



PROCEDURES Site Plan & Subdivision Plan

Site Plan and Subdivision Plan procedures are specified in Article XI of the Town of Bel Air Development Regulations and shall be submitted as follows:

1. An engineered Site Plan meeting all requirements listed in Appendix A of the Development Regulations (12 copies unless on a State Road, then 15 copies).
2. A Landscape Plan per Article VIII of the Town of Bel Air Development Regulations (12 copies)
3. If applicable, a Lighting Plan per Article XVI, Section 165-118.F.3 of the Town of Bel Air Development Regulations (12 copies, information may be included on the Landscape Plan with approval from the Zoning Administrator)
4. A complete and signed Planning Commission application requesting review and outlining details of the proposed project. Include a list of all persons/entities having equitable title in the subject property. The application must be signed by the property owner or include an owner authorization.
5. If the project is subject to performance standards or impacted by an overlay district, an annotated checklist addressing all applicable performance standards must accompany the application.
6. An Environmental Impact Assessment Report per Article VI of the Town of Bel Air Development Regulations (3 copies) or;

A Forest Conservation Plan (FCP) indicating existing tree location and proposed tree retention or removal per Article VI, Section 165-45 of the Town of Bel Air Development Regulations. A Forest Stand Delineation (FSD) is a prerequisite to submission (3 copies).
7. If applicable, submission of a Traffic Impact Analysis (TIA) per Section 165-118.D (3 copies).
8. If applicable, submission of Architectural Renderings per Section 165-118.A(6) or Public Art Amenity concept per Section 165-118.E(1) (10 copies).
9. Other supporting information as requested by the Zoning Administrator.
10. The appropriate fee, as outlined in the latest applicable Fee Schedule.
11. A list of all adjoining property owner address information must be included with the application.
12. Digital copies of all graphic submissions in appropriate format.

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