivision have less than 20 buildable lots? [ ] Yes – Skip to next section [ ] No
- 2. Gross site area, exclusive of streets: \_\_\_\_\_ X 0.05 = \_\_\_\_\_ (minimum open space) or 1/2 acre, whichever is greater. *(PC may Require)*
- 3. Was the preservation of large tree stands prioritized in provision of open space? [ ] Yes [ ] No
- 4. Is subdivision eligible for a density bonus for preserving large tree stands? [ ] Yes [ ] No  
(5% increase in lots for 10% open space and preservation of at least 6+ significant trees)
- 5. Is equivalent or greater area of dedicated open space shown on subdivision plat? [ ] Yes [ ] No
- 6. If subdivision contains less than 40 acres, is required open space requirement combined and satisfied by open space dedication on adjoining tracts? [ ] Yes [ ] No

**Monuments:**

**(Section 23-50)**

Are Monuments tied to the State Plane Coordinate System (NAD 83) depicted on the plat at all...

- 1. Block corners? [ ] Yes [ ] No
- 2. Angle points? [ ] Yes [ ] No
- 3. Points of curves in streets? [ ] Yes [ ] No
- 4. Intermediate points as determined necessary by the City Engineer? [ ] Yes [ ] No

**Utility & Street Improvements:**

**(Section 23-51)**

1. The following Utility and Street improvements shall be depicted on the Plat...
  - a. Connection to municipal water, as approved by the City Engineer  Yes  No
  - b. Connection to municipal sewer, as approved by the City Engineer  Yes  No
  - c. Underground electric, gas, telephone, and CATV lines, as approved by the City Engineer  Yes  No
  - d. Stormwater treatment facilities, as approved by the City Engineer  Yes  No
2. Need for traffic study for access to arterial or collector streets...
  - a. Has the City Engineer determined that a traffic study is required?  Yes  No
  - b. If so, has the applicant prepared and submitted a traffic study?  Yes  No
  - c. Are improvements determined necessary by traffic study shown on plat?  Yes  No
3. Minor & Marginal Access Street improvement requirements are addressed in *Street Design Standards*, item #10 above.
4. Pavement base, pavement, wearing surface, sidewalk, an curb construction standards (As may be approved by the City Engineer)  Yes  No
5. Private driveways approved by City Engineer?  Yes  No  
(Private driveways within a public ROW are subject to Site Plan review under Section 8 of the Zoning Ord.)
6. Grading and Centerline Gradients approved by City Engineer?  Yes  No

**Stormwater and Soil Erosion & Sedimentation Control Plans:**

**(Section 23-60 [13] & [14])**

1. Has a Conceptual Stormwater Management Plan been approved by Engineering?  Yes  No
2. Has a Soil Erosion & Sediment Control Plan been approved by SCD?  Yes  No  N/A