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## MAYOR'S FOREWORD

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Sheila Dixon  
Mayor

I am pleased to present our updated Development Guidebook, which provides valuable information and answers about the most frequently encountered regulations for building in Baltimore City. The Guidebook describes in detail how plans are reviewed and what developers, contractors and citizens can expect at each stage of review. Anyone who wants to develop in Baltimore City will now have at their fingertips what is required and/or where to go for answers. Making this information easily accessible to all will save the City and our clients both time and undue hardship. It is our goal to streamline the project approval process so that businesses and individuals will be eager to work with Baltimore City government and to do so repeatedly. I am especially proud of the fact that over 80 percent of over the counter permits are now issued the same day they are applied for, and 98 percent of plans are reviewed within 30 days. Baltimore City will continue to look for ways to improve and streamline these requirements, including making this guidebook available on the City's website [www.baltimorecity.gov](http://www.baltimorecity.gov). I welcome your suggestions as you work with us to build a stronger Baltimore.

A handwritten signature in black ink that reads "Sheila Dixon". The signature is written in a cursive, flowing style.

## INTRODUCTION

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Thomas J. Stosur  
Director

This Development Guidebook outlines the development process for all who are interested to invest in Baltimore City including developers, engineers, architects and property owners. We appreciate your interest and hope this Guidebook will help you understand the development process and its requirements.

Our development process begins with a pre development review meeting that allows developers to share their proposals with the Department of Planning staff. Renovations and rehabilitation projects may not require further reviews and may directly proceed to building permits. However, new construction and significant development plans will continue through various review processes as outlined in the Guidebook.

I encourage all developers and builders to carefully and thoroughly refer to the applicable sections of this development guidebook. Department of Planning staff is available at all stages of development review to assist applicants through all required review processes.

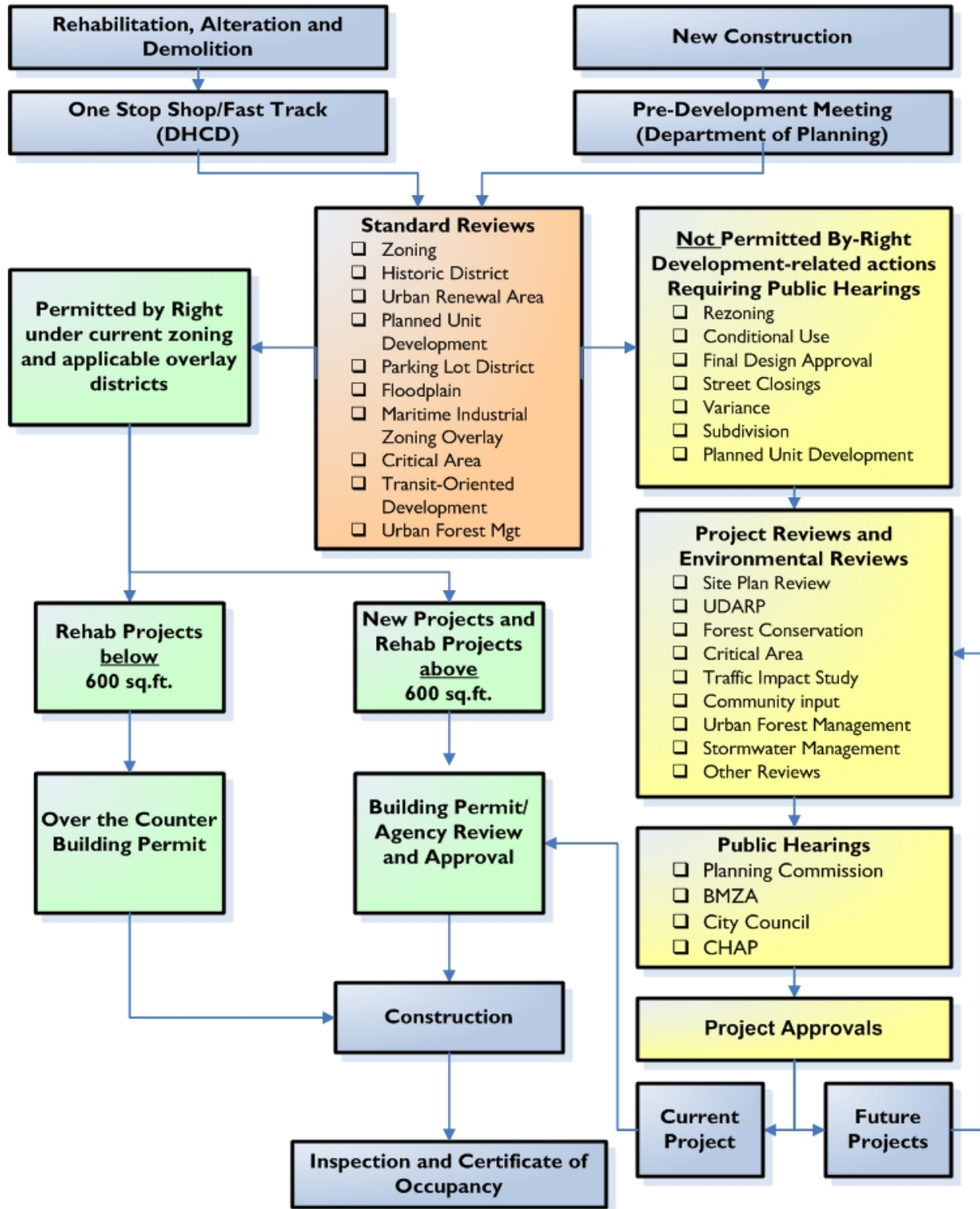
Suggestions to streamline our development review process and building approvals are welcomed. I would also like to remind all investors and developers to be mindful and consider the environment and sustainability. The Baltimore Office of Sustainability, housed within the Planning Department, is available to assist.

We truly appreciate your interest in developing in Baltimore.

*Thomas J. Stosur*

# PROCESS FLOW CHART

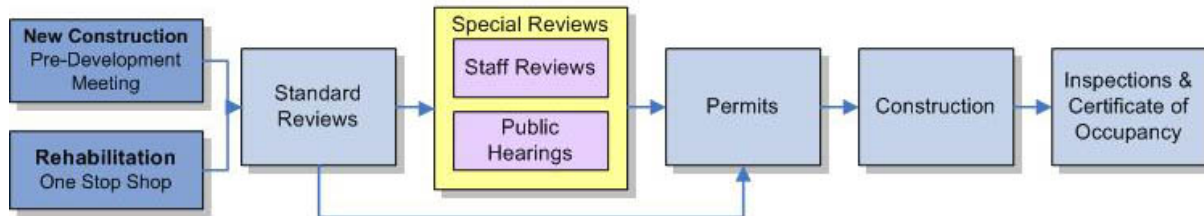
## Building Permits and Development Review Process



# DEVELOPMENT REVIEW PROCESS

## Building Permits

All development projects go through the same general review process, with varying levels of scrutiny depending on the complexity and legal requirements of the project.



The City requires developers to obtain building permits for all projects. This guarantees compliance with ordinances including off-street parking, setbacks, and fire, plumbing, electric, building codes and preservation, as well as State and Federal laws and regulations on access to buildings by the handicapped.

## New Construction

### Pre-Development Meeting

The Department of Planning encourages all developers and/or property owners, experienced or inexperienced, to meet with staff before undertaking a major development or renovation project. At this Pre-Development Meeting, Planning staff will review the development process for a specific project. Prior to the meeting, developers should complete a pre-development submittal form which includes basic information about the project and property.

If the developer has a preliminary development plan, they may waive the pre-development meeting and proceed directly to Site Plan Review.

Pre-Development meetings can be arranged by completing the forms online at the Department of Planning's website - <http://cityservices.baltimorecity.gov/ppt/>. Once a request is submitted online a project manager will be assigned and a meeting will be scheduled.

If you have questions about completing the form, call **410-396-8408** or **410-396-4488**.

## Rehabilitation

### One-Stop Shop Permit Center

Rehabilitation, alteration or demolition projects that are permitted by right according to zoning must go through standard reviews before proceeding to the building permit process through the One-Stop Shop Permit Center, located at 417 E. Fayette Street, Room 100.

80% of permit applications submitted without plans are issued in under an hour from the One-Stop Shop. Over 98% of permit applications submitted with plans are reviewed within 30 days. In the One-Stop Shop, the customer usually goes through the information desk, Zoning Enforcement, Office Services and the Cashier in approximately 15 - 45 minutes.



**Parking:** There are reserved parking spaces for customers of the One-Stop Shop on the 2nd floor of the Water Street garage, located at 414 Water Street. Parking vouchers are issued in the One-Stop Shop.

### **Step 1: Information Counter 410-396-3495**

Information Counter staff does an initial review of all Baltimore City Permit Applications (available at the One-Stop Shop or [www.baltimorehousing.org/index/permits.asp](http://www.baltimorehousing.org/index/permits.asp)). In addition, they assist customers in filling out the permit application to ensure that the application, plans and other documentation are provided and that they meet the general plans acceptance requirements. Upon completion of application, they provide a number to the applicant to see a zoning reviewer within the One-Stop Shop.

### **Step 2: Zoning 410-396-4126**

Zoning does an initial review of the project for compliance with the Zoning Ordinance of Baltimore City, and will either give an approval at that time or accept the project for "filing only" and reserve approval pending the resolution of certain questions. Upon completion, Zoning provides a number to the applicant to see Office Services within the One-Stop Shop Center.

### **Step 3: Office Services 410-396-3360**

Office Services processes the permit application by recording the information from the permit application to the Tidemark permit tracking system, verifying the license numbers of the contractors and determining whether or not special referrals are required. Special referrals may be made to the Minor Privilege section if there are any projections into Baltimore City's right-of-way or to Planning or the Baltimore Development Corporation (BDC) if the project lies in any of the special districts that require additional review.

Upon completion of the review by Office Services, the applicant pays a \$25 non-refundable filing fee to the cashier within the One-Stop Shop. Additional permit fees may also apply. After paying all the required fees, the applicant gets an Over-The-Counter (OTC) permit or, where plans are required, receives an assigned plan tracking number for plans review from the Information Counter.

### **Step 4 (for permits with plans): Plans Examining – 410- 396-3460**

The Plans Examining and Code Enforcement Section of the Department of Housing and Community Development (DHCD), located at 417 E. Fayette St, Room 101, serves as the coordinator for the plans review process. The processed application with "plan number" will be the reference name of the project throughout the review. The plan sets are stamped and routed by way of a designated courier to the pertinent City departments, which review the plans for compliance with their area of expertise and responsibility:

#### **Department of Public Works**

- Property Location
- Plans and Records
- Grades and Studies
- Environmental Engineering
- Sediment and Erosion Control
- Utility Engineering

- Waste Water
- Water Supply

**Baltimore Development Corporation**

- Industrial and Commercial Urban Renewal projects

**Health Department**

- Assisted Living and Transitional Housing
- Substance Abuse Treatment Facilities

**Fire Department**

- Plans and Reviews
- Inspections
- Permits

**Department of Transportation**

- Highway Design
- Traffic Engineering

**Department of Planning**

- Site Plan Review Committee – if necessary
- Comprehensive Planning (Urban Renewal, Forest Conservation, Critical Area, Marina Master Plan)
- Land Use and Urban Design (Compliance with Planning Commission Actions, Compliance with conditional use or subdivision approvals, Flood Plain)
- Historical and Architectural Preservation (Historic Districts)

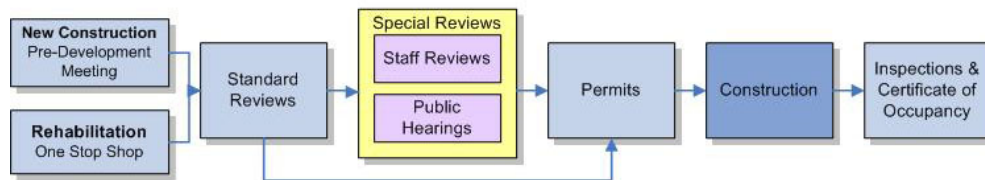
If necessary, departments will meet with the applicant to ask questions about plans. If a review agency has a significant problem with the plans, DHCD will not issue a building permit until the matter has been settled.

There is a plans review coordinator for each department. If revised plans are required, they must be brought to Plans Examining and then rerouted back to the departments. There may be a fee associated with revised plans. Ultimately the various departments will transmit their comments to Plans Examining for final site and construction plan assembly and building permit.

Within the Plans Examining Section, the construction plan set is reviewed for architectural, structural, electrical, mechanical, and plumbing code compliance. Each project is assigned an architectural/structural, an electrical, and a mechanical/plumbing plans examiner. The Plans Examiners work directly with the project design engineers and architects. To facilitate large projects, preliminary meetings prior to the submittal of plans are available for project design architects and engineers for a fee of \$50 per half hour.

**Fast Track:** For even quicker review of certain projects, we offer an expedited process called "Fast Track". Fast Track is available for projects such as commercial tenant fit-outs or minor alterations and when plans do not require a referral to any agency other than the Fire Department. Fast Track review is available on Tuesdays and Thursdays. To make an appointment, call 410-396-3460.  
 A complete overview of requirements for filing a permit can be found at [www.baltimorehousing.org/index/permit\\_requirements.pdf](http://www.baltimorehousing.org/index/permit_requirements.pdf)

## During and After Construction



### **Monitoring and Inspections**

Once an applicant receives a building permit, DHCD becomes the enforcement agency that ensures work being done meets building code standards and is consistent with the permit issued. At various stages of construction, the developer must notify DHCD so that work can be inspected before it is covered.

Construction will be subject to the following DHCD inspections:

- Building
- Electrical
- Mechanical and Plumbing.

In addition, it will be subject to DPW review for the following:

- Sediment and Erosion Control/Stormwater Management/Water Quality
- Utility Connections
- Footways and Driveways
- Right-of-Way Permits

### **Certificate of Completion**

Once inspections are complete, the Building Inspector certifies that the work is in substantial conformance with the Building Code, and the applicant pays a fee for certificate of completion.

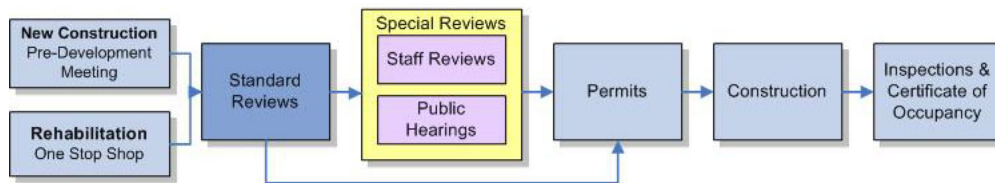
### **Use and Occupancy Permits**

A separate use and occupancy permit must be obtained in the following cases: when there is a change in the use of a structure, when a property is purchased, or when a new building is constructed. These permits may be applied for at DHCD's One-Stop Shop. At that time, a DHCD building inspector checks the use of the structure, and also to ensure that it is Code compliant. These permit applications may also be referred to other agencies for review.

**Quick Trac** is an interactive phone system that allows citizens and contractors to schedule permit-related inspections, obtain inspection results, and hear the status of permits with plans, with the ease of a phone call. Quick Trac can be accessed by calling 443-984-2776. Spoken instructions will guide you step-by-step through the process. All you will need is the permit number to schedule inspections, or plan number to check plans review status.

**Website:** [www.baltimorehousing.org/index/permits\\_quicktrac.asp](http://www.baltimorehousing.org/index/permits_quicktrac.asp)

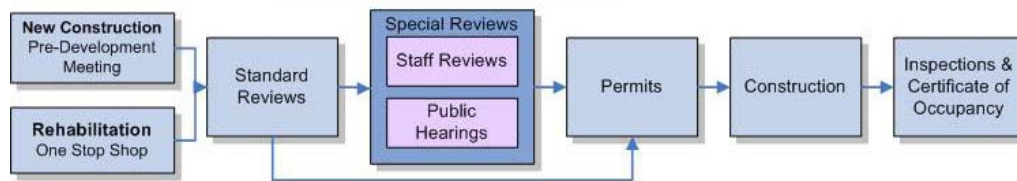
## Standard Reviews



- **Zoning Analysis** - The first step in any development project is to check the zoning of the property to ensure that use, bulk and other regulations are met (see Appendix A for development resources). The next step is to determine if the project is subject to additional regulations, reviews or development standards, as shown below.
- **Urban Renewal Plan (URP)** – These plans sometimes have use or design standards stricter than zoning.
- **Historic District or Historic Landmark** – Properties in Local historic districts and landmarks require additional review. Properties in Local and National Register districts are eligible for Historic Property Tax credits, which require additional review by the Department of Planning and approval by the CHAP.
- **Planned Unit Development (PUD)** – Land use and design standards are governed by the approved PUD document. Any changes to the PUD must be approved by the Planning Commission and/or City Council. If the PUD has landmark building or is in Local Historic District, CHAP must review and approve Plan.
- **Parking Lot District** – A City Council bill is required for the establishment of some parking lots within this district.
- **Floodplain Area** – To minimize the incidence of flood damage, properties located in a Floodplain are subject to additional requirements and review by the Department of Planning.
- **Critical Area Zone** – Properties located within 1000 feet from the high tide line or bulkhead are subject to additional review by the Department of Planning
- **Maritime Master Plan** – This plan regulates the development of Recreational Marinas and sets policy regarding maritime uses.
- **Maritime Industrial Zoning Overlay District (MIZOD)** – This district is designed to protect maritime industrial uses from non-industrial intrusion.
- **Transit-Oriented Development (TOD)** – The Baltimore City Department of Planning is pursuing transit-oriented development (TOD) near existing and proposed transit stations. All development proposals near transit will be reviewed by Department of Planning staff according to TOD development standards. Refer to the Checklist for Evaluating Transit-Oriented Development located in Appendix E.
- **Sustainability** - Regulations and guidelines are in development but have not been completed. While the requirements are not yet in effect, all projects are encouraged to incorporate ‘green’ elements into their buildings and renovation projects based on LEED and Energy Star guidelines to the greatest extent practical.

If a project is not subject to any additional review based on these categories, it may proceed directly to the permitting process.

## DEVELOPMENT-RELATED ACTIONS REQUIRING A PUBLIC HEARING



### City Council Bills: Zoning Change, Conditional Use, Planned Unit Development

An Ordinance passed by the City Council and signed by the Mayor is required for zoning changes, creation of or amendments to a Planned Unit Development (PUD), and for some conditional uses. Community review is an important component of the City Council bill process. For assistance in the community review process, contact the Department of Planning Comprehensive Planner for the Planning District in which the development is proposed.

The **rezoning** of a property is regulated by Article 66B of the State Annotated Code. The applicant must demonstrate a substantial change in the character of the neighborhood where the property is located, or a mistake in the existing zoning classification. Rezoning may also be requested as the result of a comprehensive plan for the area.

A **Conditional Use** is generally defined as a use compatible with the permitted uses in a particular zoning classification. However, because of a characteristic such as noise, odor, or traffic, it requires special permission by the Board of Municipal and Zoning Appeals or an Ordinance of the Mayor and City Council. Examples of activities that require conditional use approval by Ordinance include parking lots in residential areas, high-density elderly housing, and drive-through restaurants.

The **Planned Unit Development** is a development tool used for large or complex projects that may not be feasible under existing zoning. The process is similar to a zoning change and is outlined in detail in Title 9 of the Zoning Ordinance.

Following are the typical steps for a City Council bill relating to land use. A bill becomes an ordinance only once this process is complete and it is signed by the Mayor.

#### Step I: Preparation of Application

##### Applicant Responsibilities:

Prior to introducing a bill, applicants should meet with Department of Planning staff to review the project. For PUDs, this meeting is required.

The applicant or the applicant's attorney must arrange for preparation of plats and a statement explaining why the rezoning, conditional use or PUD is desired. These items are submitted to the Department of Legislative Reference.

The applicant must request the Department of Legislative Reference to prepare the text of the bill for introduction. There is a fee for preparation and submission of a bill.

## **Step 2: City Council Introduction, 1<sup>st</sup> Reader**

### **Applicant Responsibilities:**

Prepares bill plats and statement required for introduction, and requests City Council member(s) to introduce the bill. In some cases, properties must be posted upon a bill's introduction.

### **Processing Agency Responsibilities:**

After introduction by the City Council member(s), the City Council President directs the Executive Secretary to refer the bill to the Planning Commission, the Board of Municipal and Zoning Appeals and other agencies for recommendations. No public hearings can take place until the bill is introduced.

## **Step 3A: Agency Review**

### **Applicant Responsibilities:**

Provides information to assist agency review. Information may include traffic studies, feasibility studies, design review or other information. In addition, the applicant will be asked to meet with neighborhood groups to explain their proposal.

### **Processing Agency Responsibilities:**

Agency staff studies proposed zoning change, PUD, or conditional use and submits recommendations to the City Council.

## **Step 3B: Planning Commission Hearing**

### **Applicant Responsibilities:**

The applicant must meet with Planning staff to provide them with the plans and information needed to prepare a report for the Commission. The applicant will also be asked to meet with appropriate community groups as needed.

The applicant must post the property in question with the date, time and location at least 7 days prior to the Planning Commission hearing. Guidelines for posting can be found on Planning's website [www.baltimorecity.gov/government/planning/](http://www.baltimorecity.gov/government/planning/).

The applicant attends the Planning Commission hearing to answer Commissioners' questions.

### **Processing Agency Responsibilities:**

Planning staff analyzes the proposal and prepares a report for Planning Commission, which hears the proposal at a public meeting and sends its recommendation to the Council. Staff notifies the applicant of the meeting date and time.

The City Council Committee assigned the bill usually will not schedule its Committee hearing until the Planning Commission has held its hearing.

## **Step 4: City Council Public Hearing**

### **Applicant Responsibilities:**

Applicant must call the Committee Chair or the City Council Executive Secretary to request a hearing date and arrange for "Public Hearing Notice" sign to be placed on the property and for a legal notice to be published in a newspaper at least 15 days before the public hearing.

### **Processing Agency Responsibilities:**

The Committee Chair schedules a hearing. The Committee hears discussion for and against rezoning, conditional use or PUD proposal.

### **Step 5: City Council Land Use and Planning Committee Report (2<sup>nd</sup> Reader)**

The **City Council Committee** makes a recommendation on the PUD, rezoning or conditional use. A favorable report and adoption by the City Council allows for printing in final form. An unfavorable report is usually an indication that passage is unlikely.

### **Step 6: City Council Passage (3<sup>rd</sup> Reader)**

The **City Council** takes a Final vote on the bill. City Council President signs ordinance after passage by Council. The Ordinance is sent to the Mayor for signature.

### **Step 7: Mayor (Signature)**

After the Mayor has signed the ordinance, copies are sent to the Bureau of Treasury Management for official record and for assignment of an Ordinance number. Copies of approved ordinances are available from the City Council Secretary or from the Department of Legislative Reference.

#### **§ 9-107. Development Plan.**

The Development Plan accompanying the application must include, at a minimum:

- (1) an accurate topographic and boundary line map of the project area;
  - (2) a location map showing the relationship of the project area to surrounding properties;
  - (3) the pattern and intended design standards of existing and proposed roads, driveways, and parking facilities, whether public or private;
  - (4) the use, type, size, arrangement, and location of existing and proposed lots, structures, and building groups;
  - (5) the location, type, and size of existing and proposed landscaping;
  - (6) architectural drawings and sketches that illustrate the design and character of proposed structures;
  - (7) the location of existing and proposed sewer and water facilities;
  - (8) existing topography and storm drainage pattern;
  - (9) proposed storm drainage system showing basic topographic changes;
  - (10) the location of:
    - (i) recreational and open space areas and areas reserved or dedicated for public uses, such as school and park sites; and
    - (ii) any open space to be owned and maintained by a property owners' association.
  - (11) statistical data on:
    - (i) the total size of the project area;
    - (ii) density computations;
    - (iii) the proposed number of residential units, by type; and
    - (iv) any other similar factors pertinent to a comprehensive evaluation of the proposed Planned Unit Development;
  - (12) a copy of:
    - (i) the intended organizational structure of and governing documents for any property owners' association;
    - (ii) all existing and proposed protective covenants; and
    - (iii) all maintenance and service provisions;
  - (13) a detailed time schedule for the start and completion of the Planned Unit Development.
- (City Code, 1976/83, art. 30, §12.0-1e(2nd sen.)) (Ord. 99-547.)



## **Street Closings**

The closing of a public street requires extensive City agency review, culminating in a City Council bill. City agencies will be particularly concerned about abandonment or relocation of utility lines and maintaining access to areas of future development. The whole process of closing and selling a street can take from six months to several years because of the many legal requirements for advertising and hearings.

### **Step 1: Request submittal**

#### **Applicant Responsibilities**

Requests for street closings must be submitted by letter to the Department of Public Works (DPW) stating the reasons for the request. Twenty copies of the plat showing the street and the abutting properties must be included.

Letters and plats should be sent to:

Department of Public Works  
Development Center – Right of Way Section  
Abel Wolman Municipal Building, Room 204  
200 N. Holliday Street  
Baltimore MD 21202

#### **Processing Agency Responsibilities**

Copies of the request are circulated through DPW, Planning and Transportation to determine how the street closing will affect the public interest.

### **Step 2: Evaluation**

#### **Applicant Responsibilities**

The applicant for a street closing will be responsible for the cost of a title search, payment of the appraised value of the land, the cost of utility abandonment or relocation, advertising and administrative costs.

If the agencies reviewing the street closing request give approval, the applicant is asked to provide a title search to show the rights both the applicant and other parties have in the street and to determine fee simple ownership of the street bed. If the title search shows that other parties have rights to the bed of the street, the applicant must then negotiate surrender of those rights.

#### **Processing Agency Responsibilities**

Agencies review the request to determine how the street closing will affect the public interest. Planning staff prepares a report and the item is scheduled for a Planning Commission hearing to determine whether the street is needed for a public purpose.

### **Step 3: City Council Bills**

#### **Applicant Responsibilities**



Prior to introduction and approval of an ordinance of the Mayor and City Council, the applicant must enter into an agreement with the City for payment of all costs and must agree to hold the City harmless from any claims made against the City for the closing of a street.

If no problems are expected, a right of entry may be granted prior to finalizing the street closing. This is issued by DPW, Right of Way Section (410-396-5023).

### **Processing Agency Responsibilities**

Separate City Council bills for the opening and closing of the street are introduced and follow the City Council bill process – with the exception of the Planning Commission hearing, where the bills are approved by consent, having already been heard and approved in Step 2. A third City Council bill might be needed to sell City property.

### **Step 4: Appeals Period**

After a street closing ordinance is passed there is an opportunity for appeals to be made to the Board of Municipal and Zoning Appeals contesting the awards and damages set during the public hearings. If no appeal is made within the 20-day limit, a final notice is issued and the street is officially closed.

### **Sale of City Property**

Unneeded City-owned buildings, excess land from highway or other condemnation or land that was specifically acquired for public development usually requires an ordinance of the Mayor and City Council authorizing their sale. There are several ways to identify and purchase surplus property from the City.

### **Sale of Surplus City Property**

The process for handling surplus property begins when an agency declares a property as surplus. The Real Estate Department notifies the Space Utilization Committee and Planning that the operating agency has declared a specific property surplus.

Planning notifies and solicits the views of City Council, other city agencies and community associations, and forwards proposals for reuse of surplus properties to the City's Space Utilization Committee. Inquiries regarding the sale of surplus City property should be addressed to Department of Real Estate or DHCD Asset Management.

### **Sale of Properties through Tax Sale**

In May of each year, the City holds an auction of properties for which taxes were not paid during the previous tax year. Information concerning the auction and a list of properties offered can be obtained from the Department of Finance. Information on assuming the City's interest in those tax certificates issued on properties not sold at the auction can be obtained from the Real Estate Department.

### **Sale of City-Owned Residential Properties**

Current information on purchasing City-owned residential properties can be obtained from DHCD, Office of Asset Management and Property Disposition, and from Baltimore Housing's website, [www.baltimorehousing.org](http://www.baltimorehousing.org). Some residential properties can also be purchased by

contacting private real estate brokers through Baltimore Housing's SCOPE (Selling City-Owned Properties Efficiently) program. Larger groupings of homes and vacant land are regularly offered through competitive Request for Proposal offerings.

## **Board of Municipal and Zoning Appeals (BMZA): Zoning Variance or Conditional Use Approval**

The Board of Municipal and Zoning Appeals is a quasi-judicial body responsible for hearing requests for variances and conditional uses as defined in the Zoning Code. The office is located at 417 E. Fayette Street, 14<sup>th</sup> Floor, 410-396-4301.

### **Variances**

Variances are approved exceptions from certain requirements of the Zoning Code. Examples of variances include: reduction in the required size of front, side, or rear yards; increases in the allowable ground coverage of buildings; changes or additions to noncomplying structures; and reductions in the number of required parking spaces. In these cases, the BMZA must find that, because of the particular physical surroundings, shape, or topographical conditions of the specific structure or land involved, an unnecessary hardship or practical difficulty would result, as distinguished from a mere inconvenience, if the strict letter of the applicable requirement were carried out.

In other words, the burden of proof lies with the appellant that the variance is necessary, and that simple convenience or purely financial motives are not sufficient for the BMZA to make this finding (see Title 15 of the Zoning Code for more detail, available online at <http://cityservices.baltimorecity.gov/charterandcodes/Code/Art%2000%20-%20Zoning.pdf>).

### **Conditional Uses**

Conditional uses generally are activities compatible with the permitted uses in a classification but that require special permission by the Board of Municipal and Zoning Appeals (BMZA) or an ordinance of City Council because of a unique characteristic of the use such as noise, odor, or heavy traffic generation. Examples of activities that require BMZA conditional use approval include gasoline service stations, day nurseries and private non-profit clubs in residentially zoned areas. The Board may also apply specific conditions, restrictions, or limitations to the conditional use that will reduce or minimize undue impacts or hazards to surrounding properties, as listed in the required findings and considerations sections of Title 14 of the Zoning Code.

For the full list of variances and conditional uses, see the Zoning Code or discuss the matter with the Zoning Enforcement Officer, the BMZA staff or Planning staff (Land Use Planning & Urban Design Division.)

Following are the steps for a variance or conditional use approval:

#### **Step 1: One-Stop Shop/Zoning Enforcement**

##### **Applicant Responsibilities:**

Obtains application for variance or conditional uses. Prepares and submits required plans and maps:

- 9 copies of the present and proposed building floor plans (scale ¼" = 1')

- 16 copies of an area plat showing the general neighborhood affected by the appeal (13 copies for variances)

**Processing Agency Responsibilities:**

Refers application to the BMZA and distributes to other City agencies for review. Directs applicant to the BMZA office to obtain instructions for the appeal.

**Step 2A: BMZA**

**Applicant Responsibilities:**

Obtains application and instructions; prepares and files application.

**Processing Agency Responsibilities:**

Holds appeal application until agency reports are received. After receiving agency reports, notifies applicant by letter to appear at BMZA office to arrange for a hearing.

**Step 2B: Review by City Agencies**

**Applicant Responsibilities:**

Provides agencies with information as requested. The applicant may also be requested to meet with affected community groups and adjacent property owners.

If the applicant is requesting a conditional use or an increase in residential density, they should contact Planning staff and provide information about the request as soon as possible.

**Processing Agency Responsibilities:**

Departments of Health, Public Works, Fire, Planning and Housing review plans. Planning may request that plans be reviewed by the Site Plan Review Committee.

**Step 3: BMZA Hearing**

**Applicant Responsibilities:**

Arranges for posting of property prior to the hearing. Attends hearing. Once appeal is approved or approved with conditions, it is necessary to obtain a Building Permit and/or an Occupancy Certificate. Compliance with all conditions imposed by the BMZA is required.

**Processing Agency Responsibilities:**

Sends resolution approving, approving with conditions, or disapproving appeal.

## **Subdivision and Development Plans**

The Planning Commission is required by City Charter and State regulations to approve subdivision and development plans.

A **subdivision plan** is required when an owner wants to divide a property into two (2) or more parcels for separate sale or to adjust a property line.

A **development plan** showing where the building will be located is required whenever there is substantial new construction on a parcel. The development plan shows the details of the existing and proposed construction including building locations, parking layouts, trees/landscaping and utilities.

Through the review of a development plan, City agencies can provide guidance on requirements for zoning, driveway and road construction, parking lot layout, landscaping, vehicle circulation, public and private utilities, public safety services, and related matters, prior to submission of plans for building permit.

Review of subdivision plans begins at the Department of Planning. The following steps are involved in obtaining the subdivision:

### **Step 1: Pre-Development Meeting/Site Plan Review Committee (SPRC)**

#### **Applicant Responsibilities:**

Retains engineer, architect, or surveyor to prepare plans. The preliminary sketch of the property showing subdivision lines, buildings, parking areas, changes in grading, location of utility lines and significant landscape features should be shown to the Site Plan Review Committee (SPRC). Five (5) sets of the preliminary plans are required for this review. SPRC submittal requirements can be found at the Planning Departments Website under Master Plans, Maps & Publications or at the following web address:

<http://baltimorecity.gov/government/planning/downloads/121707%20SPRC%20GUIDELINES%20REVISED%20III.pdf>.

Final subdivision plans must be prepared by a registered land surveyor or property line surveyor.

#### **Processing Agency Responsibilities:**

Planning staff provides information on subdivision and development plan requirements. Staff arranges for preliminary plan review by the Site Plan Review Committee. Staff should meet again with applicants prior to formal submittal.

### **Step 2: Plan Submission**

#### **Applicant Responsibilities:**

Prepares final plans for review by City agencies, including revisions suggested by the SPRC. Submits minimum of 36 paper prints and three (3) mylar prints for subdivision plan review, and 36 paper prints for development plan review. The minimum sheet size shall be 18x24 inches, scale will depend on the size of the project. Note: there is a fee for processing subdivision

plans. As part of the review process, the applicant is requested to contact the community association in which the project is located.

### **Processing Agency Responsibilities:**

Department of Planning staff distributes plans to the following agencies for comment:

- Department of Public Works
- DHCD, Zoning
- DHCD, Building Inspections
- Fire Department
- Baltimore Development Corporation

### **Step 3: Planning Commission Hearing**

#### **Applicant Responsibilities:**

Attends Planning Commission meeting to provide information on the proposed subdivision or development plan and answer questions asked by the Commissioners.

#### **Processing Agency Responsibilities:**

After agency comments are received, Planning staff schedules time for subdivision or development plans to be considered by the Planning Commission; Notifies applicant and community groups of the date and time of the Commission meeting. Planning staff presents agency comments and recommends approval, disapproval or amendment of the plans.

After the hearing, Planning staff marks drawings as approved or disapproved with conditions and sends approval letter, plans, and agency comments to applicant. Planning and DPW staff stamp approved plans.

### **Step 4A: Subdivision Plans**

#### **Applicant Responsibilities:**

The applicant may need to revise plans to be consistent with Commission approval. Revised plans are stamped “Approved” and are returned to the applicant for recordation.

- Files three (3) mylar copies of the approved (stamped) plans at Land Records, Superior Court of Baltimore City, and informs Planning of reference or folio number of the recorded plans.
- The subdivision is not complete until Planning has received the liber and folio information. Permits will be held for property development until liber and folio numbers are received.

### **Step 4B: Development Plans**

#### **Processing Agency Responsibilities:**

Returns one (1) copy of plans to applicant for reference in preparing building permit application. Development plans are stamped and approved. They are not recorded in Land Records of Baltimore City.

## **Final Design Approvals**

Final Design Approvals are needed in order to construct any permanent structure within a Planned Unit Development. They may also be needed if Planning Commission Final Design Approval is made a condition of City Council legislation (i.e. Sale of City Property, Conditional Use, Urban Renewal Plans, etc.)

### **Step 1: Request**

Applicants should meet with Planning staff to review the project. Applicants and their architect and/or landscape architect must arrange for preparation of plans. For Final Design approval, those plans should include a site plan, landscape plan, architectural elevations, and signage if applicable. Following this meeting, a determination is made by the Director of Planning as to whether the project must be reviewed by the Urban Design and Architectural Review Panel (UDARP), or if it can be reviewed by the Land Use and Urban Design Division (LUUD). More detailed information on UDARP can be found on Planning's web page.

### **Step 2: Agency Review**

The applicant must provide information to assist agency review. The applicant will be asked to meet with neighborhood groups to explain their proposal. LUUD and/or UDARP will study the proposed project and make a determination as to the appropriateness of its design. Additional meetings will likely be needed with the Site Plan Review Committee (SPRC).

### **Step 3: Planning Commission Hearing**

The applicant must meet with the Planning staff to provide them with the plans and information needed to prepare a report for the Commission. They must also make additional copies of plans available, so that they may be provided to other agencies upon approval.

Planning staff analyzes the proposal and prepares a report for Planning Commission, which hears the proposal at a public meeting. Staff notifies the applicant of hearing date and time.

The applicant must post the property in question with the date, time, and location of the hearing at least 7 days prior to the Planning Commission hearing.

The applicant and his or her architect and/or landscape architect attend the Planning Commission hearing to answer questions asked by Commissioners.

Once a decision is rendered, staff provides the applicant and other agencies with proof of approval. Staff also distributes to other agencies copies of plans detailing the new approved structure(s). After approval, the applicant may proceed to the building permit process.

## **Minor Amendments to Planned Unit Developments**

The Planned Unit Development ordinance and accompanying Development Plan are binding, and any modification to or deviation from the Development Plan requires approval through an amendment process. Major amendments are required when a developer or property owner wishes to alter the boundaries of a PUD, to change any of its permitted uses or to increase height or density. Major amendments are made through ordinance and follow the City Council Bill process as detailed on page 9. This section pertains to MINOR amendments that DO NOT require an ordinance.

Minor amendments to an approved Development Plan require only Planning Commission approval. The Planning Commission may authorize minor amendments if they are limited to minor location changes, design features and interior planning and they do not include any change in the applicable density or bulk regulations. Some minor amendments may also require approval from the BMZA.

Following are the typical steps for obtaining a Minor Amendment to a Development Plan:

### **Step 1: Request**

Applicants should make a formal written request to the Planning Commission and meet with Planning staff to review the project. This meeting is required. The applicant or a representative must arrange for the preparation of plats and a statement of the desired modification.

### **Step 2: Agency Review**

The applicant must provide information to assist agency review. Information may include site plans, landscaping plans, architectural elevations, sign details, or other information. The applicant will be asked to meet with neighborhood groups to explain their proposal. Agency staff will study the proposed change and make a determination.

### **Step 3: Planning Commission Hearing**

The applicant and Planning staff develop the plans and information needed to prepare a report for the Commission. The applicant must also make additional copies of plans available so that the amended Development Plan may be provided to other agencies upon approval.

Planning staff analyzes the proposal and prepares a report for Planning Commission, which hears the proposal at a public meeting. Staff notifies the applicant of meeting date and time.

The applicant must post the property in question with the date, time, and location of the hearing at least 7 days prior to the Planning Commission hearing.

The applicant attends the Planning Commission hearing to answer questions asked by Commissioners.

Once a decision is rendered, staff provides the applicant and other agencies with proof of approval. Staff also provides other agencies with copies of the new Development Plan.



## **More than One Principal Structure on a Lot**

Generally, a residential lot may have no more than one principal detached structure. Furthermore, lots that are in an office-residential, business, or industrial district and that are adjacent to a residential lot may not have more than one principal detached structure. As exceptions to this rule, more than one principal structure may be approved through a Planned Unit Development (PUD). Otherwise, they may be approved by the Zoning Administrator if, in a specific case, the development otherwise would conform to the requirements of the Zoning Code and the Planning Commission approves the design of the development. See §3-301 in the Zoning Code for the specific requirements.

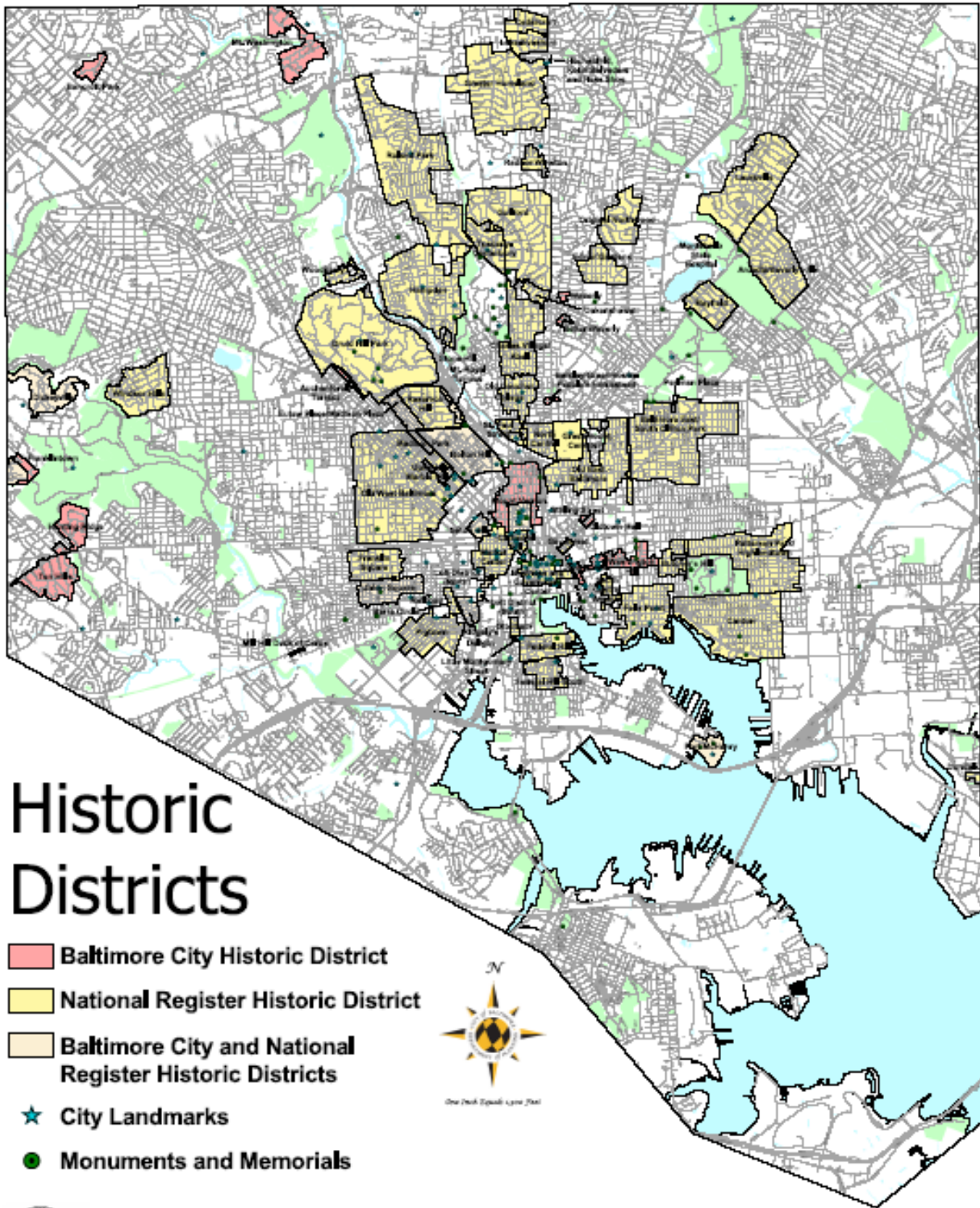
As an example, if a garage is to be converted for use as an apartment, the garage is no longer an accessory structure, and must receive approval as there would now be more than one principal detached structure on that lot. For more information on the definitions of principal and accessory structures, please see §1-102 and §1-177 in the Zoning Code.

## **Landmarks and Properties in Local Historic Districts**

Exterior changes to all properties within Baltimore City historic districts and changes to local Landmark structures must be presented to the Commission for Historical and Architectural Preservation (CHAP) for review and approval before a building permit can be issued.

Many smaller rehabilitation projects that do not significantly alter the exterior of a property are reviewed according to CHAP guidelines and approved by Historical and Architectural Preservation staff within the Department of Planning, which staffs the Commission. However, the Commission must review at a public hearing all major new construction, major rehabilitation, demolition, hardship cases and projects where the applicant disagrees with staffs' application of the CHAP guidelines.

Guidelines are available to assist with renovation or restoration efforts; these serve as standards for all CHAP decisions with regard to architectural plans. Planning staff will assist you in obtaining the required CHAP Notice-to-Proceed; an appointment is recommended for larger projects or if design and/or planning advice is requested. In addition, prior to obtaining a Notice-To-Proceed, CHAP requires that the applicant presents the plans to the appropriate historic district neighborhood association for review and comments, which will be incorporated into CHAP decisions. Do not order or purchase any materials, or proceed with any work, until CHAP approval and required City permits are obtained.



# Historic Districts

- Baltimore City Historic District
- National Register Historic District
- Baltimore City and National Register Historic Districts
- City Landmarks
- Monuments and Memorials



**Sheila Dixon**  
**Mayor**  
 Douglas B. McCoach, III  
 Director

**March 2007**

## **PROJECT AND ENVIRONMENTAL REVIEWS**

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### **Site Plan Review Committee (SPRC)**

Because several agencies are concerned with site design issues, the City has an interagency Site Plan Review Committee. This Committee reviews site plans accompanying building permit applications, subdivision and development plans for projects over 600 square feet. This Committee consists of representatives from the Department of Public Works, Department of Transportation, Fire Department, Department of Housing & Community Development (DHCD), Parking Authority, Zoning and Department of Planning. By meeting weekly, the Committee provides one-stop service on site plan issues. If necessary, the Committee will invite the applicant to explain the proposed development and will visit the site to get a better understanding of the property and its relationship to neighborhood properties.

The issues addressed by the Committee include:

- Urban Design
- Fire and Building code requirements
- Vehicular and bicycle access and circulation
- Driveway location and design
- Parking lot and garage standards and layout
- Off-street loading & Drop-off
- Refuse pick-up
- Pedestrian walkway safety
- Access for the handicapped
- Landscaping/screening
- Street and alley closings and openings
- Traffic Impact Study (TIS) (See Appendix E)
- Travel Demand Management (TDM) (See Appendix E)
- Transit Oriented Development (TOD) (See Appendix E)
- Sustainability – green building and LEED certification

Other site design issues may come up because of unique conditions with a property. Call Planning's Site Plan Review Committee Chairman for further information at 410-396-4488. If requested by the applicant Planning will hold a Pre-development meeting and the Site Plan Review Committee will review preliminary plans before an application is formally submitted in order to expedite the approval process.

Site Plan Review Guidelines and pre-development submittal form are available from the Department of Planning offices and on Planning's website.

### ***REVIEW PROCESS***

- Applicants must complete Pre-development form online <http://cityservices.baltimorecity.gov/ppt/> prior to the Pre-development meeting.
- The Site Plan Review Committee meets every Wednesday morning (Tuesday when Wednesday is a holiday);
- To schedule a review, contact Wolde Ararsa at 410-396-4488.

- Application packages must be delivered to the Planning Department by noon on the Friday before the scheduled review. For information on what is to be included in the application package; (see Appendix D)
- The Planning Department will distribute the application packages to the other City Departments;
- At the conclusion of the Site Plan Review Committee meeting, the Committee Chair will inform the applicant whether a follow-up Site Plan Review is necessary and if so, what revisions are required, or if the applicant may proceed to the next step.

A pre-development Plan review meeting at the Department of Planning to determine type of application/acceptance of the submissions and to outline the development review process. Applicants are required to complete pre-development submittal form online at <a href="http://cityservices.baltimorecity.gov/ppt/">http://cityservices.baltimorecity.gov/ppt/</a> . Department will assign project manager who will schedule a meeting with applicant. For directions and comments on the pre-development form call 410-396-4488.
After the pre-development Plan review meeting, applicants must schedule an appointment with the Site Plan Review Committee. Applicants submit the required plans to the Department of Planning– Site Plan Review Committee Chairperson for distribution.
Department of Planning circulates site plan to Site Plan Review Committee members.
Departments submit comments to Department of Planning Site Plan Review Committee Chair prior to the Site Plan Review Committee Meeting.
At the Site Plan Review Committee Meeting, the applicant will receive comments from the Committee. If changes are minor, adjustments are made at the meeting. If changes are major, plans must be re-submitted and another review is scheduled.
Site Plan Review Committee Chairperson prepares minutes to reflect comments provided at the Site Plan Review meeting and disseminates to participants.
If the proposed plan is accepted, the applicant may move to the next step, which varies depending on the type of application. The proposed plan may require approval by the Planning Commission., the Commission for Historical and Architectural Preservation, the Urban Design and Architecture Review Panel, City Council, and BMZA.

NOTE: BUILDING PERMITS WILL ONLY BE ISSUED UPON COMPLIANCE WITH CONDITIONS OF SITE PLAN REVIEW AND THE SATISFACTION OF REVIEWING AGENCIES.

***APPROVAL TIME LIMITS***

Unless otherwise noted in the conditions of approval, Site Plan approval expires one year from the date of approval. Extensions may be requested prior to expiration. A letter outlining the reasons for the delay and anticipated schedule is required to request an extension. The Department of Planning will present the request to the Site Plan Review Committee to determine if there are any required modifications. Extensions may be granted for one year.

## **Traffic Impact Study**

A complete Traffic Impact Study is required (Ordinance #06-345) for new and redevelopment projects in each of the following situations:

- Residential Development – 100 or more dwelling units; or
- An impact area determined by the Department of transportation that includes a building 15,000 sq.ft. or greater and an intersection performing at level of service D; or
- A gross floor area that equals or exceeds:
  - For a warehouse use, 150,000 sq.ft.; or
  - For any other use, 50,000 sq.ft.

A Traffic Impact Study must be completed and sent to the Department of Transportation, Transportation Engineering Division and Planning for review. Traffic consultants should discuss the project with the Department of Transportation, Traffic Engineering Division staff at an early stage of the project. For more detail on process see Appendix F.

## **Community Review**

Though some projects and property improvements are as of right and will only need permits, some may need a formal action such as a City Council ordinance, Planning Commission approval, CHAP approval and/or Board of Municipal & Zoning Appeals approval before submitting for permits. These bodies hold public hearings before taking action. As with all public hearings, these meetings are open to any stakeholder to submit letters and comment for the record.

The Department of Planning firmly believes that it is imperative to have input from neighboring residents and other stakeholders on proposed projects that will affect their community. The Department strongly recommends that developers notify community associations and affected neighbors early on of proposed projects that require Planning Commission or other public hearing approval. This will give the community association a chance to review and comment on the projects before any formal approval is garnered. These comments will be folded into the staff review and can be made a part of any internal review committee discussions, such as the Site Plan Review Committee (SPRC) and the Urban Design and Architectural Review Panel (UDARP). Below are some general guidelines to follow while garnering community input during the development review process.

### **Developers:**

- Should contact the appropriate Comprehensive Planner to receive a list of community associations to contact regarding your proposed project. The Community Association Directory, with complete contact information for community groups, is located on the Department's website.
- Are strongly encouraged to contact community association(s), immediately affected neighbors, and umbrella groups to explain the project and offer copies of the site plan and elevations. This should be done early in the development process so that community associations have ample time to review and comment on proposals.
- Should ensure that community associations are kept in the loop regarding major changes to the project and have updated sets of drawings for the proposed project.

- Should keep documentation showing when and to which stakeholders correspondence and drawings for the proposed project have been sent.
- Should be prepared to attend a community association meeting(s) or other agreed upon meetings to discuss the project with affected stakeholders, if the request is made.
- Should post a sign on the property seven days before the scheduled Planning Commission hearing. Sign template, requirements and language will be communicated to the applicant prior to the Planning Commission hearing. The requirements can be found at <http://www.ci.baltimore.md.us/government/planning/schedule.html>

**Community groups:**

- May request that developers submit plans or other information to help members of the community understand the scope of the proposed development project.
- May request that developers meet with a community group about a proposed development project.
- May submit comments about the proposed development to the Planning Department at anytime during the review process.
- May testify at the Planning Commission hearing or submit written testimony.
- Should not create the perception that a neighborhood association has any formal jurisdiction over a project or assert that community associations have the authority to approve development plans that have been or will be submitted to an agency for review or approval.

Note: Some legislation, such as certain Planned Unit Developments (PUD) and Urban Renewal Plans (URP), establish community review panels, design review panels or other bodies whose advisory duties are outlined in specific legislation regarding review of projects in advance of City approval. If you are unsure if an URP or PUD has a non-city review body or would like information on specific duties outlined in a particular ordinance please call the Department of Planning at 410-396-(PLAN).

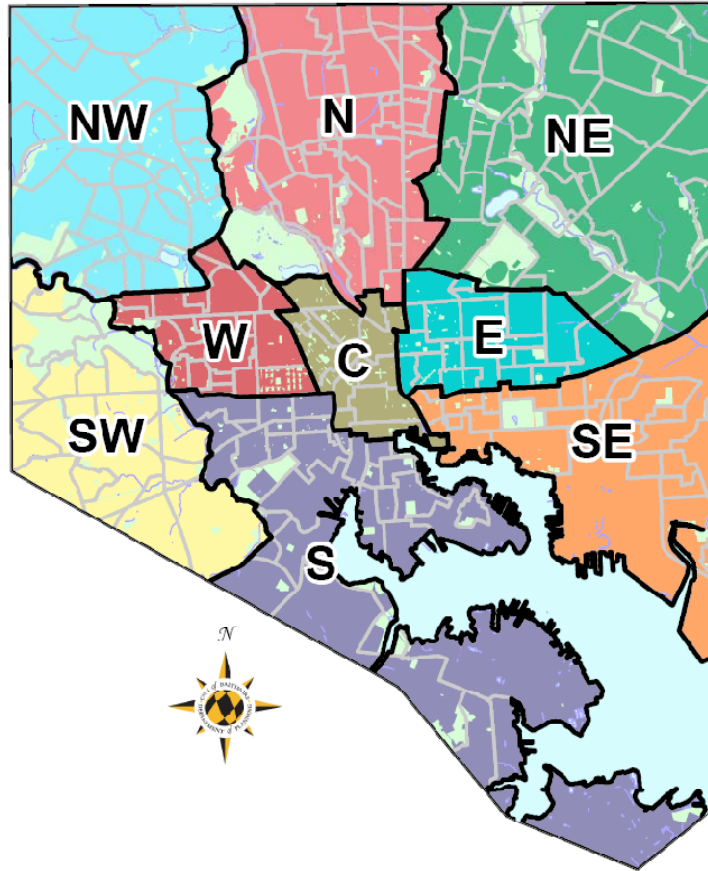
**Planning Department Staff:**

- May be available to attend meetings or participate in discussions between community associations and developers regarding proposed development projects.
- Will consider any community concerns regarding proposed development projects in the internal agency review of the project.
- Will notify affected community associations (as determined by the Planning Department) and other stakeholders of Planning Commission hearing dates regarding a proposed project no later than 7 days prior to the hearing date on which that item will be heard.
- Will include any formal position letters and correspondence received from a community association or other stakeholder regarding the proposed project as part of the record for Planning Commission.



# PLANNING DISTRICTS

<b>N</b>	<b>Tamara.Woods</b> @ baltimorecity.gov 410.396.5932
<b>NE</b>	<b>William.Doane</b> @ baltimorecity.gov 410-396-5901
<b>E</b>	<b>William.Doane/Kyle.Leggs</b> @ baltimorecity.gov 410-396-5901/410.396.4135
<b>SE</b>	<b>Jill.Lemke</b> @ baltimorecity.gov 410.396.5933
<b>S</b>	<b>Brenton.Flickinger</b> @ baltimorecity.gov 410.396.5936
<b>SW</b>	<b>Kyle.Leggs</b> @ baltimorecity.gov 410.396.4135
<b>W</b>	<b>Andrea.Limauro</b> @ baltimorecity.gov 410.396.5934
<b>C</b>	<b>Bob.Quilter/Laurie.Feinberg</b> @ baltimorecity.gov 410.396.4107/410.396.1275
<b>NW</b>	<b>Sara.Paranilam</b> @ baltimorecity.gov 410.396.5935



**Sheila Dixon**  
Mayor  
Douglas B. McCoach, III  
Director

May 2008

Most Urban Renewal Ordinances also incorporate a community review process into major private or public actions. The process and the actions included vary among the Urban Renewal Areas. Contact your Comprehensive Planner for information on a specific Urban Renewal Area. The map below listing each Comprehensive Planner is also available on Planning's web site [www.baltimorecity.gov/government/planning/images/CompPlannersMap.pdf](http://www.baltimorecity.gov/government/planning/images/CompPlannersMap.pdf)

It is important to note that projects that do NOT require a public hearing do NOT require a community review process. Any building permit that meets all applicable zoning requirements, and is not in a special district will NOT undergo a community review process. Such permits are issued "over the counter" provided all applicable codes are met.

## Urban Design and Architecture Review Panel (UDARP)

The purpose of the Urban Design and Architecture Review Panel (UDARP) is to ensure the highest quality of site planning, landscape design and architecture for major projects in Baltimore City. The review process entails interactions between the Panel and the professional architects and landscape architects representing project development teams.

The Urban Design and Architecture Review Panel (formerly the Design Advisory Panel) advises Planning, the Planning Commission and other City agencies on matters of urban design, architecture and landscape architecture. The Panel provides review and professional design assistance for significant projects that are proposed in renewal and/or conservation areas, planned unit developments (PUDs), and master plans. City sponsored projects and those in

which the City is providing financial or legislative support may be required to have Panel review. Additionally, projects that require zoning changes or variances and/or Planning Commission final design approval may be reviewed by the Panel.

There are three stages of Panel review – Concept, Preliminary and Final. These reviews coincide with the typical stages of development that design professionals follow. Each stage requires Panel approval before the next stage of design development should be undertaken. Minutes are sent to the development team after each presentation and response to Panel comments is a requirement for the following presentation. Agendas for upcoming meetings are e-mailed a week in advance to interested parties and posted on Planning’s website.

Projects do not move forward from one stage of the review to the next until Panel approval is received. Planning staff is available to assist with any questions or comments about Panel guidelines or policy. Failure to provide adequate submission material will result in the loss of opportunity to present to the Panel or withheld approval.

The final recommendations of the Panel will be incorporated into documents and reports within city agencies. After the Panel’s final decision, the Development Team must send a set of plans reflecting the Panel’s recommendations to the Director of Planning.

While attendance is open to the public and members of the press, their attendance is to observe. If a stakeholder group would like to advise the Panel of their concerns, it is encouraged to submit a written statement in advance of the meeting date for its timely distribution to Panel members. At the Panel’s discretion, attending observers may be recognized to make a brief statement related to design issues only. Statements are limited to one representative of each stakeholder group with a 2 minute limit.

A complete description of process and requirements can be found in Appendix D.

## **Forest Conservation**

The Maryland Forest Conservation Act was passed by the General Assembly in 1991 and is intended to conserve the State’s forest resources. Each jurisdiction was required to adopt regulations to enforce the Act. Baltimore City’s local regulations are contained in Article 7, Section 41-1 of the City Code.

Information on the Forest Conservation Act in Baltimore City can be obtained through Planning. Only certain projects meeting specific requirements are regulated by the Act. Generally, if a project disturbs more than 20,000 square feet of land, or proposes to subdivide a lot 20,000 square feet or greater, the project will be subject to the requirements of the Act.

If a project is regulated and a forest exists on site, the applicant is required to submit a full Forest Stand Delineation (FSD) for the site and the applicant may not come before the Site Plan Review Committee (SPRC) until the FSD has been received and reviewed by Planning staff. If no forests exist on the site, provisions are made for a streamlined application process. It is illegal to clear a site of trees before entering into the review process.

In addition to the FSD, regulated projects will be required to submit a Forest Conservation Plan (FCP), which may include preservation of existing trees and on-site or off-site tree planting. Where no forest exists on site, the FCP can be completed in the form of a landscape plan.



No Building Permits can be issued until the FSD and FCP are reviewed and approved by the appropriate agencies. Sites located within the boundaries of the Critical Area Regulations are exempt from the Forest Conservation Act.

#### Requirements

- Development proposals that disturb 20,000 square feet of land or more, or subdivide a lot 20,000 square feet or more are regulated by the Forest Conservation Act. For these developments, the applicant must submit a Forest Stand Delineation (FSD) and Forest Conservation Plan (FCP) or Landscape Plan for the site. When a site is forested, the applicant may not come to the SPRC until Planning receives and approves the FSD.
- *Forested Sites*: The applicant is required to submit a full Forest Stand Delineation (FSD) for the site that contains a detailed environmental assessment according to the guidelines found in the State of Maryland, Department of Natural Resources Forest Conservation Manual. The applicant will also be required to submit a Forest Conservation Plan (FCP), which may include preservation of existing trees and on-site or off-site planting.
- *Non-Forested Sites*: If no forests exist on the site, the applicant may provide a simplified FSD and Landscape Plan to meet the Forest Conservation requirements. Specimen trees located on these sites may also be required to be preserved.
- No permits for construction will be issued until the FSD and FCP are reviewed and approved. The approved Forest Conservation Plan\ Landscape Plan must be included in the permit set.
- For more information regarding the Forest Conservation Program contact (410) 396-4369.

A complete description of requirements is available at [www.baltimorecity.gov/government/planning/available.html](http://www.baltimorecity.gov/government/planning/available.html)

## Sustainability

On August 2007 the Mayor and City Council passed Ordinance 07-490 – Green Building Requirements. Buildings impacted by the Law include:

Impacted building types:

- Newly constructed & extensively modified buildings
  - Extensively modified refers to structural modifications that alter over 50% of a buildings gross floor area
- Non-residential and multi-family residential buildings  $\geq 10,000$  sq ft floor area
  - Multi-family residential buildings have  $> 5$  dwelling units and  $> 3$  stories OR is a mixed-use building that has a residential component and  $> 3$  stories

Requirement Schedule:

- City Buildings
  - Building permit applied for after July 1, 2008  
LEED CERTIFIED LEVEL or EQUIVALENT
  - Building permit applied for after July 1, 2009  
LEED SILVER LEVEL or EQUIVALENT
- City-Subsidized Buildings
  - Building permit is applied for after January 1, 2009

- LEED CERTIFIED LEVEL or EQUIVALENT
  - Building permit is applied for after July 1, 2009
  - LEED SILVER LEVEL or EQUIVALENT
- All Other Buildings
  - Building permit is applied for after July 1, 2009
  - LEED SILVER LEVEL or EQUIVALENT

Regulations and guidelines are in development for this Ordinance but have not been completed. While the requirements are not yet in effect, all projects are encouraged to incorporate ‘green’ elements into their buildings and renovation projects based on LEED and Energy Star guidelines to the greatest extent practical.

### **Critical Area Zoning Overlay District**

The State of Maryland Chesapeake Bay Critical Area Law establishes the “Critical Area,” a protection zone around and including the waters of the Chesapeake Bay. The City’s Critical Area Management Program (CAMP)/Zoning Overlay District establishes guidelines for development of properties within the waters and lands under the Chesapeake Bay and within a 1,000-foot strip of land beyond the mean high tide line or the bulkhead. The first 100 feet landward of the water is called the Buffer (see map).

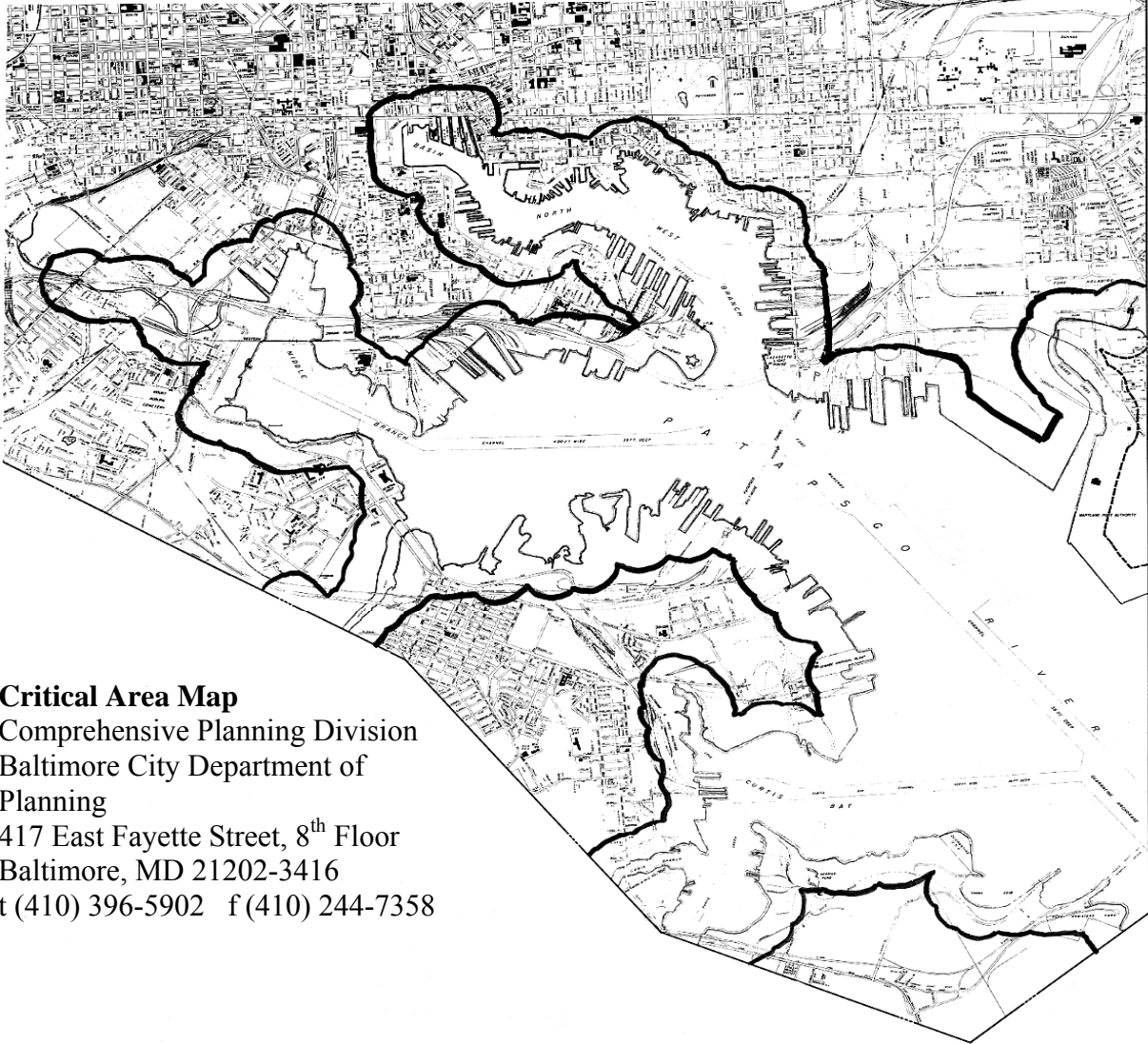
The goals of the Critical Area law are to:

- Improve the water quality of the Bay by controlling pollution from stormwater runoff; and
- To conserve and protect wildlife habitat along the shoreline of the Bay.

### **Process/Steps Required**

Engineers/developers/architects should first ascertain if their development site is within the Critical Area. Please contact Planning if you are unsure if the site is within the Critical Area or not. If the site is within the Critical Area, any of the following actions will trigger Critical Area review:

- Building/Grading Permit
- Rezoning
- Subdivision
- Conditional Use/ Special Exception
- Zoning Variance



**Critical Area Map**  
 Comprehensive Planning Division  
 Baltimore City Department of  
 Planning  
 417 East Fayette Street, 8<sup>th</sup> Floor  
 Baltimore, MD 21202-3416  
 t (410) 396-5902 f (410) 244-7358

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## CRITICAL AREA MANAGEMENT PROGRAM

———— 1,000 Foot Boundary



North

Contact Planning staff if you have a project within the Critical Area and staff will inform you of whether any of the above actions will prompt what is termed "significant" review based on the following criteria ("disturbance" is defined as breaking the soil):

- If there is any disturbance in the Buffer;
- If there is a disturbance of 10,000 square feet outside the Buffer; or
- If improvements are being made to an existing structure that are 50% or more of the base full cash value of the property.

If the project is deemed "significant", contact Planning staff to understand the requirements for treating the Stormwater on-site using proven and innovative Best Management Practices (BMP –

includes swales, wetland ponds, green roofs, etc.) and meeting the CAMP landscaping and/or mitigation requirements (different than Forest Conservation standards).

For a quick review of the materials required for compliance, please review the Critical Area Executive Summary online at:

[www.baltimorecity.gov/government/planning/images/CAexecsummary.pdf](http://www.baltimorecity.gov/government/planning/images/CAexecsummary.pdf)

This Summary shows the basic requirements and materials required by the Department of Planning as part of their Critical Area development review for the State Critical Area Commission approval. Approved CAMP designs for stormwater management, landscaping and any other CAMP mitigation must be included in the permit set.

### **Additional Reference/Relevant Documents/Resources**

Critical Area Zoning Overlay District (Zoning Code of Baltimore City-Title 8)

[cityservices.baltimorecity.gov/charterandcodes/Code/Art%2000%20-%20Zoning.pdf](http://cityservices.baltimorecity.gov/charterandcodes/Code/Art%2000%20-%20Zoning.pdf)

2002 City of Baltimore Critical Area Management Program Manual includes landscaping and mitigation standards [www.baltimorecity.gov/government/planning/images/criticalarea.pdf](http://www.baltimorecity.gov/government/planning/images/criticalarea.pdf)

Critical Area 10% Rule Guidance Manual (December 2003) – This updated State Manual should be used to select a BMP and shows how the Critical Area regulations and the State Stormwater regulations must both be met in the Critical Area.

[www.dnr.state.md.us/criticalarea/10percent\\_rule.html](http://www.dnr.state.md.us/criticalarea/10percent_rule.html)

### **Floodplain Areas**

To minimize the incidence of flood damage, the City has enacted special provisions of the Building Code, Zoning Ordinance, and Subdivision Regulations applying to all properties that lie within floodplain areas.

The federal government has defined floodplain areas within Baltimore City. Those areas are described generally on Flood Insurance Rate Maps (FIRM) available for reference at the Department of Planning.

These maps, however, are only approximations. If the property is in or near a floodplain area, the precise elevation of the proposed development must be submitted on plans to Planning. Staff will evaluate the proposed grading to determine whether the proposal is inside a flood-hazard area. If so, the development must conform to special regulations.

If the property lies within a floodplain area, all of the special requirements of the Building Code, Zoning Ordinance, and Subdivision Regulations must be met.

Included among the floodplain regulations (Article 7, Floodplain Management, Baltimore City Code) are:

- Private development, including residential, commercial, and industrial development, may not take place within the floodway.
- Selection, placement, and stabilization of fill materials must be done in accordance with the specifications of the Maryland Department of Natural Resources, Water Resources Administration.

- The lowest floor elevation of new or substantially improved residential structures must be at a minimum of one (1) foot above the 100-year flood level.
- Any floodplain development approved shall be in conformance with the requirements of the permit programs of the Maryland Department of Natural Resources, Water Resources Administration and the U.S. Army Corps of Engineers.
- Buildings constructed within the floodplain area must meet requirements for resistance to flotation and ability to resist hydrostatic forces as detailed in the United States Army Corp of Engineers Flood-proofing Regulations #EP 1165-3-314.
- Development in floodplains along rivers and streams (not along the Harbor) requires a State floodplains permit. The Department of Planning will not sign off on a permit for a non-tidal location *before* the State issues its permit.

Maryland Department of Environment  
 State Department  
 410-537-3789

Baltimore City, Department of Planning  
 Floodplain Management  
 (410) 396-9508

## **Stormwater Management and Sediment and Erosion Control**

Stormwater quality and quantity management are requirements in the City of Baltimore. All developers and homeowners must make every effort to reduce runoff and clean it before it enters streams and the Chesapeake Bay. Proposed paved/impervious surfaces should be kept to a minimum on development parcels. This will reduce development costs, provide inexpensive stormwater treatment and can reduce cooling costs because of the reduction in the “heat island” effect in the summer.

Some development projects, depending on their nature and size, may require an approved stormwater management and sediment and erosion control plan. These plans must be reviewed and approved by the City’s Department of Public Works before a building permit is issued. The City has established requirements and guidelines for:

- structural and nonstructural practices;
- reports and inspections;
- easements for certain purposes;
- exemptions, waivers, and variances;
- permits;
- fees;
- maintenance requirements;
- penalties.

Projects within the City’s Critical Area Overlay Zoning District must meet both the 10% phosphorous reduction stormwater quality rule and the additional quality requirements above as well.

## **Process/Steps required**

### Applicant Responsibilities/Requirements

1. Contact the Department of Public Works, Development Center to understand the requirements and determine if plans must be submitted.
2. Pay plan review fees for:
  - Stormwater Plan
  - Sediment and Erosion Control Plan
  - CAMP stormwater plans - Must be paid at the time of submittal to DPW, Development Center. All plans must be submitted simultaneously for review. (Two sets of the CAMP plans must be also submitted to the Department of Planning for review as well.)
3. Record easements for the stormwater management facility/BMP
4. Record stormwater management facility maintenance agreement

## **Agency Responsibilities**

Development Center staff will discuss design options and provide feedback during design phase, review plans/provide comments and review Critical Area submission for stormwater management volumes, drainage areas and Best Management Practices. The Department of Public Works will not issue a building permit until they approve all three sets of plans.

## **Reference/Relevant Documents/Resources**

- Web link coming soon
- 2004 Stormwater Manual (available from DPW, Development Center)

**2000 MDE Maryland Stormwater Design Manual, Volumes I & II**  
(Effective October 2000)

[www.mde.state.md.us/Programs/WaterPrograms/SedimentandStormwater/stormwater\\_design/index.asp](http://www.mde.state.md.us/Programs/WaterPrograms/SedimentandStormwater/stormwater_design/index.asp)

2002 City of Baltimore Critical Area Management Program Manual  
[www.ci.baltimore.md.us/government/planning/images/criticalarea.pdf](http://www.ci.baltimore.md.us/government/planning/images/criticalarea.pdf)

2003 Critical Area 10% Rule Guidance Manual  
[www.dnr.state.md.us/criticalarea/10percent\\_rule.html](http://www.dnr.state.md.us/criticalarea/10percent_rule.html)

## **Agency Responsible**

Development Center  
Bureau of General Services  
Abel Wolman Building, Room 204  
Baltimore, MD 21202  
410-396-4650

**Website**

DPW, Bureau of General Services:

[www.ci.baltimore.md.us/government/dpw/general.html](http://www.ci.baltimore.md.us/government/dpw/general.html)

## OTHER REVIEWS

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### **Demolition**

A permit is required for razing any structure. The applicant must protect adjacent buildings, fill any excavation with clean fill and plant grass, and purge exposed walls of adjacent structures with a waterproof material.

All applicable local, State and Federal laws and regulations for the control of asbestos and hazardous materials or waste must be complied with. Before any building or structure is razed or moved to another site, the applicant for a permit must provide certification (by a person licensed as a pesticide applicator by the Maryland State Department of Agriculture) that all areas of the building, structure, and lot are free of rodent infestation. Those buildings, structures, or lots found to be infested must be treated by a licensed pesticide applicator prior to razing or moving. Certification of treatment and abatement of all infestation must accompany the permit application.

Prior to demolition, a structure must be surveyed for asbestos and hazardous materials or waste that may have been abandoned. All asbestos must be removed by a licensed asbestos removal contractor. All hazardous waste must be removed by a certified hazardous waste hauler. A list of certified waste haulers is available from the Division of Environmental Health.

Sites over 5,000 square feet or 100 cubic yards of earthwork (cut or fill) must address sediment and erosion control and stormwater management.

Actual demolition work must be done by a licensed and bonded demolition contractor.

As with any permit, special review will be required prior to issuance of demolition permits in the following areas:

- Critical Area (page 26)
- Floodplain Area (page 28)
- Urban Renewal Area (page 37)
- Historic District or Historic Landmark (page 37)
- Parking Lot District (page 39)

Following are the steps for review of applications for demolition permits:

#### **Step 1: Special Referrals (DHCD)**

##### **Applicant Responsibilities:**

Obtains application and instructions, notifies adjoining property owners of proposed demolition, and prepares and files application.

##### **Processing Agency Responsibilities:**

Sends the application on for routine processing or refers the application for special review if property is designated a Historic Landmark or is located in a local Historic District, Urban Renewal Area, Parking Lot District or Floodplain and/or Critical Overlay District (Zoning Code Title 8).



## **Step 2: Agency Review**

### **Applicant Responsibilities**

Arranges for cut-off and capping of all utilities, including electric, gas, telephone, water and sewers and drains.

### **Processing Agency Responsibilities**

Application is reviewed by:

- Department of Finance, Bureau of Collections/Liens
- Department of Public Works, Utility Engineering Division and Office of Permits
- Department of Transportation, Transportation Engineering Division
- Department of Planning

## **Step 3: Building Inspection (DHCD)**

### **Applicant Responsibilities**

Pays fees and receives demolition permit. Provides a copy of rodenticide report insuring that the area is rodent free. Purchases a sediment control permit for properties that are 5,000 square feet or more, or are near water.

### **Processing Agency Responsibilities**

Issues demolition permits. Inspects work in progress and after completion.

## **Grading**

Grading permits are processed through DHCD as building permits in the Plans Examining section. A grading permit is required for any work that alters 5,000 square feet or 100 cubic yards or more of earth. The permit is required for basement, foundation and footing excavations, as well as for earth removal and filling activity. The DPW, Office of Permits, must sign off on the final permit and is responsible for the detailed review of the grading permit application, site inspection and enforcement, and referral to the State Department of Natural Resources if a Surface Mining Permit is required in addition to the City's grading permit.

Before a Building Permit or Grading Permit is issued, the applicant must execute a sediment control agreement to insure compliance with all City and State regulations. If a grading permit of 20,000 square feet or more is required for a development project it is also necessary to comply with the requirements of the Forest Conservation Act (Page 31). Any activity that involves grading or construction in a wetland, floodplain or open water requires the filing of a joint permit application with both the MD Department of Natural Resources and the U.S. Army Corps of Engineers.

## **Public Works Developer's Agreement**

A Public Works Developer's Agreement is required for all work in the Public right of way or which will be maintained by the City including 4-inch or larger water services, water mains, developments which require 10 or more water supply services of any size, sanitary or storm drain extensions, conduit or road construction for private concerns.

The Public Works Developer's Agreement will describe the type of work and location where it will be done. The Developer will have all work to be constructed in the right of way designed to City standards. An approved estimate of the construction costs will be used to base a 100% performance bond or irrevocable letter of credit to remain as surety for one year after completion. An inspection fee equal to 9% of the surety will be assessed for costs incurred by the City. The Developer will also be responsible for acquiring all other necessary or required permits.

The City of Baltimore will not be liable for incorrectly sized services and meters, and will not assess adequate water supply. The City of Baltimore will make no representation as to the size of meter required for any application. Note that multistory buildings may require on site pumping.

Please note that the Developer, his engineer, or representative will be responsible for selecting the location desired for the fire flow test. The Developer shall be required to arrange for a new fire flow test in order to determine if there is an adequate water supply for their project. Previous fire flow tests shall be rejected, a new test is required. The engineer shall prepare a sketch of system configuration, hydrant location, and hydraulic zone and mail it along with the request for the fire flow test to Mr. Alex Rabinovich, Ashburton Filtration Plant, 3001 Druid Park Drive, Baltimore, Maryland, 21215, Telephone No. 410-396-0239.

If any electrical changes are part of the project, design of the duct run must be included as part of the Developer's Agreement.

The Developer must prepare plans and submit them to the Right of Way Section whereby they will be circulated for review and comments from all necessary agencies.

Upon Approval of the plans by all agencies, the Developer's execution of the agreement, and the posting of the bond or letter of credit, the agreement will be submitted to the Board of Estimates for final execution. Our estimated time for execution of the agreement is a minimum of one month.

For the most part the approval time for the plans will be determined by the amount of time corrections or comments are addressed by the Developer's engineer. However, a minimum of six months should be anticipated for this entire process.

To begin this process you should make a request in writing to Mr. Paul D. Barnes, Supervisor, Right of Way Section, for any 4-inch or larger meter services, 10 or more water supply services of any size, water main extensions, fire hydrants and/or related water appurtenances, sewer line, storm drain, conduit or roads. For additional information, please contact Mr. David Framm at 410-396-3667. See Appendix D, **Public Works Developer's Agreement**, for process and requirements.

## **Step 1: Verify existing utility connections**

### **Applicant Responsibilities**

Applicant must verify through the Metered Accounts Division (410-396-5533) the service account numbers for all existing water services, and show them on the proposed construction plans.

## **Step 2: Fire Flow Test**

### **Applicant Responsibilities**

The applicant, his engineer, or representative will be responsible for selecting the location desired for the fire flow test. The applicant shall be required to arrange for a new fire flow test in order to determine if there is an adequate water supply for their project. Previous fire flow tests shall be rejected, a new test is required. The engineer shall prepare a sketch of system configuration, hydrant location, and hydraulic zone and mail it along with the request for the fire flow test to Water Analyzer Office, Ashburton Filtration Plant, 3001 Druid Park Drive, Baltimore, Maryland, 21215, telephone 410-396-0239.

## **Step 3: Submittal of Plans**

### **Applicant Responsibilities**

Applicant must have the proposed construction within the right of way designed to City Standards by a Maryland Registered Professional Engineer. Developer would then submit under a cover letter to Mr. Paul D. Barnes, Supervisor, Right of Way Section, 204 Abel Wolman Municipal Building, Baltimore, MD 21202 a) a copy of the fire flow test results b) 30 copies of “Preliminary” plans and c) a non-refundable submittal fee in the amount of \$200.

### **Processing Agency Responsibilities**

The Right of Way Section will assign a D.A. # and circulate the plans for review and comments.

Following the designated comment period (typically three weeks, but may vary due to the complexity of the project) the Right of Way Section will collect all comments and advise the developer that they may pick up the “Preliminary” comments.

NOTE: It is the intention that the Developer will contact the Design Review Personnel to work out any concerns or conflicts. Depending on the nature of the project and amount of revisions required, the Right of Way Section may require a “Semi-Final” review. If an easement is required the Developer should contact the Right of Way Section and have proper surveys performed and deed recorded.

Upon approval of the Right of Way Section, applicant then submits original (Mylar) along with 5 paper sets of the plans for signature.

## **Step 4: Board of Estimates approval**

If all comments have been addressed the Right of Way Section will then prepare six copies of the Developer’s Agreement and forward them to the owner to be executed (signed and witnessed). The owner will then return the executed agreements along with six original Performance Bonds or one original Letter of Credit in the amount of the approved estimated construction cost.

After the Agreement has received approval by the Board of Estimates and the original (Mylar) plans have been signed, and any easement properly recorded (when applicable), the copies of the executed agreement plans would be distributed.

## **Minor Privilege and Franchise**

Projection of any private use or construction into the area of a public sidewalk or street requires that the City grant a limited right to permit encroachment. These rights are given through a minor privilege, which may be approved by a resolution of the Board of Estimates or through a franchise, which requires approval by ordinance of the Mayor and City Council.

### ***Minor Privilege***

Balconies, entrance canopies, dumpsters, awnings, and sidewalk cafes are among the approximately 100 projections into the public right-of-way or publicly held property that may be approved by the Board of Estimates as a minor privilege, for which there are annual fees. Construction permitted by a minor privilege will also require a building permit – the building permit will not be issued until the minor privilege is issued. The owner must sign the application and notify adjoining property owners by certified mail that permission is being sought to construct a projection into the area of the sidewalk or street. Review of minor privilege applications begins at the Minor Privilege Office, DPW, located at 417 E. Fayette Street, Room 128, Baltimore, MD 21202, (410)396-3346.

### ***Franchises***

Projections that exceed those listed as minor privilege require a franchise ordinance approved by the Mayor and City Council. Bridge ways between two (2) buildings, underground electric conduits, and underground snow melting systems are examples of work that require a franchise ordinance.

A franchise ordinance follows the typical City Council bill process. Thirty copies of a plan showing the proposed encroachment should be submitted to DPW Development Center. If the proposed encroachment does not affect any utilities an ordinance can be introduced. Franchise fees are approved by the Board of Estimates.

## **Asbestos and Hazardous Materials**

### ***Regulatory Environmental Cleanup Issues - Soil Contamination***

Baltimore City does not regulate environmental cleanup issues. To address regulatory requirements related to soil contamination by oil or controlled hazardous substances, contact the Maryland Department of Environment Voluntary Cleanup Program at 410-537-3437 or [www.mde.state.md.us/Programs/LandPrograms/ERRP\\_Brownfields/index.asp](http://www.mde.state.md.us/Programs/LandPrograms/ERRP_Brownfields/index.asp). The Program provides a streamlined process for cleanup and a mechanism for avoiding retroactive environmental liability for purchasers of certain contaminated properties.

For State financial assistance for brownfield redevelopment projects, contact the Maryland Department of Business and Economic Development Brownfield Redevelopment Incentive

Program at 410-767-6353 or [www.choosemaryland.org/datacenter/taxesincentives/incentives/brownfields.asp](http://www.choosemaryland.org/datacenter/taxesincentives/incentives/brownfields.asp). The Program provides property tax credits and low interest loans for qualifying brownfield redevelopment projects.

For City financial and technical assistance with phase I and II environmental assessments and ombudsman assistance with brownfield redevelopment issues, contact the Baltimore Development Corporation at 410-837-9305 or [www.baltimoredevelopment.com/initiatives\\_brownfields.html](http://www.baltimoredevelopment.com/initiatives_brownfields.html). The Baltimore Development Corporation provides free site assessments, loans and grants for certain brownfield redevelopment projects and extensive technical assistance.

### **Asbestos**

Maryland law requires that asbestos removal be conducted by licensed asbestos removal contractors. A current list of licensed contractors is available at [www.mde.state.md.us/assets/document/Air/Contractors.pdf](http://www.mde.state.md.us/assets/document/Air/Contractors.pdf)

### **Condominiums**

The following information is taken from the Maryland Secretary of State website [www.sos.state.md.us/Registrations/condo\\_TS.htm](http://www.sos.state.md.us/Registrations/condo_TS.htm)

Since 1981, a developer of a residential condominium regime has been required to file, in the Office of the Secretary of State, a public offering (disclosure) statement for a proposed regime. If the Secretary or his designee determines that the public offering statement complies with State law, an Order of Registration is issued. The review period is a maximum of forty-five days, and until the public offering statement is registered, a contract for the initial sale of a unit is prohibited. Out-of-state projects offered to Maryland residents must go through a similar review process.

Amendments to public offering statements must be delivered promptly to purchasers and to the Secretary of State. When the Secretary of State is notified that all units in the condominium have been conveyed to unit owners other than the developer and the developer either cannot add additional units to the condominium or has determined that no additional units will be added to the condominium, the Secretary of State will issue an order terminating the registration.

A developer converting a residential rental facility into a condominium regime also files a public offering with the Secretary of State. This public offering statement includes a notice to tenants informing them of certain protection provided by law to reduce the impact of the conversion. These rights include the right to purchase the unit and to receive moving expenses if the resident chooses not to, and, for income-eligible elderly and handicapped tenants, the right to apply for a three-year lease extension. The Secretary of State publishes the income eligibility figures used for this purpose in the Code of Maryland Regulations. State law also provides that the Secretary of State shall establish a file of local legislation affecting condominiums.

Condominium Law: Real Property Article, Title 11, of the Annotated Code of Maryland.

### Urban Renewal Areas

Urban Renewal ordinances perform two vital functions for the City. They identify properties that the City may wish to acquire for redevelopment efforts. They also function as design and land use overlays that provide design and land use guidelines specific to an individual neighborhood. It is important to note that Urban Renewal Areas can be *more restrictive but not less restrictive*, than other applicable ordinances such as the Zoning Code, Housing Code, etc. All permits in an Urban Renewal Area are routed through the Comprehensive Planner for that area. The proper Comprehensive Planner can be identified through the map on the Department's web page [www.baltimorecity.gov/government/planning/images/districtsmap.pdf](http://www.baltimorecity.gov/government/planning/images/districtsmap.pdf). (see page 30) It is advisable to consult with the Comprehensive Planner for the area prior to making any decisions on a change in use or exterior renovations.

### Historic Districts and Historic Landmarks

Historic districts or landmarks are identified by the Commission for Historical and Architectural Preservation (CHAP) as having particular historical or architectural significance. They are designated through an ordinance of the Mayor and City Council as worthy of protection.

Once an historic district or landmark has been designated by the City, any exterior painting or refinishing, alteration, construction, or demolition must be approved by CHAP.

Included among the work and materials reviewed by the Commission are paint color, restoration of cornices and other decorative architectural features, window and door replacement, erection of fences and walls, reconstruction of porches and staircases, and similar types of exterior work. New construction is also subject to CHAP review to insure that the architectural design does not detract from or conflict with the overall environment and scale of the historic district.

The Commission does not deal with interior renovations of buildings in historic districts or of historic landmarks unless they affect the exterior character of the structure or unless the owner is applying for a Baltimore City Historic Rehabilitation Tax Credit.

The Historical and Architectural Preservation Division of the Department of Planning Commission and administers the Baltimore City Rehabilitation Tax Credit to foster preservation of both locally and nationally designated districts and landmarks.

Before a building permit may be issued for any exterior or interior work that may affect the exterior character, the Commission must issue a "notice to proceed." Application forms are available from the Department of Planning. The Commission requires plans and samples of paint or other materials proposed for exterior work. Maps of the Historic Districts and information about specific buildings are provided by the Department of Planning.

In addition there are National Register Historic Districts and individual landmark buildings in Baltimore City. Work in these areas or on these buildings may need to be reviewed by the Maryland Historic Trust if any State or federal funds are involved in the projects.

Contact the Department of Planning for additional information on historic properties, or refer to the website at [www.baltimorecity.gov/government/historic/](http://www.baltimorecity.gov/government/historic/).

## **Maritime Industrial Zoning Overlay District**

The Maritime Industrial Zoning Overlay District (MIZOD) is designed to ensure the preservation of limited deepwater frontage of the Port of Baltimore for maritime use. The intent is to delineate an area where maritime shipping can be conducted without the intrusion of non-industrial uses and where investment in maritime infrastructure is encouraged.

The boundaries of the District can be found in the Maritime Master Plan document located on the web at [www.baltimorecity.gov/government/planning/images/MaritimeMasterPlan.pdf](http://www.baltimorecity.gov/government/planning/images/MaritimeMasterPlan.pdf). The underlying Industrial zoning of the land remains intact, with the following uses further prohibited within the District:

1. Hotels and motels
2. Offices (other than accessory to the maritime use)
3. Restaurants and lunch rooms, other than accessory (and without live entertainment and dancing)
4. Restaurants and lunch rooms, other than accessory (without live entertainment or dancing).
5. Taverns
6. Any other use that is not expressly allowed by the article for an Industrial District.

For more information regarding the Industrial Overlay District restrictions, contact the Baltimore Development Corporation at 410-837-9305.

## **Maritime Master Plan**

The Maritime Master Plan is a document that sets policy for the orderly development of recreational boating in Baltimore's harbor, while minimizing the potential for navigational conflicts between commercial and recreational vessels. The current document identifies the specific locations for recreational marinas, including type, size and land area. It also addresses new boating uses such as kayaks, harbor taxis and non-motorized craft. Navigational safety in the Harbor is also discussed, and policy established for changes to pier head lines. The Maritime Master Plan is meant to be both a guide for future decisions related to uses and activities at the Harbor and a legal document which identifies the location of approved marinas and navigational safety areas.

Copies of the Plan may be purchased at the Department of Planning for a fee, or accessed from the web for free at

[www.baltimorecity.gov/government/planning/images/MaritimeMasterPlan.pdf](http://www.baltimorecity.gov/government/planning/images/MaritimeMasterPlan.pdf)



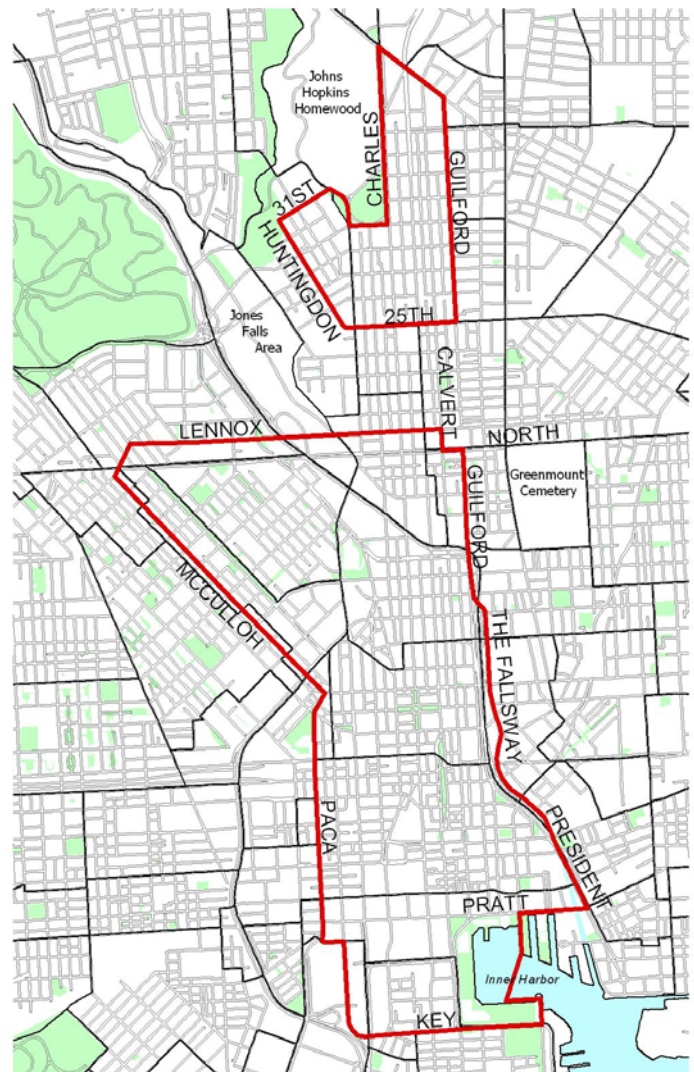
## Parking Lot Districts

The Parking Lot District covers downtown Baltimore, several adjacent neighborhoods, and Charles Village. Within this district, an ordinance of the Mayor and City Council is required before a permit may be issued for demolition of buildings for parking. The ordinance process is very similar to a rezoning or conditional use ordinance (see page 9). Exceptions can be made for temporary (no longer than 18 months) parking lots in Urban Renewal Areas.

Before the City Council considers authorizing an ordinance, the Site Plan Review Committee checks all parking lot plans for adherence to access, landscaping, drainage, and layout requirements.

All lots in the parking lot district must be screened with masonry walls or metal grill fences and landscaping. Use of the universal “P” parking lot sign is encouraged.

After passage of an ordinance to demolish a building in the parking lot district, it is still necessary to obtain a Demolition Permit and a Building Permit.



## Parking Lots

In all Residence and Office-Residence districts, in the B-1, B-2, and B-4 Business districts, and in the M-1 Industrial district, open parking areas (other than accessory parking on the same lot with the principal use) must be approved through an ordinance of the Mayor and City Council. Each development should have off-street parking, loading and dumpster or refuse facilities. Plans should avoid vehicles backing into public streets. The only exceptions are alleys and single-family residential driveways on residential streets.

Further information on parking lots is available from Zoning Administration or from the Site Plan Review guidelines on the Department of Planning’s website.



**Development Resources – City Agencies**

Department of Planning  
Douglas B. McCoach III, Director  
417 East Fayette Street, 8<sup>th</sup> Floor  
[www.baltimorecity.gov/government/planning/index.html](http://www.baltimorecity.gov/government/planning/index.html)

410-396-PLAN



**Planning Commission**

Wilbur “Bill” E. Cunningham, Chairman  
[Rochelle "Rikki" Spector](#), City Council Representative  
[Elaine Garvin](#), Mayor's Representative  
[Shirley Williams](#), DPW, Director’s Representative  
[Darlene Kennedy](#), Citizen Representative  
[Robert B. Hopkins](#), Citizen Representative  
[Victor Bonaparte](#), Citizen Representative  
[Benjamin Glenn](#), Citizen Representative  
[Hector Torres](#), Citizen Representative

The Department’s mission is to provide the highest level services and leadership in urban and strategic planning, historical and architectural preservation, zoning, design, development, and capital budgeting to promote the sustained economic, social, and community development of the City of Baltimore. This mission is directed at achieving one overarching goal: to make Baltimore the most livable, dynamic, and attractive city that it can be.

The Department has established five planning divisions to help it carry out its mission:

**Office of the Director      410-396-9555**

The Office of the Director provides overall direction and administration for the Department of Planning. The Office of the Director develops the Department's annual operating budget, monitors the Department's spending throughout the year, and seeks out and administers planning and planning support services grants. The Office of the Director is also responsible for creating and maintaining Department publications, including the Development Guidebook and the Community Association Directory. The Office provides final approval of development and design proposals prior to submission to the Planning Commission.

**Comprehensive Planning Division      410-396-4556**

Forest Conservation Requirements      410-396-4369  
Chesapeake Bay Critical Area Requirements      410-396-5902

The Comprehensive Planning Division directs the formation of and ensures the adherence to the City's capital budget and comprehensive plans. This includes, but is not limited to, directing the Mayor's Strategic Neighborhood Action Plan program, urban renewal plans, community based

planning initiatives, development review, environmental review, and transit oriented development, the Capital Improvement Program, and critical areas management. Comprehensive Planners within this section are assigned to geographic sections (planning districts) that correspond to the points of a compass. A map of planning districts can be found at: [www.baltimorecity.gov/government/planning/images/districtsmap.pdf](http://www.baltimorecity.gov/government/planning/images/districtsmap.pdf)

South	410-396-5936	Northeast	410-396-5933
Southwest	410-396-4135	East	410-396-5937
Northwest	410-396-5935	Southeast	410-396-1275
West	410-396-5934	Central	410-396-5901
North	410-396-5932		

**Land Use and Urban Design Division 410-396-8337**

Site Plan Review Committee	410-396-4488
Subdivisions	410-396-4264
Zoning Appeals	410-396-8358
Floodplain Requirements	410-396-9508
Urban Design and Architectural Review Panel	410-396-4107

The Land Use and Urban Design Division ensures that development proposals are in line with the Comprehensive Master Plan, aesthetically pleasing, within the character of the respective neighborhood, and fiscally beneficial to the City of Baltimore.

The Division serves as the first stop for development in the City of Baltimore. Working in conjunction with the Comprehensive Planning Division, the division leads all zoning and land use studies for the City. This division works closely with the Planning Commission to carry out its responsibilities effectively and meet City Charter and State development mandates. Planners in the Division review all new construction and some major renovation projects to ensure that they meet high development standards and are appropriate to their surroundings. In addition, the Division also coordinates the work of the Urban Design and Architectural Review Panel, which brings together architects, planners, landscape architects, and architectural historians to review all major new projects downtown and in the neighborhoods from a design perspective.

**Research and Strategic Planning Division 410-396-5915**

**Census Information 410-396-4367**

The Research and Strategic Planning Division serves as the clearinghouse for policy formation, strategic planning, and research for the City of Baltimore. This Division provides the City's agencies and Office of the Mayor with innovative ideas, new and/or reworked policies, data analysis, and thought provoking research and intelligence to inform planning and development of the City.

The Division is directly responsible for drafting the City's long-range development plan, working closely with the Baltimore Development Corporation, Maryland Department of Business and Economic Development, the Greater Baltimore Committee, Baltimore Metropolitan Council, and other local, state, and federal organizations and agencies. In addition, the Division conducts demographic assessments, disseminates demographic information about the City, and oversees activities relating to the decennial censuses.

**Historical and Architectural Preservation Division 443-984-2725**

[Baltimore City's Commission for Historical and Architectural Preservation](#) (CHAP) has helped to preserve our City's historic neighborhoods and sites since 1964. Over 7,000 buildings have been designated by CHAP as either local landmarks or part of a local historic district, making the Baltimore City preservation program the most encompassing one in Maryland!

The CHAP Mission is to enhance and promote the culture and economy of Baltimore through the preservation of buildings, structures, sites and neighborhoods that have aesthetic, historic and architectural value. CHAP goals include preserving historic architecture and monuments; reclaiming distressed neighborhoods; preventing demolition by neglect; and integrating our City's past into its future. CHAP programs include:

- Survey & Designation of districts and landmarks
- Permit and plans review
- [Historic Rehabilitation Tax Credit](#)
- [Baltimore City Heritage Area](#)
- [Edgar Allan Poe House Museum & Events](#)
- Technical assistance & research

While the Department of Planning as a whole is charged with fulfilling the important mission of this Commission, the Historical and Architectural Preservation Division’s staff is specially trained to meet the Commission’s special needs.

**Baltimore Housing**

417 East Fayette Street

[www.baltimorehousing.org](http://www.baltimorehousing.org)

Zoning Enforcement Officer, Room 147  
 One-Stop Shop/Permit Center, Room 100  
 Plans Examining, Room 101  
 Minor Privilege, Room 128  
 Land Resources, Room 1001  
 Development Division, 13<sup>th</sup> Floor

410-396-4126  
 410-396-3360  
 410-396-3460  
 410-396-3346  
 410-396-4121  
 410-396-1641



Baltimore Housing unifies the functions of two agencies: the Housing Authority of Baltimore City (HABC) and the Baltimore City Department of Housing and Community Development (DHCD), while maintaining the financial, legal and programmatic integrity of both

The Housing Authority of Baltimore City (HABC) was established in 1937 to provide federally-funded public housing programs and related services for Baltimore's low-income residents. HABC is the fifth largest public housing authority in the country, with more than 1,000 employees and an annual budget of approximately \$200 million. The Agency currently serves over 40,000 residents in more than 14,000 housing units. HABC's portfolio includes 18 family developments, 21 mixed population buildings and scattered sites throughout the City. Baltimore's Housing Choice Voucher program provides an additional 12,000 families with rental housing subsidies each year.

The Baltimore City Department of Housing and Community Development was created in 1968 to consolidate local community development efforts with housing and building code enforcement. With just over 500 employees, DHCD strengthens City neighborhoods by attracting investors, developers and home buyers. Through the administration of Community Development Block Grants (CDBG), HOME, City bond funds, and other creative financing mechanisms, the Department finances and guides strategic development projects to meet housing and neighborhood needs. To hold property owners accountable and keep neighborhoods safe, DHCD monitors construction and building activity and enforces the City's housing and building codes. The Department also provides a host of valuable community services at six Community Action Centers citywide, administers the Head Start program, operates three day care centers, and administers a host of energy assistance programs to residents in need.

During the past few years, HABC and DHCD have essentially been restructured to operate as one agency to the maximum extent possible. This new collaboration, known as Baltimore Housing, coordinates planning and development efforts, eliminates redundancy, and fosters program accountability.

Functions of Baltimore Housing that relate to development include:

- Zoning Administration
- Building Inspections
- Plans Examining
- Building Permits
- Project Finance

The Zoning Administrator maintains a file, by address, of the zoning classification and use of each property in the city. Guidance on the effects of zoning ordinances on property use and development may be found at this office as well as at the Department of Planning.

### **Board of Municipal and Zoning Appeals**

417 East Fayette Street, Room 1432

410-396-4301

[www.baltimorecity.gov/government/zoning/index.html](http://www.baltimorecity.gov/government/zoning/index.html)

The Appeals Board hears and determines all zoning appeals, basing its decisions on what will promote the health, security, morals, and general welfare of the community. The board has these general goals:

- prevent the overcrowding of land
- avoid undue concentration of population
- provide adequate light and air
- secure safety from fire, panic, and other dangers
- reduce congestion in the streets
- provide for adequate transportation, water, sewers, schools, parks, and other public services.

Information on zoning standards, including permitted and conditional uses, setback requirements, allowable building heights, and parking, may be found in the Zoning Ordinance. Maps showing zoning district boundaries are available from the Department of Public Works' Service Center.

Department of Public Works

200 N. Holliday Street

410-545-6541

[www.baltimorecity.gov/government/dpw/index.html](http://www.baltimorecity.gov/government/dpw/index.html)

Director, Room 600

410-396-3310

Boards and Commissions, 417 E. Fayette St, Room 634

410-396-4347

DPW Service Center, Room 7

410-396-3042

Developer's Agreement

410-396-3667



Environmental Engineering	410-396-4840
Minor Privilege, 417 E. Fayette Street, Room 128	410-396-3346
Permits, Room 204	410-396-4840
Pollution Control Section	410-396-9695
Property Location	410-396-3634
Record Section	410-396-3643
Right of Way Section, Room 204	410-396-5023
Stormwater Engineering	410-396-4700
Waste Water Engineering	410-396-3694
Water Engineering	410-396-1483

The mission of the Department of Public Works is to provide outstanding public services for the citizens of Baltimore, our visitors and our neighboring areas while maintaining a superior infrastructure, guaranteeing a clean and safe environment and sustaining a high quality of life.

**DPW Development Center**

**Right of Way Section**

- Street and Alley Closing
- Developer’s Agreements
- Right of Entry Agreements
- Easements

**Office of Permits**

- Street cut permits
- Use of the Right-of-Way permits

**Environmental Engineering**

- Sediment and Erosion Control
- Stormwater Management
- Water Quality Management

**Property Location**

- Surveys, Records and Maps

**Health Department**

210 Guilford Avenue

410-396-4398

[www.baltimorecity.gov/government/health/index.html](http://www.baltimorecity.gov/government/health/index.html)

Plan Review Department

410-396-4544



The mission of the Health Department is to provide all Baltimoreans access to comprehensive, preventive quality health services and care, as well as to ensure a healthy environment. This agency conducts plans review for all new facilities as requested by DHCD. Additional requirements may be necessary if food is to be served or daycare provided.

## Department of Transportation

417 East Fayette Street

[www.baltimorecity.gov/government/transportation/index.html](http://www.baltimorecity.gov/government/transportation/index.html)

Director, Room 508	410-396-6816
Highways & Footways	410-396-6802
Traffic Division	443-984-2153
Maintenance	410-396-1311
Conduits	410-396-6890



The Department of Transportation provides the City of Baltimore with a comprehensive and modern transportation system that integrates all modes of travel and provides mobility and accessibility in a convenient, safe and cost-effective manner.

The Department reviews all building permits and street and utility work and participates in the Site Plan Review Committee and reviews all parking lots, curbs and driveways.

City Council Executive Secretary

City Hall, Room 409 410-396-4800

Councilmanic Services

City Hall, Room 416 410-396-7215

Real Estate Department

City Hall, Room 304 410-396-4769

Department of Legislative Reference

City Hall, Room 626

[www.baltimorecity.gov/government/legislative/index.html](http://www.baltimorecity.gov/government/legislative/index.html)

410-396-4730

This agency assists in drafting City Council legislation. Statements required for filing may be obtained from the Department of Legislative Reference. The Zoning Ordinance is available for a fee from Legislative Reference, 100 North Holliday Street, City Hall or free online at [cityservices.baltimorecity.gov/charterandcodes/Code/Art%2000%20-%20Zoning.pdf](http://cityservices.baltimorecity.gov/charterandcodes/Code/Art%2000%20-%20Zoning.pdf)

## **Development Resources – Other**

Baltimore Development Corporation

36 S. Charles Street, 16<sup>th</sup> Floor

[www.baltimoredevelopment.com](http://www.baltimoredevelopment.com)

410-837-9305

The Baltimore Development Corporation (BDC) is the City's economic development agency. BDC serves as a vital life-line for Baltimore's many faceted businesses and commercial real estate communities. BDC is committed to aiding the expansion of existing businesses, and to helping new business relocate and become part of Baltimore City.

Under its contract with the City, BDC offers developers and businesses a single point of contact to facilitate successful project implementation. BDC's responsibilities include industrial development, business retention and expansion, and new business attraction, as well as oversight of the City's ongoing downtown development program.

BDC also helps entrepreneurs and small business owners identify appropriate lending and tax credit programs and offers marketing, managerial, and planning assistance. BDC also oversees the City's Enterprise Zones and Foreign Trade Zones. BDC is committed to increasing opportunities for Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE). BDC also fosters growth in international trade and technology development.

### **Commercial Revitalization**

The Commercial Revitalization team within BDC works to retain and attract retail businesses by focusing on the following activities: 1) administering the Retail Business District License (RBDL) program, in which 10 commercial districts, representing approximately 1,800 businesses, participate by collecting mandatory dues to carry out marketing and promotional programs; 2) overseeing Baltimore's Main Street district initiative; 3) administering two financial incentive programs: Shop Baltimore Loan program and Façade Improvement Grant (FIG) program, and the Main Street program; 4) helping small businesses by assisting with public approvals and signing off on building and use permits; and 5) attracting and recruiting new neighborhood oriented retailers to Baltimore City.

Some of BDC's major initiatives include the Westside, East Fayette Street Business Park, Carroll Camden Industrial Area, Fairfield Industrial Park and the Digital Harbor.

As one of the lead organizations implementing the Downtown Strategy, BDC encourages projects that facilitate growth of the economic missions and district identities. In addition, BDC works closely with manufacturers as well as businesses in the industrial parks and with the service sector downtown to stay abreast of issues, concerns and opportunities, and to be an advocate for business.

### **Maryland Center for Independent Living**

(For information on accessible design)

6305-A Sherwood Road

Baltimore, MD 21239-1540

410-377-5900

410-377-4591 (TTY)



## Community Development Finance Corporation

36 S. Charles Street, Suite 1510

410-727-8590

[www.bcdfc.com](http://www.bcdfc.com)

The Community Development Financing Corporation (CDFC) is a public-private partnership that combines private and City funds to finance community development projects and programs. CDFC's goals are to rehabilitate vacant buildings, create affordable housing for low and moderate income families, encourage homeownership, conserve and stabilize targeted neighborhoods, and encourage rehabilitation of multi-use and commercial structures within targeted neighborhoods. There are four major categories of loan funds:

- **Multi-Family Construction and Permanent Financing:** Construction and permanent financing will be made available to developers for projects involving the acquisition or rehabilitation of vacant and abandoned buildings and lots resulting in at least three (3) buildings or five (5) dwelling units.
- **Single-Family Construction:** Construction financing will be made available to developers for projects involving the acquisition or rehabilitation of vacant and abandoned buildings or lots resulting in at least three (3) buildings or five (5) dwelling units.
- **Neighborhood Commercial Program:** Construction and permanent loans will be made to developers and tax-exempt corporations to finance 1) the acquisition and rehabilitation of, or leasehold improvements to vacant commercial or mixed-use properties in Baltimore City Revitalization Districts, and 2) machinery and equipment for use in businesses located in Baltimore City Revitalization Districts.
- **Vacant House Loan Program:** This program addresses the needs of residents who wish to acquire, renovate and finance vacant and abandoned houses as their primary residence in Baltimore City. It serves as a vehicle to foster affordable housing opportunities and to encourage home ownership. The Vacant House Loan Program is truly “The Next Best Thing to a Custom Built Home in Baltimore City.”

## Property Information

There are several ways to find information about property in the City:

- <http://maps.baltimorecity.gov/imap/> – provides up to date information on block/lot, City Council districts, police districts, neighborhoods, historic districts, and other features.
- [http://sdatcert3.resiusa.org/rp\\_rewrite/](http://sdatcert3.resiusa.org/rp_rewrite/) – the State's Real Property search tool provides basic information about any property in the State of Maryland.
- <http://cityservices.baltimorecity.gov/charterandcodes/> – the City's Zoning Code.
- **The Zoning Enforcement Office** (410-396-4126) can tell you the zoning of a property and whether the use you are requesting is permitted. They can also tell you if a property is in a Planned Unit Development or an Urban Renewal Plan.
- **The Department of Planning** (410-396-PLAN (7526)) can tell you if a property is in a special district, provide community association contact information, and get you started in the Development Review process by scheduling a Pre-Development meeting.

**State and Federal Agencies**

**Maryland Department of Natural Resources  
Water Resources Administration**

Tawes State Office Building  
Annapolis, MD 21401  
Non-tidal Wetlands 410-974-3841  
Tidal Wetlands 410-974-3871  
Waterways 410-974-2265

**U.S. Army Corps of Engineers**

City Crescent Building  
10 S. Howard Street  
Baltimore, MD 21202  
410-962-3670

**Maryland Historical Trust**

100 Community Place  
Crownsville, MD 21032-2032  
410-514-7600

**Maryland Port Administration**

Engineering Department  
The Maritime Center II  
2310 Broening Highway  
Baltimore, MD 21224  
410-631-1154

**Maryland Department of the Environment**

Environmental Permits Service Center  
1800 Washington Blvd  
Baltimore, MD 21230  
(410) 537-3772

**Maryland Code Administration**

100 Community Place  
Crownsville, MD 21032-2032  
(410) 514-7214

### Overview of the Plans Review Procedure

#### **ONE-STOP SHOP PERMIT CENTER - 417 E. Fayette Street, Room 100**

Baltimore City One-Stop Center is located at Room 100, 417 E Fayette Street, overlooking the courtyard by the City Hall and the War Memorial Building. The One-Stop Center is designed to create a customer friendly environment and to aid faster permits by eliminating lengthy wait time. In the One-Stop Center, the customer goes through the Information Counter, Zoning Enforcement, Office Services and the Cashier in approximately 15 - 45 minutes.

##### *Information Counter (410) 396-3495*

The Information Counter does an initial review of all Baltimore City Permit Applications. In addition, they assist customers in filling out permit application to ensure that application, plans and other documentation are provided and that they meet the general plans acceptance requirements. Upon completion of application, they provide a number to the applicant to see a zoning person within the One-Stop Shop.

##### *Zoning (410) 396-4126/28*

Zoning does an initial review of the project for compliance with the Zoning Ordinance of Baltimore City before plans are submitted and will either give an approval at that time or accept the project for "filing only" and reserve approval pending the resolution of certain questions. In the case of a zoning violation, variance or conditional use, a zoning appeal would be required. A zoning appeal is a formal process heard before the Zoning Board on a specific scheduled date. Upon completion Zoning provides a number to the applicant to see Office Services within the One-Stop Shop.

##### *Office Services 410-396-3360*

Office Services processes the permit application by recording the information from the permit application to the Tidemark permit tracking system and also verifies the license numbers of the contractors and whether or not special referrals are required. Special referrals may be made to the Minor Privilege section, which is interested in any projections into Baltimore City's right-of-way or may be made if the project lies in certain specific areas of the city. These areas are studied by organizations such as Department of Planning, CHAP (Commission for Historical and Architectural Preservation), BDC (Baltimore City Development Corporation) and Commercial Revitalization.

Upon completion by Office Services, the applicant pays a \$25 non-refundable filing fee to the cashier within the One-Stop Shop Center. An additional permit fee may also apply. After paying all the required fees, the applicant gets an Over-The-Counter (OTC) permit or, where plans are required, receives an assigned plan tracking number for plans review from the Information Counter.

## **PLANS EXAMINING - (410) 396-3460 417 E. Fayette Street, Room 101**

The Plans Examining and Code Enforcement Section of the Department of Housing and Community Development (DHCD) serves as the focal point for the plans review process. There, the processed application with "plan number" will be the reference name of the project throughout the review. The plan sets are stamped and routed by way of a designated courier to the pertinent city departments. These departments may include the Department of Public Works, the Health Department, Department of Planning, and the Fire Department. Each of these departments has distinct scopes of responsibility and must be addressed directly if it is necessary to resolve any outstanding issues. There is a plans review coordinator for each department. If revised plans are required, they must be brought to Plans Examining and then rerouted to the other departments. There may be a fee associated with revised plans. Ultimately the various departments will transmit their comments and approvals back to Plans Examining for the final site and construction plan set assembly and building permit fee assessment.

Within the Plans Examining Section, the construction plan set is reviewed for architectural, structural, electrical, mechanical, and plumbing code compliance. Each project is assigned an architectural/structural, an electrical, and a mechanical/plumbing plans examiner. The Plans Examiners work directly with the project design engineers and architects. In order to facilitate large projects, preliminary meetings prior to the submittal of plans are available for project design architects and engineers for a fee of \$50 per half hour.

## **DEPARTMENT OF PUBLIC WORKS - (410) 396-4840 200 N. Holliday Street**

Within the Department of Public Works (DPW), there are 10 possible sections which may need to see the project. A plans disseminator at DPW does a preliminary review of the job, puts the DPW stamps on the plan sets, and determines to which sections the plans must circulate.

Any new construction or additions and some other exterior work will require site (plot) plans. See the checklist of the Property Location Section site plan requirements.

Any project which involves site disturbance of 5000 square feet or greater must include sediment and erosion control plans. During the planning stage of such a project, the Environmental Engineering Section should be contacted to discuss its requirements. After the project has circulated through the pertinent DPW sections, 2 approved site plan sets are returned to Plans Examining.

Other permits or approvals, which may be required and are obtained directly from DPW include developer's agreements, right of entry permits, easements, curb cuts, street closure permits, and utility agreements and permits.

## **DEPARTMENT OF PLANNING - (410) 396-PLAN(7526), 417 E. Fayette Street, 8th Floor**

The Department of Planning is involved with projects which are located within certain areas or are subject to approval by various committees. Particular areas may be those within the boundaries of an urban renewal area, a special planning district, a Planned Unit Development (PUD), a Subdivision and/or Development Plan, a flood plain, or the Critical Area. Committees include the Site Plan Review Committee, the Planning Commission, and the Urban Design and Architecture Review Panel. Planning is also involved with projects which require four or more parking spaces and those projects which trigger forest conservation (grading of 20,000 sq. ft. or more). The Land Use and Urban Design Division of Planning coordinates project development

and permit review. If a project includes parking, loading, new buildings, significant grading or is in a special district, it is advisable to contact this division to schedule a site plan review prior to submittal for the building permit. The planning staff will also provide the appropriate community contacts. Once the project is approved, Planning will provide Plans Examining with a report of its comments.

### **FIRE DEPARTMENT - (410) 545-1883, 401 E. Fayette Street, 2<sup>nd</sup> Floor**

The Baltimore City Fire Department representative is located at Plans Examining office and reviews both building construction plan sets and fire protection system plan sets for compliance with the National Fire Prevention Code and the National Fire Codes. In addition to providing Plans Examining with a written report of comments on particular projects, the Fire Department also requires specific fire department permits to be purchased. For example, fire Protection, fire alarm and tank permits are required both from DHCD and the Fire Department. In contrast, commercial kitchen hood suppression system permits are issued by the Fire Department exclusively.

### **HEALTH DEPARTMENT - (410) 396-4544, 210 Guilford Ave. 2nd Floor**

The Health Department, Division of Environmental Health Services conducts a facility and process review as part of the use and occupancy chain that incorporates federal, state and local laws pertaining to a variety of major development, construction and utilization specifications. The facility and process review allows the owner/designer to:

- Understand the food process
- Envision and develop the physical design and procedures based upon the understanding of the food process
- Satisfactorily comply with regulations governing food safety.
- Formally examine the planned process, procedures and facility designs as they relate to the applicable food code and standards;
- Avoid costly design errors;
- Help ensure compliance;
- Prevent errors and misunderstanding; and
- Aid in the prevention of food borne illness.

Inspection reviews are done for:

- Completed building plans;
- Floor plans;
- Equipment specifications (including manufactures specifications for the equipment); and
- Hazard Analysis Critical Control Plan (HACCP), which includes the flow of food, specifications for swimming pools
- (building and blue prints), and chemical storage area.

Types of Facilities Inspected:

- All food facilities (i.e., markets, restaurants, carry outs, grocery stores, etc.)
- Boutiques
- Car washes
- Convenience stores

- Cruise ships (passenger boats on the harbor)
- Day Care Centers
- Hospitals and specific hospital rooms
- Incarceration facilities (half-way homes, group homes, etc.)
- Juvenile facilities
- Large assisted living homes (17 or more non-related people)
- Manufacturers and processing plants
- Mobile diners
- Nursing/Convalescence homes
- Swimming pools
- Vending concessions (movies, stadiums, museums, convention centers, etc.)
- Warehouse and distribution centers

The following areas are thoroughly inspected to focus on disease prevention and safety:

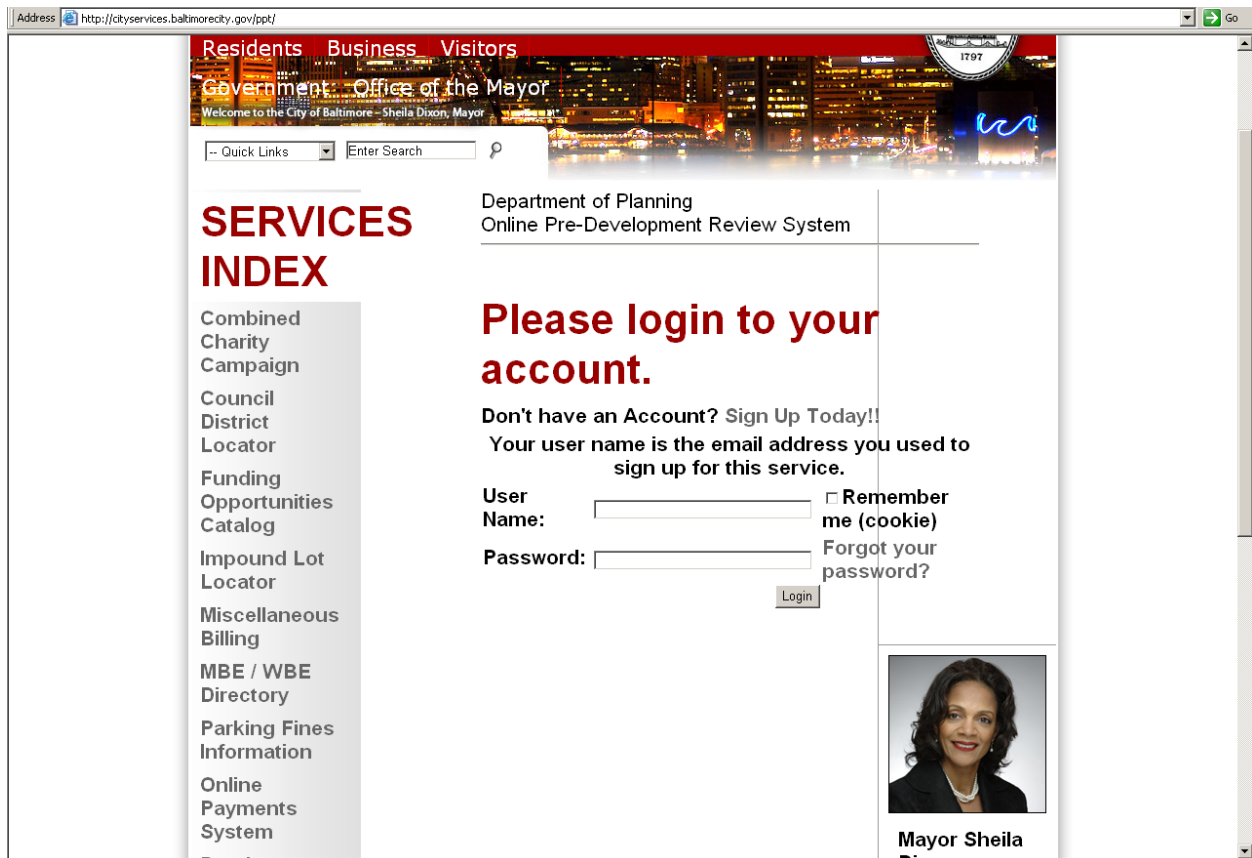
- Various types of contaminants (infestation, peeling paint)
- Plumbing systems (fixtures and riser diagram)
- Structure of the facility
- Interior/exterior
- Equipment specifications (make, model number, manufacturer's name)
- Ventilation systems (exhaust hood, mechanical ventilation for restrooms)
- Lighting diagram
- Various food processing versus food layout
- Automatic dishwashers
- Refuse storage/disposal (must have contact)
- Required number of toilet rooms based on seating
- Chemical storage area(s)
- Overall employee
- Finishing coats for floors, walls and other surfaces
- Dressing rooms/personal storage areas
- Sufficient water supply
- Utensil washing and hand sink locations
- Food manager certification
- Emergency plan for disaster and terrorist acts

## Pre-Development Review Submittal Online Application

Pre-Development Submittal Online Application can be accessed at  
downloaded from the Department of Planning website at  
<http://cityservices.baltimorecity.gov/ppt/>

If you do not have an account you will be prompted to create one. Please fill out the form to the best of your ability and if you need to you can SAVE the form and come back to fill in more information later. Please note that once you SAVE and SUBMIT the form you are no longer able to make changes.

### FRONT WINDOW OF THE PRE-DEVELOPMENT REVIEW SUBMITTAL ONLINE APPLICATION



## Requirements for Site Plan Review

1. The Site Plan Review Committee meets every Wednesday morning. To schedule a review, contact Wolde Ararsa at 410-396-4488. We will need five set of plans that must include: a)Project Description narrative, b)Existing Conditions, c)Site Plan, d)Landscape Plan and e)Building Elevations (folded, and not rolled!) by noon, Friday before the review date.
2. Plans drawn to scale at either 1' = 20' or 1" = 40'. Include Vicinity Map to scale on the north end of the site plan at either 1" = 500' or 1" = 1000'. Immediately underneath the Vicinity Map, provide General Notes including all building statistics, zoning requirements & site data, the specific address (es) of the lot (s) involved. A street address is preferred.
3. North Arrow, the date the plan was prepared, and date of each revision.
4. Indicate property zone. If zoning change is proposed show proposed zone. (For assistance contact **Eric Tiso at 410-396-8358**).
5. Property lines and dimensions for all lots involved. If property lines are proposed to change, show the label existing and proposed. Indicate if the project requires subdivision or consolidation. (Contact **Ervin McDaniel at 410-396-4264**).
6. The location and size (dimensions and # of stories where appropriate) of existing and proposed improvements on the site, such as buildings, additions, walls, fences, tanks, (above and below ground), paving (specify type), planters, porches, bay windows, or other similar projections.
7. The use, type of construction, and foot print of all buildings on the site.
8. The distance between the site and the nearest intersecting street.
9. Streets and alleys adjacent to the site, by name and width. (May be obtained from the **Department of Public Works at 410-396-3631**).
10. The location of bus stops and/or rail stations.
11. Curb cuts along the site, adjacent to the site, and cross the street from the site with location and width. Ingress and egress (driveways) are to be noted and labeled Sidewalks, alleys, footways and public easements should also be shown. Sidewalk details such as street trees, bus shelters, and fire hydrants should be noted.
12. The location of on-street parking meters. Location and layout of parking lot(s), with dimensions of parking spaces, width of isles, and the total number of spaces on each lot. Designated van accessible & regular handicap spaces.
13. Elevations of structures, on separate sheet/s for use by the Planning Department (For assistance contact **Robert Quilter at 410-396-4107**).
14. Grade and/or topography to indicate slope and drainage.
15. Chesapeake Bay Critical Area Boundary and 100 foot buffer, if applicable. A landscaping plan with plant type & size (caliper) indicated and stormwater management Best Management Practice (BMP). (For assistance contact **Gary Letteron or Duncan Stuart at 410-396-4369 and 410-396-5902**) respectively.
16. Floodplain boundaries, if on or near the site. (For assistance contact **Kenneth Hranicky at 410-396-9508**)



17. Forest stand Delineation/Forest Conservation plan or a landscape plan with plant type and size (caliper) indicated. (Area of disturbance and other ground cover detail is desirable. (For assistance contact **Gary Letteron at 410-396-4369**)
18. Sustainability Coordinator to address or meet sustainable development guidelines. (For assistance contact **Sarah Zaleski at 410-396-8360**)
19. The name, address, and telephone number of person we can contact for questions.

### **Checklist for Site (Plot) Plans (for building permits)**

Plans must be blue or black ink prints on a white background and a minimum size of 18" x 18" with a 5" x 18" blank border on the right hand side for approval stamps and office notes.

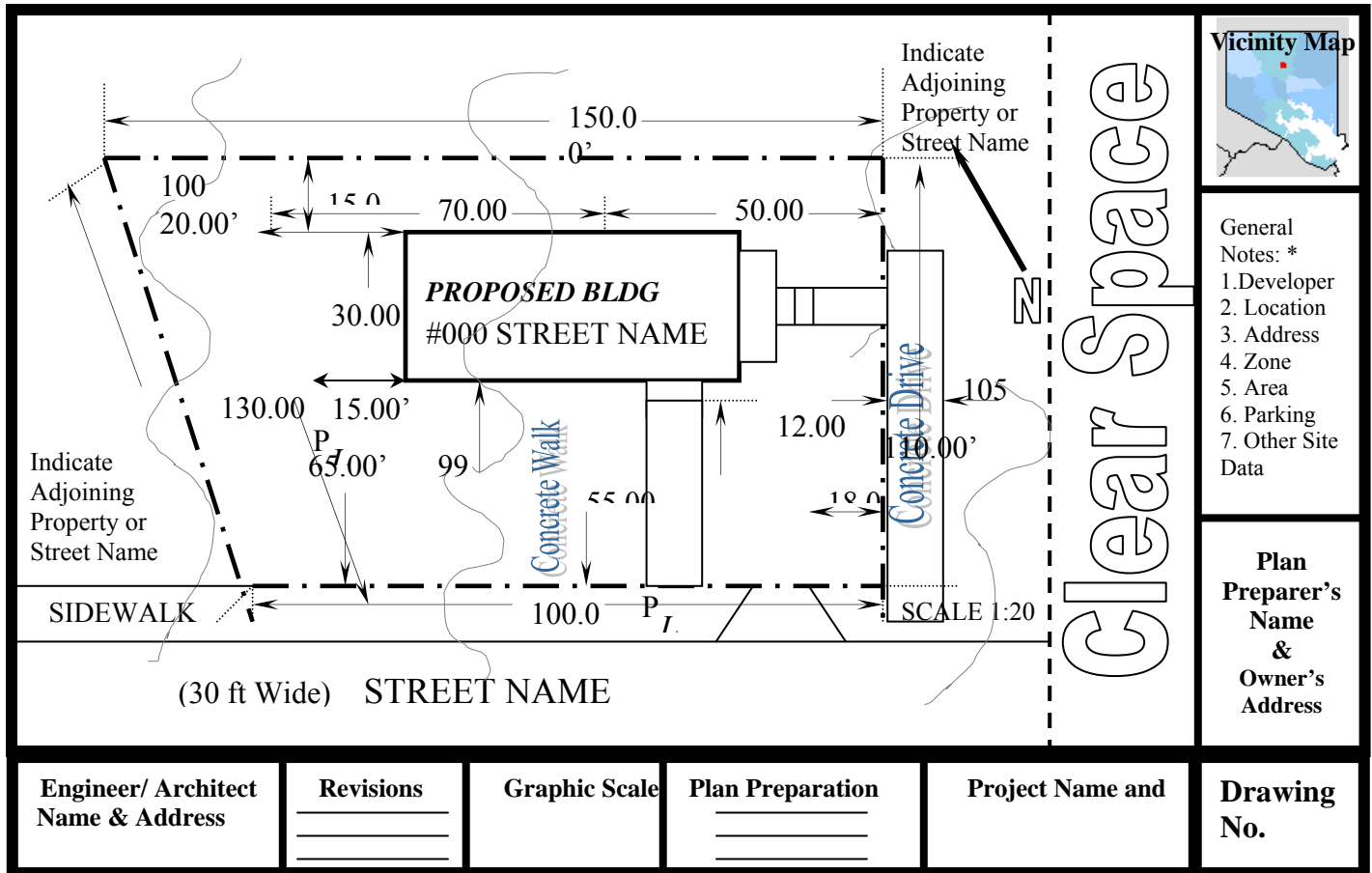
All site plans must show the following information: The official address of the lot/property address

- The name and address of the owner
- Existing and Proposed zone
- Existing & proposed use
- Ward – section – block & lots
- Site and disturbed Area
- Setbacks – required & provided
- Lot coverage: minimum – allowed & proposed maximum – allowed & proposed
- The property lines and dimensions of the lot Site information:
- Critical Area
- Urban Renewal Plan
- 100 year flood plain
- Stormwater management
- Landscaping plan
- Utilities connection
- Refuse collection
- Contact person name, telephone & address
- The names and widths of streets, lanes, avenues and alleys, etc. surrounding the lot
- The distance between the lot and the nearest intersecting street or alley
- The location and size of all existing structures and dimensions of proposed improvements with setbacks
- The type of construction and use of all buildings shown
- The width and location of all proposed and/or existing curb cuts and driveways
- 
- The scale of the plans (must be done to an acceptable engineer scale i.e 1" = 20' OR 1" = 40')
- The North Arrow

The plans may be required to show the following:

- The height of all existing and proposed structures
- The location, size and height of all existing buildings within 10' of the lot
- The topography of the lot
- Critical area boundary or floodplain lines if applicable

Information on existing conditions may be available at the Maps and Records Section located in the Abel Wolman Municipal Building, Room 7, 200 N. Holliday Street, Phone 410-396-3643. For additional site plan review information call the Department of Planning at 410-396-4488 or refer to the Guidelines for Site Plan Review on the Planning website at [www.baltimorecity.gov/government/planning/index.html](http://www.baltimorecity.gov/government/planning/index.html).



**Sample Site (Plot) Plan – (without the clear space must be used for SPRC site plan submittal)**

**Site Plan Review Committee Environmental Checklist**



## **Garage Townhouses**

- a) Front garaged townhouses will only be considered where the site and the development absolutely have no way of providing parking access from the side or the rear of the proposed town houses. Planning staff will evaluate the project case by case. If approved vehicle turn-around must be provided for a front-3end pullout on to a public street.
- b) Where possible, access to parking pads or garages must be from the rear of the property. This may require widening of the alley to a minimum of 16 feet (20 feet width is preferred).
- c) For front loading garages, the garage structure should be set back a desirable minimum of 20 feet, but not less than 5 feet, from the back edge of the public sidewalk to assure that a motorist backing out of a garage can see a pedestrian before the rear of the vehicle intrudes upon the public sidewalk.
- d) The street should be wide enough to maintain any existing street parking on the opposite side of the development.
- e) Townhouse driveways should be paired, where possible, with an expansion joint.
- f) Non-paired driveways may not encroach on the sidewalk of adjacent properties.
- g) Non-contiguous driveways should have raised curbs and sidewalks between the driveways.
- h) The perspectives of the residents of the street and the neighborhood associations are be taken into account.
- i) In situations where developers cannot meet the above criteria, requests for exceptions may be considered.

## **Gated Communities/Guard Houses**

Gates designed to block or obstruct vehicular passage on public or private streets have the potential to create a queue of cars and impede the free flow of traffic, including emergency, fire and police vehicles. The Department of Planning discourages gating of streets which provide access to residential developments.

## **Curb Cut Policy**

### **GOAL**

The primary goal for developing a curb cut policy, which includes driveway standards and an appeal process, is to ensure that on-street parking will not be taken away from communities by individual property owners unless a net parking gain for the public can be ensured. Concerns focus on the current proliferation of curb cuts particularly in neighborhoods where residents and businesses depend solely on on-street parking.

## **POLICY**

No person shall construct, widen, remove or alter any driveway or curb cut without a permit issued by the Department of Public Works. It is strongly recommended that developments have vehicle access from the rear or side (an alley or street with no on street parking).

For residential, commercial and industrially-zoned properties, curb cuts will only be considered under the following conditions:

- a) Access to parking garage structures;
- b) Access to parking lots with more than five spaces;
- c) For dwelling units without rear access to parking lot, garage structure or pad;
- d) For dwelling units which are capable of securing side street access to garage or pad;
- e) Existing curb cuts or abandoned curb cuts do not guarantee approval for reuse unless there is an existing permit; however,
- f) The City reserves the right to deny a curb cut request regardless of the availability or unavailability of side and rear access.

## **PROCEDURES**

- a) Requests for curb cuts must be submitted with an acceptable drawing. All dimensions, existing above-ground structures, and utility information must be shown in the drawing. A sample submittal drawing may be obtained from the Permits Section of the Department of Public Works, 200 N. Holliday Street, Room 7. Additionally, a letter stating why the new curb cut is needed and why access cannot be built from the off-street property line or alley is required.
- b) After the curb cut permit is approved, all work must be completed within two months and all costs associated with the approval, including the necessary relocations and repairs of utilities and municipal services, shall be paid by the applicant.
- c) Driveway aprons which have been constructed without approval of the Department of Public Works shall be removed. A notice in writing shall be sent to the owner of such property, directing that the driveway apron be completely removed within one month. If such request for removal is not complied with in the time specified, the Department may cause the same to be removed, and the owner shall be liable to the City for all costs incurred in the removal of the driveway apron.
- d) The property owner must replace abandoned or existing curb cuts to City standards. These typically include sidewalks, curb and gutter.
- e) The Site Plan Review Committee (SPRC) may require widening of the alley.

## STANDARDS

- a) All driveway designs with access onto City-owned roadways must conform to the Baltimore City, Department of Transportation, as adopted from State and Federal guidelines.
- b) Radii and width standards are as follows:

Driveway	Radius	Maximum Width
Residential for up to 5 spaces	10 feet	10 feet
Residential more than 5 spaces	10 feet	17-24 feet
Business, One-way	10 feet	17-18 feet
Business, Two-way	15 feet	30-36 feet
Industrial	30 feet	35-40 feet

## PROCESS/APPEAL

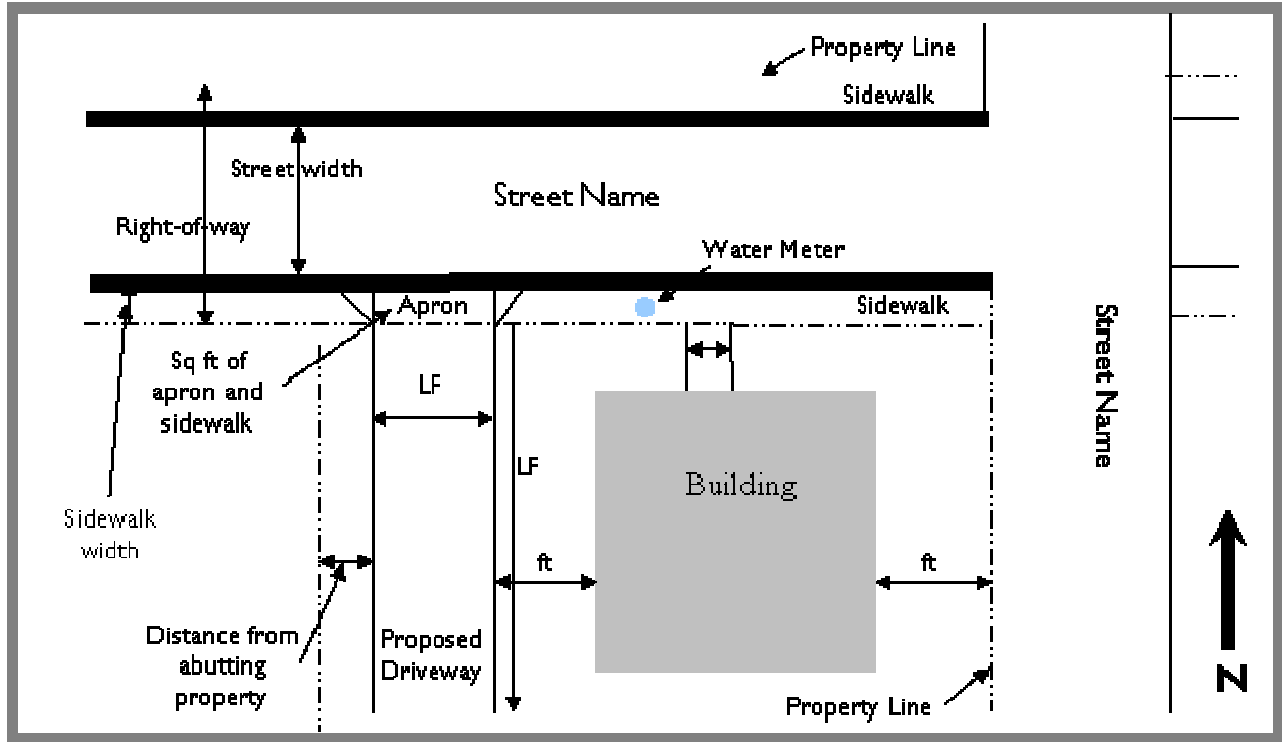
- a) Curb cuts for driveways require **Curb Cut Permits** from the Department of Public Works, with review and approval by the Department of Transportation and Department of Housing and Community Development.
- b) All requests for curb cuts must be submitted to the Department of Public Works, Permits Division, 200 N. Holiday Street, Abel Wolman Building, Room 7, and be reviewed and approved by the appropriate agencies.
- c) Owners must apply for a **Building Permit** at the Department of Housing and Community Development (HCD), 417 E. Fayette Street, Charles Benton Building, Room 101, (Plan Examining Section). **No building Permit will be issued without an approved Curb Cut Permit.**
- d) Applications that are denied can be appealed to the Site Plan Review Committee at the Department of Planning, 417 E. Fayette Street, 8th Floor.

## CURB CUT SUBMITTAL – SAMPLE DRAWING

PERMIT FEES ARE DEPENDENT UPON THE SIZE OF THE DRIVEWAY AND/OR FOOTWAY AND THE AMOUNT OF CURB TO BE REMOVED.

1. \$ 15.00 per linear foot to be removed;
2. \$ 20.00 flat fee for installation of footway and driveway apron with concrete cement;
3. \$ 55.00 per week to block sidewalk;
4. \$ 65.00 per week to utilize the curb lane for the installation of driveway or driveway repairs.

## SAMPLE DRAWING



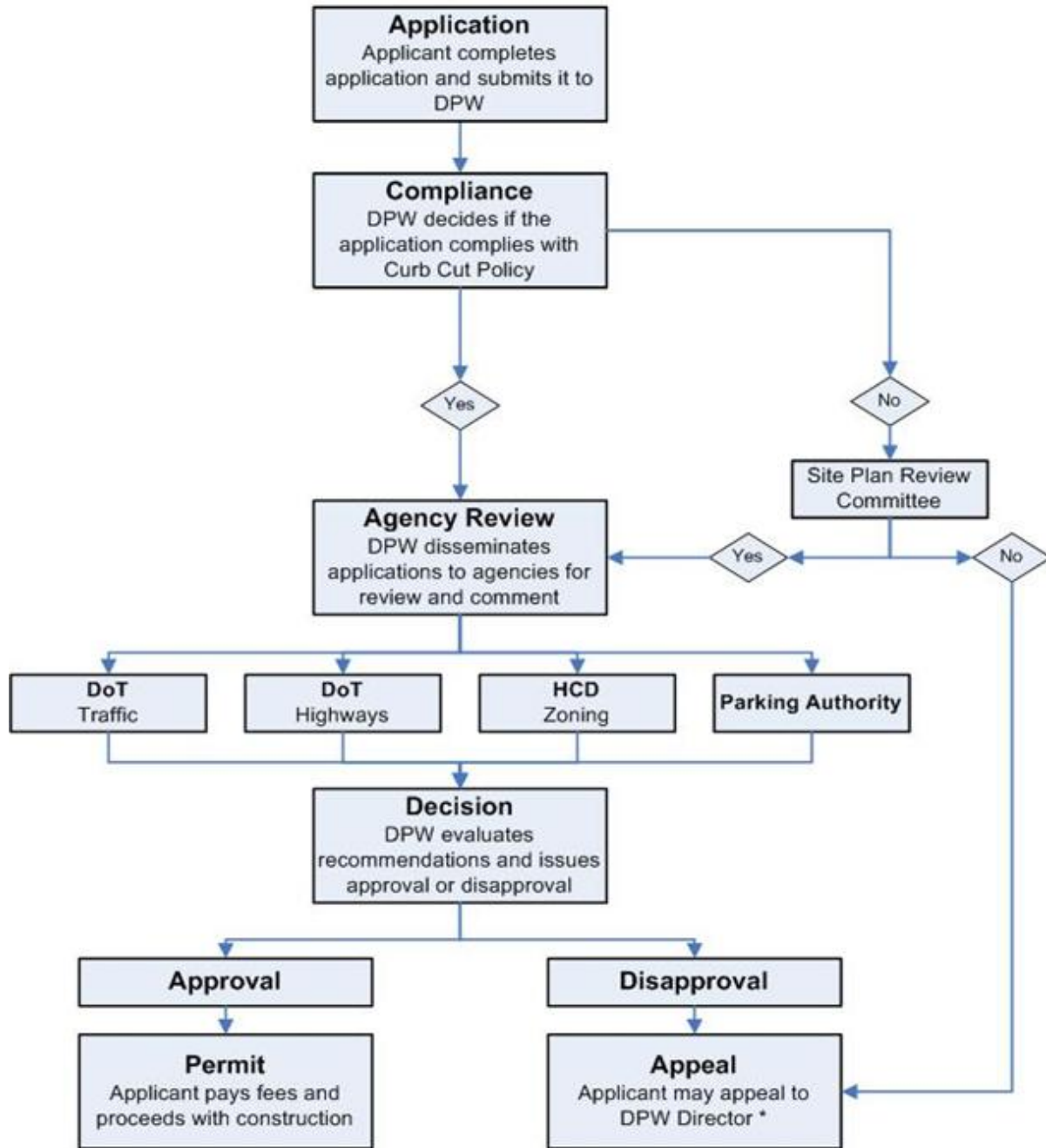
### Notes:

Property owner must locate utilities such as light poles, water meters, etc. in proposed construction area; give measurements from existing building, property lines and/or fence lines to construction.

Parking pad must be 20 feet deep minimum and must start from the face of the building back into the site. Turn around should be provided as needed.

Indicate the driveway distance from the nearest intersection and distance from adjacent driveways (must be at least 15 feet). Indicate if the curb cut is for a side parking pad or a driveway into a garage. Curb cuts for front parking are not permitted.

# Curb Cut Permit Approval Flowchart



\* If appeal is approved,  
application must go back to  
Agency Review



## **Urban Design and Architecture Review Panel (UDARP)**

The Urban Design and Architecture Review Panel's goal is to achieve the highest quality for the planned and built environment of Baltimore City by providing the Planning Commission and the Department of Planning with design review expertise in the areas of urban design, architecture, and landscape design for all proposed master planning efforts and significant development projects.

UDARP's mission attests to its critical importance within the Department of Planning's design review process. This review process entails presentation interactions between Department staff, the Panel and the professional architects and landscape architects representing project development teams and leads to departmental approvals.

The Urban Design and Architecture Review Panel advise the Department of Planning, the Planning Commission and other City agencies on matters of urban design, architecture and landscape architecture and are professional staff of the Department of Planning. Specifically, the Panel is empowered to provide review and professional design assistance of signature sites, significant projects that are proposed in renewal and/or conservation areas, planned unit developments (PUD), and master plans. City sponsored projects and those in which the City is providing financial or legislative support may be required to have Panel review. Additionally, projects that require zoning changes or variances and/or Planning Commission final design approval may be reviewed by the Panel.

The genesis of the Urban Design and Architectural Review Panel began in 1964 under the Baltimore Urban Renewal and Housing Agency (BURHA), the predecessor to the City's Department of Housing and Community Development (HCD). In 1997, the Panel was brought to the Department of Planning. Throughout its history, the Panel has helped the City to achieve its national recognition for the high quality of design that public and private development have brought to Baltimore.

The Panel is comprised of six individuals who bring expertise in various aspects of architectural, urban, and landscape design. Members are appointed by and serve at the pleasure of the Director of Planning. They are compensated on a per meeting basis and serve staggered terms. Members are not allowed to provide comment on projects for which they may have a perceived or real conflict of interest. Regular attendance is required of all Panel members. The Director of the Department of Planning, the President of The Baltimore Development Corporation, and the Commissioner of the Department of Housing and Community Development may participate on the Panel as ex officio members.

All proposed development projects in Baltimore City that require Department of Planning Site Plan Review also require design review. At a pre-development meeting, Department staff shall determine the extent of review that will be required. All projects will require at the minimum staff review. Significant development projects will additionally require UDARP review. There are two official stages of Panel review – Schematic and Final. These reviews coincide with the typical stages of development that design professionals follow through project design. Each stage requires the Panel's approval before the next stage of design development should be undertaken. Minutes are sent to the development team after each presentation and response to Panel comments is a requirement for the following presentation. Agendas for upcoming meetings

are e-mailed a week in advance to interested parties and posted on the Department of Planning's web page.

While attendance is open to the public and members of the press, their attendance is to observe. If a stakeholder group would like to advise the Panel of their concerns, it is encouraged to submit a written statement in advance of the meeting date for its timely distribution to Panel members. At the Panel's discretion, attending observers may be recognized to make a brief statement related to design issues only. Statements are limited to one representative of each stakeholder group with a 2 minute limit.

The following format for the Panel presentations is recommended to ensure a complete and concise review within the typically allotted 60 minute review period. Special presentations of City owned properties or projects of significant size and scale may be allotted additional time:

- Introduction of development team and project by the developer or team leader.
- Project context presented by team leader. (5 minutes)
- Project proposal presentation by team architect(s) and landscape architect(s). (20 minutes)
- Questions and comments from the Panel (20 minutes)
- Panel discussion and final recommendations. (15 minutes)

The following requirements and guidelines will ensure that the development team understands the various review phases. Projects do not move forward from one stage of the review to the next phase until Panel approval is received. The Department of Planning staff is available to assist with any questions or comments about Panel guidelines or policy. Failure to provide adequate submission material will result in the loss of opportunity to present to the Panel or withheld approval.

### ***Individual Buildings or Components of a Master Plan:***

#### **Concept Staff Review:**

All development projects in Baltimore City require development and design review with Department staff. At a pre-development meeting, staff will review the concept design of the project and may make recommendations. If the project requires Planning Commission approval or is otherwise considered significant, further design review by UDARP will be required. In the case of UDARP review, staff will establish a list of Urban Design Goals that the project must address during the review process. Once staff is comfortable with the concept plans for the development, an initial Schematic UDARP Presentation will be scheduled.

#### ***Schematic Presentation Requirements:***

Planning Staff will introduce the project and its established Urban Design Goals to the Panel at the beginning of the presentation. It is important for the development team to provide to the Panel adequate information about the development program and design concept(s). The following is required:

- Location map and site plan that includes adjacent properties, buildings and context;
- Photographs, preferably mounted on a board, that illustrate existing site conditions and surrounding context;
- Elevations, floor plans, sections and landscape plan as developed;

- Indication of topography on sites where grades are an issue; and
- Simple site and/or massing model when challenging topography is an issue.
- Alternative studies for site layout and building massing that have been considered.

This is the most important presentation a development team will make to the Panel. It is an introduction of the team players, the project program, the design rationale and the site itself. A schematic presentation should be made early enough in the design process to afford the possibilities of significant changes, if requested by the Panel. Site context should be clearly illustrated to the Panel through rendered area plans, scaled site plan and massing studies that portray building bulk, height and setbacks. Photographs or images of the site and surrounding context **must** be included with this presentation. If alternative site plans or massing studies were considered, those must also be presented. The Panel will judge the concept plans using the established Urban Design Goals for the project as well as the following general guidelines:

- Is the development allowed by zoning and adopted urban renewal plans? If not, what variances or amendments are required? Are any other administrative or legislative approvals required?
- How does the project relate in scale (height, bulk and density) with the surrounding context? If it is substantially different, how is it justified?
- How is the pedestrian realm defined and connected with existing street and sidewalk patterns?
- Are surrounding frontage and setback patterns respected?
- Is the front entrance or major points of entry clearly defined?
- Is the site in or near a Historic District? Are there landmark properties nearby?
- Where is the parking and loading located on the site? Are they effectively screened? Is the parking and circulation pattern similar to those of neighboring properties?
- Is the site located within walking distance of public transit and, if so, are the front entrances or major points of entry oriented toward the transit?
- Are the concept elevations well composed and proportioned? How do they relate to adjacent buildings?
- Is the landscape concept appropriate for the surrounding conditions and proposed uses?
- Does the design incorporate environmentally sensitive building practices such as energy efficiency, green roofs, Stormwater treatment, or meet LEED requirements?
- Does the design add to Baltimore City's character of contrasts and interesting blend of the historic and contemporary?

If the Panel withholds schematic approval at the first presentation, subsequent meetings with Planning Staff will be required. When the Department is comfortable with resubmitting the project to the Panel again, another presentation will be scheduled.

### **Final Presentation Requirements:**

*At the final stage, it is important to indicate changes made relative to previous Panel comments. Structuring a presentation based on responses to previous minutes and project modifications is required. The following must represent the project if it is to proceed to working drawings and permit application:*

Final site plan that has been approved by the Department of Planning Site Plan Review Committee (SPRC);

- Elevations; and sections and floor plans if previously requested;
- Completed landscape plan that includes a planting list and specifications;
- Major building material samples that indicate surface treatment and color;
- Proposed signage/graphic designs and locations;
- Proposed exterior lighting fixtures and locations; and
- Site and/or massing model.
- The previous submission drawings to show how the project has progressed.

The final phase of Panel review is important because it completes the review process. The Panel judges final plans using the following guidelines:

- Have all previous comments from the previous Panel and Departmental reviews been satisfactorily addressed?
- Is the site plan and building massing completely resolved?
- Are the elevations fully developed and detailed?
- Do the building samples (walls, details, window and door) form a coherent color and material palette?
- Is the landscape plan fully developed?
- Is the accompanying landscape plant list appropriate for the project and location relative to neighborhood compatibility and survival? Are species and caliper indicated?
- Is the project's external mechanical equipment completely resolved?
- Is the signage package that is presented to the Panel allowed by applicable laws/ordinances? How is signage placed and scaled?
- Are the exterior building and site lighting catalog cuts presented in scale with the project? Will they negatively impact surrounding properties?

*Attaining a recommendation of Final Approval concludes the UDARP process. The final recommendations of the Panel may be presented to the City's Planning Commission.*

Lastly, a set of final plans must be submitted to the UDARP coordinator within one week of the Final Presentation.

### **MASTER PLANS:**

Master plans are typically required for proposed Planned Unit Developments (PUD) and institutions with proposed development opportunities. They set the stage for individual buildings or phased components of larger planned development. Often, master plans are submitted first to the Department with subsequent detailed design development following thereafter.

The UDARP process for master plans is similar to the aforementioned process with the exception that there is just one UDARP phase after staff review and urban design goal setting.

Development teams are asked to present their plans to the Panel and seek a recommendation of approval for the master plan.

The significant components of a Master Plan that are considered by the Department and the Panel are as follows:

- Existing Conditions
- Proposed Development (Site) Plan
- Pedestrian and Vehicular Circulation Pattern

- Massing Plan showing heights
- Concept Landscape Plan

Master Plans require a recommendation of approval by UDARP before Planning Commission scheduling may occur.

## **PUBLIC WORKS DEVELOPER'S AGREEMENT**

A Public Works Developer's Agreement is required for all work in the Public right of way or which will be maintained by the City including 4-inch or larger water services, water mains, developments which require 10 or more water supply services of any size, sanitary or storm drain extensions, conduit or road construction for private concerns.

The Public Works Developer's Agreement will describe the type of work and location where it will be done. The Developer will have all work to be constructed in the right of way designed to City standards. An approved estimate of the construction costs will be used to base a 100% performance bond or irrevocable letter of credit to remain as surety for one year after completion. An inspection fee equal to 9% of the surety will be assessed for costs incurred by the City. The Developer will also be responsible for acquiring all other necessary or required permits.

The City of Baltimore will not be liable for incorrectly sized services and meters, and will not assess adequate water supply. The City of Baltimore will make no representation as to the size of meter required for any application. Note that multistory buildings may require on site pumping.

Please note that the Developer, his engineer, or representative will be responsible for selecting the location desired for the fire flow test. The Developer shall be required to arrange for a new fire flow test in order to determine if there is an adequate water supply for their project. Previous fire flow tests shall be rejected, a new test is required. The engineer shall prepare a sketch of system configuration, hydrant location, and hydraulic zone and mail it along with the request for the fire flow test to Mr. Alex Rabinovich, Ashburton Filtration Plant, 3001 Druid Park Drive, Baltimore, Maryland, 21215, Telephone No. 410-396-0239.

If any electrical changes are part of the project, design of the duct run must be included as part of the Developer's Agreement.

The Developer must prepare plans and submit them to the Right of Way Section whereby they will be circulated for review and comments from all necessary agencies.

Upon Approval of the plans by all agencies, the Developer's execution of the agreement, and the posting of the bond or letter of credit, the agreement will be submitted to the Board of Estimates for final execution. Our estimated time for execution of the agreement is a minimum of one month.

For the most part the approval time for the plans will be determined by the amount of time corrections or comments are addressed by the Developer's engineer. However, a minimum of six months should be anticipated for this entire process.

To begin this process you should make a request in writing to Mr. Paul D. Barnes, Supervisor, Right of Way Section, for any 4-inch or larger meter services, 10 or more water supply services of any size, water main extensions, fire hydrants and/or related water appurtenances, sewer line, storm drain, conduit or roads. For additional information, please contact Mr. David Framm at 410-396-3667.

## **PROCEDURES**

1. Developer must verify through the Metered Accounts Division the service account numbers for all existing water services, and show them on the proposed construction plans.
2. Developer must request a fire flow test through Mr. Alex Rabinovich, Ashburton Filtration Plant, 3001 Druid Park Drive, Baltimore, Maryland, 21215, Telephone No. 410-396-0239.
3. Developer must have the proposed construction within the right of way designed to City Standards by a Maryland Registered Professional Engineer. Developer would then submit under a cover letter to Mr. Paul D. Barnes, Supervisor, Right of Way Section, 204 Abel Wolman Municipal Building, Baltimore, MD 21202 a) a copy of the fire flow test results b) 30 copies of “Preliminary” plans and c) a non-refundable submittal fee in the amount of \$200
4. The Right of Way Section will assign a D.A. # and circulate the plans for review and comments.
5. The Right of Way Section will collect all comments and advise the Developer that they may pick up the “Preliminary” comments.
6. After Developer receives their “Preliminary” comments, they should then proceed to finalize their plans by working out conflicts with the individual agencies.
7. NOTE: It is the intention that the Developer will contact the Design Review Personnel (list provided) to work out their conflicts, prior to their semi-final submittal. If an easement is required the Developer should contact the Right of Way Section and have proper surveys performed and deed recorded.
8. Developer would then submit 30 copies of “Semi-Final” plans for review and comments, and a preliminary construction cost estimate for review and approval.
9. The Right of Way Section will then collect all comments and advise the Developer that they may pick-up the “Semi-Final” comments.
10. NOTE: Water Engineering Office comments will include an assigned CWO#, and a Drawing #.
11. Developer then submits original (Mylar) along with 5 paper sets of the plans.
12. If all comments have been addressed the Right of Way Section will then prepare six copies of the Developer’s Agreement and forward them to the owner to be executed (signed and witnessed). The owner will then return the executed agreements along with six original Performance Bonds or one original Letter of Credit in the amount of the approved estimated construction cost.
13. The Right of Way Section will then concurrently route the plan(s) for signature, and begin the process of Board of Estimates execution of the agreements.

**14.** After the Agreement has received approval by the Board of Estimates and the original (Mylar) plans have been signed, and any easement properly recorded (when applicable), the copies of the executed agreement plans would be distributed.

- Board of Estimates (1)
- Utility Engineering Section/Water Engineering(1)
- Bureau of Water and Wastewater/Construction Management Division (1)
- Utility Billing(1)
- Developer (1)
- Right of Way Section (1)
- Bureau of General Services/Construction Management Division (1)If needed.

**15.** Developer shall make application for his water services and/or main extension with the Meter Accounts Division. Metered Accounts Division will supply Developer with a “Cash Slip” in order to release the meter(s) and/or main installation will be required at this time.

**16.** After Developer has been given their approved plan agreement, they must then submit a project schedule to the Office of Permits or Utility Maintenance Division.\*

**17.** After all of the previous steps have been followed, the Developer would then be given official notice to proceed by the Right of Way Section or Construction Management Division.\*

**18.** Upon completion of the construction, an inspection must be made and the inspector must make written acceptance.

**19.** The Bond or Letter of Credit shall remain in effect for one year after the written acceptance. Following the one year warranty period, the Developer shall request the Right of Way Section have a final inspection performed. Only after the approval by the City inspector shall the surety be released. \*\*

\* The Bureau of Water and Wastewater will inspect water installations and the Bureau of General Services will inspect all other construction.

\*\* All plans will require AS-BUILT revisions prior to the release of the surety.

All fees shall be made payable to the Director of Finance.



## **REQUIREMENTS**

### **Design, Review, Execution of Agreement**

- Cover letter requesting Developer's Agreement
- Preliminary plans - 30 sets
- Submittal fee (\$200) (non-refundable)
- Copy of fire flow test
- Semi- Final Plans - 30 sets
- Preliminary construction estimate
- If applicable - approved easements
- Letter stating all conflicts have been addressed with one original (Mylar) copy of plans for approval routing.
- Six copies of executed agreement with bond (6 originals) or letter of credit (1 original).

### **Pre-Construction**

- Pay City Fixed Fees
- Meter applications meter costs
- Construction schedule
- Confirmation that the Contractors the Developer intends to utilize on the project are pre-qualified with Baltimore City.

### **Construction**

- Notification to Water and Wastewater Maintenance Division of at least 2 weeks prior to start-up of construction.
- Notification to Water and Wastewater Maintenance of at least 3 working days prior to inspection of 4" and larger meter installations.
- Notification to Water and Wastewater Maintenance of at least 7 working days prior to the need for any valve operations.
- Notification to Water and Wastewater Maintenance of at least 5 working days prior to the setting of the thereby inspection of meters smaller than 4" in the yokes.
- Notification to Office of Permits Inspection Section to arrange an initiation conference.

## **SCHEDULING**

The following is a list of City agencies for the coordination of schedules, etc.

1. Routing status, review and design, agreement  
Right of Way Section

Location: 200 N. Holliday St. Room 204 Abel Wolman Municipal Building  
Telephone Number: 410-396-5023  
Contact Person: Mr. Paul D. Barnes

2. Fire Flow Tests

Water Analysis Office  
Location: 3001 Druid Park Drive  
Telephone Number: 410-396-0239  
Contact Person: Mr. Alex Rabinovich

3. Utility Billing Section

Location: 200 N. Holliday St. Room 404 Abel Wolman Municipal Building  
Telephone Number: 410-396-5533  
Contact Person: Ms. Carmen Pindell

4. Contractors Pre-qualifications

Baltimore Contractors Qualification Committee  
Location: Room 634, Benton Building, 417 E. Fayette Street  
Telephone Number: 410-396-6880  
Contact Person: Mr. Robert MacLeod

5. Meter Pick-Ups

Location: 2331 N. Fulton Street  
Telephone Number: 410-396-7870  
Contact Person: Mr. Ron Becker

6. Inspection - Water Mains/Meter Installations

Water and Wastewater Maintenance  
Telephone Number: 410-396-1317  
Contact Person: Mr. Michael Schultz, Chief, Construction Management

7. Valve Operations

Water and Wastewater Maintenance  
Location: 2331 N. Fulton Street  
Telephone Number: 410-396-7807  
Contact Person: Mr. Augie Severn

## **DRAWING REQUIREMENTS**

1. Drawing sizes shall be limited to our standard of 24"x 36".
1. An example of a blank plan sheet is supplied to show how the signature and record block should be shown.
2. All water plan drawings must contain:
  - a) Shutoff diagram
  - b) North arrow
  - c) Minimum three coordinate tic marks

- d) All existing or proposed valves, reducers, hydrants and bends must be detailed or shown on the plans to be restrained back to the main.
- e) Profiles based on City data (showing relation to other underground utilities).
- f) Accurate standard plate numbers.
- g) A sequence of construction with valves numbered on the shutoff diagram (if applicable).
- h) Standard notes as shown on the blank plan sheet.
- i) Developers name and address
- j) Tax address (Ward , Section, Block ,and Lot(s))
- k) Size of domestic meter and service size
- l) Fire line size FM meter or Detector check meter, also if DC is to be a turbo or compound.
- m) All abandoned meters size, service and meter number.
- n) For all proposed multiple service(s) - a list of service type and size, meter size and address.
- o) An assigned Developer’s Agreement Number.

**Utility Clearances for Water Work**

Horizontal Clearances

When available, a minimum 5 foot horizontal clearance is requested between water facilities including appurtenances and other utilities; 3 foot clearances are required.

Water mains installed parallel with sanitary sewer mains require a minimum 10-foot clearance unless waived by the State of Maryland.

Service installations and all water appurtenances are required to have a minimum 5 –foot clearance from sanitary sewers and their appurtenances.

Vertical Clearances

A vertical clearance of 12 inches is requested between utilities; 6-inch clearances are required. 12-inch clearances are required on water mains larger than 12-inches in diameter and when crossing sanitary sewers.

**DESIGN REVIEW CONTACTS**

<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
Land Conveyance Office (Street Closing)	Mr. Paul Barnes	410-396-5023
Transportation Engineering and Construction Division		
Street Lighting	Mr. Suresh Bhatt	410-396-6951
Design Engineering	Mr. Alvaro Lozano	410-396-6922
Signal Engineering	Mr. Raj Sharma	410-396-6870

Traffic Engineering	Ms. Felicia Oliver	443-984-2153
Bridge Engineering	Mr. Richard Chen	410-396-6935
Conduit Engineering	Mr. Richard Baker	410-396-6812
Transportation Maint Div	Mr. Anthony P. Wallnofer, Jr.	410-396-1686
Utility Engineering Section		
Water Engineering	Mr. Tej Ahuja	410-396-1470
Wastewater Engineering	Mr. Wazir Qadri	410-396-3442
Stormwater Engineering	Mr. Paul Weiner	410-396-4700
Water and Wastewater Maintenance	Mr. Bryan Samuels	410-396-7870
Utility Billing	Ms. Carmen Pindell	410-396-5533
Erosion and Sediment Control	Mr. Sayed Hashmi	410-396-4840
HCD Permits and Codes Enforcement	Ms. Dorreya Elmenshawy	410-361-9270
Baltimore Development Corp.	Ms. Diane Scott	410-779-3804
Verizon	Mr. Bill Blomeier	410-393-6370
Trigen Energy	Mr. John Johns	410-649-2459
BGE	Mr. Kenneth Garvey	410-291-3094
Parking Authority	Mr. Peter Little	443-573-2800

## **EASEMENT**

If an easement is required the developer/owner will be required to prepare and execute the City's standard Right-of-Way Agreement and descriptive plat for attachment. Easements are required in the event the proposed public utility will encroach on the private property of the developer/owner. The easement will assure the City an unencumbered right to access and maintain the proposed construction.

The developer/owner should contact the Right-of Way Section, 396-3667, to obtain an example of a recently approved easement plat, a copy of the standard agreement and any additional information or clarification.

## **RIGHT OF ENTRY AGREEMENTS**

A Right of Entry Agreement is an optional agreement, which can be request by the Developer in order to allow construction to begin prior to Board of Estimates approval. Any Right of Entry Agreement is strictly at the pleasure of the Department of Public Works. At minimum, the following items **MUST** be completed prior to the release of a Right of Entry:

Mylar plans fully approved.

Developer's Agreement fully executed with 6 Bonds or 1 Letter of Credit.

All fees submitted.

The fee for a Right of Entry is \$750.00.

Execution of a Right of Entry is not guaranteed.

## **METER PRICING FOR CONTRACT INSTALLATIONS**

The meter prices for new applications effective July 1, 1995 are as follows:

<b><u>METER TYPE</u></b>	<b><u>PROPOSED PRICE</u></b>
5/8" meter	\$50.00
3/4" meter	\$60.00
1" meter	\$80.00
1 1/2" meter	\$220.00
2" meter	\$280.00
3" compound	\$1,100.00
4" compound	\$1,600.00
6" compound	\$2,800.00
4" MFM-MVR	\$3,700.00
6" MFM-MVR	\$5,100.00
8" MFM-MVR	\$7,700.00
10" MFM-MVR	\$12,975.00
12" MFM-MVR	\$13,500.00
4" detector check	\$675.00
6" detector check	\$930.00
8" detector check	\$1,430.00
10" detector check	\$2,720.00

## STANDARD WATER NOTES

- The Contractor must notify “Miss Utility” at 1-800-257-7777 at least five (5) days prior beginning work.
- Notify Water and Wastewater Maintenance Division (410-396-7870) at least two (2) weeks prior to start up of construction on the water service. For Sanitary, Conduit, Stormwater Services, contact the Permit Inspection Section (410-396-4840). The Contractor must receive written notice to proceed from Water and Wastewater Maintenance Division or the Permit Inspection Section prior to performing any work.
- For meter installation, Contractor must notify Baltimore City, Bureau of Water and Wastewater (410-396-1663) 72 hours before starting work. Complete meter installation to be inspected by the Water and Wastewater Maintenance Division representative prior to placement of top slab.
- The Contractor shall arrange to pick up Meter at the Department of Public Works Meter Shop on Franklinton Road.
- All existing water valves shall be operated by Water and Wasterwater Maintenance Division forces only. Notfify Mr. Augie Severn (410-396-7807) at least seven (7) working days in advance of any necessary valve operations.
- All work shall be done in accordance with the Public Works Developer’s Agreement and the Book of Standards.
- The Contractor shall observe extreme caution when working near or over existing water facilities.
- All services must be flushed prior to setting meters.
- Service must be capped and the completed service will be visually inspected for leaks.
- All services to be abandoned must be abandoned at the mains and all meters must be returned to Baltimore City.
- The Developer must verify through the Utility Billing Section (410-396-5533) the service account and meter numbers for all existing water services to remain or to be abandoned and shown on the proposed plans.
- Meters are not permitted to be installed in the roadway or driveways.
- Contractor must notify BGE (410-281-3507) at least two (2) days prior to construction.
- Ductile Iron pipe shall be Class 54.
- The Contractor shall notify the Bureau of Water and Wastewater, Meter Repair Shop (410-396-0170) at least one (1) week prior to pickup of meters.
- Meters designated for a specific location or address shall not be relocated without the written permission of the Bureau of Water and Wastewater.
- The proposed water service connection will be installed a minimum of five (5) feet from sanitary sewer house connection.
- Standard buttresses for vertical bends and caps shall conform B.C. 837.06 and 837.22.
- Contractor shall confirm invert elevations of existing water mains and all utility crossings prior to any new construction. Any deviation noted from test pit information will require red line revised plans approved by the Utility Engineering Section prior to any new construction.

## **STANDARD UTILITY NOTES**

Street lighting cables and poles shall be protected and service maintained at all times. Contractor shall call BGE (410-281-3507) at least two (2) days prior to any excavation.

Conduit exists within the work area. Contractor shall use caution when excavating and installing the new utility. Contractor shall call Conduit Maintenance (410-396-1515) prior to starting work.

## **STANDARD HIGHWAY NOTES**

- All traffic control must be in accordance with the current edition of the Federal Highway M.U.T.C.D. and the Maryland S.H.A. work zone Traffic Control Standard and Typical. It is the responsibility of the Contractor to supply, install and maintain all traffic control equipment for the duration of this contract.
- Pavement repair in (insert street name) shall be in accordance with ( insert B.C Standard).
- Disturbed curbs shall be repaired in-kind to the nearest joint.
- Sidewalks shall be repaired joint-to-joint with 5 inches of Mix No. 2 concrete on 3 inches of CR-6.
- Contractor shall maintain a minimum four (4) foot wide pedestrian footway or implement an appropriate detour while actively working in the sidewalk.
- All excavations and trenches shall be plated at the end of each workday and “Steel Plates Ahead” warning signs displayed in advance.
- The Contractor must contact DOT Traffic (410-396-6875) two (2) weeks prior to the start of construction and one (1) week prior to any changes to the Maintenance of Traffic (M.O.T.) plan.
- The Contractor shall obtain permits for work within the Public Right of Way from the Department of Public Works, Office of Permits. Application for permits are accepted at the Office of Permits,(410-396-4508 or 410-396-6865) in the Abel Wolman Municipal Building Lobby, 200 North Holliday Street. During Permit review the Contractor may be billed additional traffic inspection fees not related to previous costs.
- No work or disruptions to traffic between the hours of 7am – 9am and 4pm – 6pm.

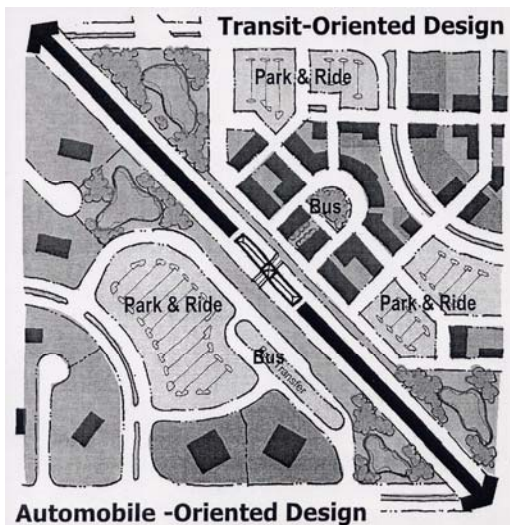
Additional notes may be required.

Engineer should consult the appropriate agency for further information.

**Checklist for Transit-Oriented Development**

This is a checklist intended to guide Baltimore City agencies in reviewing proposed projects near transit stations and in assessing the transit-friendliness of land use plans, codes and ordinances. The following principles serve as a starting point for considering how transit-oriented design (TOD) can reinforce the community and transit system:

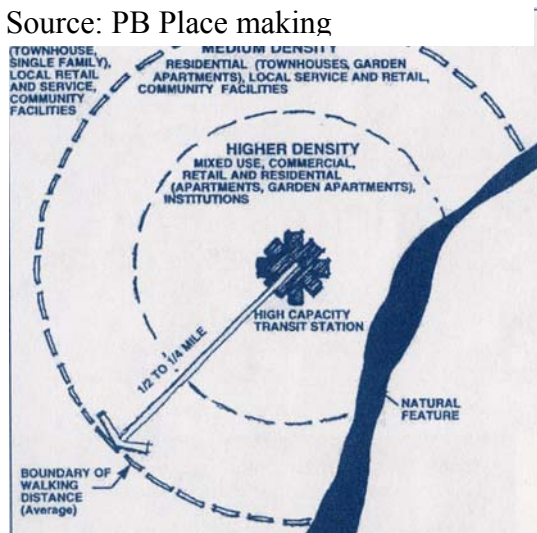
- Higher density development in relation to the surrounding community
- A mix of land uses, horizontally and vertically
- Compact pedestrian-oriented design and streetscapes
- Building design & orientation to the street and transit facilities
- Connected street pattern without super-blocks and cul-de-sacs
- A system of quality open space and amenities
- Limited and managed automobile parking



**Transit-Oriented versus Auto-Oriented:**  
 In addition to these principles, for development to be transit oriented, generally it needs to be shaped by transit in terms of parking, density, and building orientation in comparison to conventional development. It is not enough that it is just adjacent to transit.

Transit-oriented and automobile-oriented site designs both involve the same development parameters and cost. However, TOD encourages active development at the transit station. In contrast, the auto-oriented design separates the station from the community.

Source: PB Place making



**A Transit-Oriented Neighborhood Center:**  
 A transit-oriented neighborhood has a defined center (included in TOD overlay zones) that takes advantage of existing and proposed transit facilities to create pedestrian friendly retail, entertainment, employment, educational, and housing options for all community members.

density that decrease with distance from the center. The most intense development is located within a ¼ mile radius, with medium density development within a ½ mile radius.

Source: Washington DC Office of



## **Land Use (densities and uses will vary by TOD typologies)**

- Are there higher densities at the defined transit center?
- Is there a variety of housing products that promotes affordability and diversity?
- Is there a mix of uses including residential, commercial, and retail within walking distance of transit facilities (1/4 to 1/2 mile radius)?
- Is there a mix of uses within buildings?
- Are active uses, such as retail, located on the ground floor and directly connected to sidewalks?
- Does the mix of uses complement development elsewhere along the transit corridor (encourage travel in both directions)?
- Do land uses support pedestrian activity throughout the day, including evenings and weekends?
- Are “transit-friendly” land uses (walkable, mixed-use, not dominated by activities with significant automobile use) permitted outright, not requiring special approval?
- Are single-use zones and automobile oriented uses such as parking lots, gas stations, or drive-thrus, discouraged near transit centers?

## **Site & Building Design**

- Are active uses, such as retail and public facilities, clustered near transit facilities?
- Do architecture and quality open space create a focus around the transit center?
- Are buildings and public spaces oriented towards sidewalks and streets?
- Are buildings located at the street line with entrances and active uses opening to sidewalks?
- Is access to transit maximized? Do sidewalks connect transit to neighborhood destinations?
- Do buildings incorporate architectural features that convey a sense of place?
- Are amenities, such as storefront windows, awnings, lighting, trees and landscaping used to help create a comfortable pedestrian environment along streets and buildings?
- Do new developments provide transitions in density and scale to connect with the existing neighborhood?
- Does the site’s design allow for the intensification of densities over time?
- Is there adequate lighting at store entrances, sidewalks and streets to ensure safety?

## **Street Patterns & Parking**

- Are parking requirements reduced, or shared parking allowed, for uses in close proximity to transit? Is there an arrangement for phasing of parking requirements?
- Is parking located near but not directly adjacent to transit stations?
- Is structured parking encouraged, rather than surface lots, in high density areas?
- Is most of the parking located to the side or rear of buildings and away from main streets?
- Are street patterns based on a grid/interconnected system with compact blocks that exclude super-blocks?
- Do streets easily connect from the transit center to the larger neighborhood?
- Can residents and employees safely walk or bicycle to a store, post office, park, café, or bank?
- Are pedestrian routes buffered from traffic and large expanses of parking with streetscape and landscape designs?

- Are there safe & convenient crosswalks across busy streets?
- Are traffic calming measures applied to slow traffic speed in key pedestrian districts?
- Are there bicycle facilities in the transit center, including bicycle lanes and parking?

## **Checklist for Managing Transportation and Reducing Parking Demand**

The Planning Department encourages developers and institutions to increase transit choices, encourage alternatives to automobile travel, and manage provided parking during project development. The following transportation and land use strategies, often referred to as Transportation Demand Management (TDM) strategies, benefit developments by effectively reducing parking demand over time and assuring the most efficient use of required parking. As a result, they support an improved transportation system for the City of Baltimore.

### **Increase Transportation Choices with the following strategies ....**

Increase transit options by:

- Providing or contributing to a local shuttle, tram or other alternative transit service.
- Improving access to bus routes and transit through coordination with the Maryland Transit Administration (MTA).
- Supporting water taxi service where applicable.
- Improve sidewalks, paths & crosswalks to promote walkability and increase pedestrian safety.
- Create and improve bicycle lanes and bicycle parking & storage options.
- Include a mix of land uses to expand the range of walkable destinations.
- Provide shared parking facilities for mixed use developments to promote walking.
- Include residential units in commercial projects to reduce the need for auto travel.
- Locate development near transit stations to reduce the need for auto travel.
- Expand access to or directly provide car sharing services such as Zipcar, Flexcar, etc...
- Provide taxi stands to increase convenience of taxi use.
- Encourage carpooling and ride sharing for employees and tenants.
- Encourage employees to work alternative schedules to reduce congestion and to telecommute.

Encourage Alternatives to Automobile Travel with the following strategies...

- Inform users of your site about altering their mode of transportation with signs, kiosks, brochures, maps, and websites that promote transit use, ride sharing, car sharing, biking and walking.
- Provide financial incentives to commuters and tenants to change their mode of transportation:
  - Cash pay out to tenants in lieu of access to parking
  - Free or discounted transit passes
  - Parking discounts to high occupancy vehicles and shared vehicles
  - Eliminate (or reduce) discounts for monthly parking passes

Manage Parking Spaces with the following strategies...

Rent or sell parking spaces separately rather than automatically including them with building space (unbundled parking spaces).

Inventory existing parking facilities within a 2,000 foot radius of your site prior to site design.

Take advantage of off site parking opportunities including public facilities and street parking.

Initiate shared parking agreements and facilities with nearby developments.

Work with the community and local businesses to create a parking management association to maximize use of existing parking spaces by maintaining an inventory of area parking, enforcing shared parking agreements, administering incentives, and dealing with spillover problems.

## Traffic Impact Study (TIS) Process

### GUIDANCE FOR DEVELOPERS SEEKING A TRAFFIC IMPACT STUDY PURSUANT TO BALTIMORE CITY ORDINANCE 06-0345

The purpose of this memorandum is to provide interim guidance to developers and other parties seeking a Traffic Impact Study pursuant to Baltimore City Ordinance 06-0345. It is the intent of the Department of Transportation (DOT) to seek input from developers, community organizations and other City agencies prior to issuing final rules and regulations pursuant to the Ordinance. The Department anticipates issuing final rules and regulations no later than May 1, 2007.

#### Background

Ordinance 06-0345 took effect on December 6, 2006 and requires that DOT conduct a Traffic Impact Study for proposed developments greater than 15,000 square feet of gross floor area, if the proposed development meets the following criteria:

1. An impact area, as determined by the Department of Transportation, that includes an intersection performing at Level of Service “D” or worse; or,
  - p) 100 or more dwelling units; or,
  - q) A gross floor area that equals or exceeds:
    - a. 150,000 square feet for warehouse use,
    - b. 50,000 square feet for any other use.

As adopted, Ordinance 06-0345 provides that a Traffic Impact Study only is required upon the developer submitting application for a building permit. DOT recognizes that the timing of such a request does not generally reflect the development process; that is, the application for a building permit is usually once all other approvals/requirements (i.e. Zoning Commission, Planning Commission, Commission on Historic and Architectural Preservation, Forest Conservation, etc.) have been met. Thus, conducting a Traffic Impact Study at the time of applying for a building permit could cause significant harm to the developer if mitigation measures are required and/or can not be achieved. **The Department of Transportation strongly urges developers to request a preliminary TIS determination early-on in the development process (i.e. at the time of submitting documents to the Site Plan Review Committee.)** The following rules will apply specifically to applications submitted prior to application for a building permit:

#### Submission Requirements Application Process

1. Applications for a Traffic Impact Study shall be addressed in the form of a letter to:  
Director, Baltimore City Department of Transportation, 417 E. Fayette Street, Room 528,

Baltimore, MD 21202. Requests transmitted by phone, email or in-person meeting will not be considered.

- r) Applications shall state the name, address and phone number of the developer or developer's representative, the location and scope of the project and any maps, drawings, site plans or other information that may be useful to the Department in making a preliminary determination on the need for a Traffic Impact Study.
- s) Within 20 business days of the receipt of the application, the Director or his designee will notify the applicant:

whether and, if so, what additional information is needed to evaluate the application; or, if no additional information is needed, whether a Traffic Impact Study is required.

- 1. If a Traffic Impact Study is required, the Director or his designee will schedule a meeting to discuss the Scope of Work of the Traffic Impact Study. DOT staff and/or consultants will participate in the meeting and prepare a scope/budget for the TIS within 10 business days, subject to the approval of the Director or his/her designee.
- t) The Scope of Work and budget, including reasonable overhead costs of DOT, shall be at the sole discretion of DOT.
- u) Upon receipt of the proposed Scope of Work and budget, the developer shall notify the Department in writing of his/her intent to proceed with the Traffic Impact Study. The Department shall not issue Notice to Proceed on the Traffic Impact Study until an initial payment of 50% of TIS-related expenses is made. Check shall be made payable to: Department of Transportation.
- v) Within 60 business days of receipt of payment, the Department shall transmit the Traffic Impact Study to the applicant, along with a statement of charges required for payment.
- w) If, at any time during the conduct of the Traffic Impact Study, the applicant makes significant changes to the size, use or design of the proposed development, the applicant is required to promptly notify the Director or his/her designee in writing. Upon receipt of said changes, the Department shall promptly adjust the Scope of Work and advise the applicant of additional costs or delay in the completion of the Study.
- x) Upon receipt of the completed Traffic Impact Study, it is the responsibility of the developer to propose in writing any mitigation necessary to avoid or reduce adverse impacts identified in the Traffic Impact Study. The applicant and DOT shall negotiate in good-faith to determine said mitigation and the payment of any costs related thereto.
- y) Upon completion of the mitigation negotiations and execution of any agreements related thereto, DOT shall provide the applicant with a letter noting completion of the Traffic Impact Study requirements. DOT will not release any letter until and unless full payment has been made for the conduct of the Traffic Impact Study.

## Designation of Authority

- z) The Director, Department of Transportation hereby designates the Deputy Director for Administration and/or the Chief, DOT Planning Section, to review and approve all applications for Traffic Impact Studies.

## Appeals

- aa) Any party aggrieved by a decision of the Deputy Director for Administration and/or the Chief, DOT Planning Section, with regard to the decision to conduct a TIS, the TIS Scope of Work, results of the TIS or mitigation negotiations shall first appeal to the Director before taking any further action. Nothing in this paragraph shall prohibit the Applicant or the City from making other claims upon a decision of the Director.

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**Common Abbreviations**

<b>BDC</b>	Baltimore Development Corporation
<b>BMP</b>	Best Management Practices
<b>BMZA</b>	Board of Municipal and Zoning Appeals
<b>CAMP</b>	Critical Area Management Plan
<b>CDFC</b>	Community Development Financing Corporation
<b>CHAP</b>	Commission for Historical and Architectural Preservation
<b>DHCD</b>	Department of Housing and Community Development (Baltimore Housing)
<b>DPW</b>	Department of Public Works
<b>FCP</b>	Forest Conservation Plan
<b>FIG</b>	Façade Improvement Grant (through BDC)
<b>FIRM</b>	Flood Insurance Rate Maps
<b>FSD</b>	Forest Stand Delineation
<b>HABC</b>	Housing Authority of Baltimore City (Baltimore Housing)
<b>LEED</b>	Leadership in Energy and Environmental Design - <a href="http://www.nrdc.org/buildinggreen/leed.asp">www.nrdc.org/buildinggreen/leed.asp</a>
<b>MBE</b>	Minority Business Enterprises
<b>MDE</b>	Maryland Department of the Environment
<b>MIZOD</b>	Maritime Industrial Zoning Overlay District
<b>PUD</b>	Planned Unit Development
<b>RBDL</b>	Retail Business District License
<b>SPRC</b>	Site Plan Review Committee
<b>TIF</b>	Tax Increment Financing
<b>TDM</b>	Traffic Demand Management
<b>TIS</b>	Traffic Impact Study
<b>TOD</b>	Transit-Oriented Development
<b>UDARP</b>	Urban Design and Architecture Review Panel
<b>URP</b>	Urban Renewal Plan
<b>WBE</b>	Women's Business Enterprises