



Talbot County Department of Planning and Zoning
 28712 Glebe Road, Suite 2
 Easton, Maryland 21601
 410-770-8030

Site Plan Pre-Application Meeting Request Form

This form may be required prior to the acceptance of a Site Plan application.

Proposed Project Name: _____
 Physical Address of Property: _____
 Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____
 Name of Applicant: _____
 Phone Number(s): _____
 Applicant Agent: _____
 Phone Number(s): _____
 Property Owner: _____
 Phone Number(s): _____

In order for reviewing staff to provide you with accurate feedback and timely project placement decisions, the following should be submitted for review. A pre-application meeting may be required to determine what process this application shall be reviewed under. Four (4) copies of the below information shall be provided.

- _____ Applicant shall provide a Concept Plan representing the *current* use(s) of the site, as well as, all *existing* structures and features. The plan should include any landscaping, fencing, signage, well and septic information, building restriction lines, and designated parking, etc. that is located on the site.
- _____ The Concept Plan shall also include *proposed* use(s) of the site, as well as, information relating to any interior and/or exterior construction activity.
- _____ Floor plans with associated square footage of existing and proposed structures, as well as, the square footage of all existing and proposed uses.
- _____ Any additional information pertinent to the use and/or development activity being proposed.

Brief, but detailed description of project: _____

Please return this completed form with the requested information and a representative from the Talbot County Office of Planning and Zoning will contact you to inform you of their decision and to possibly schedule a Pre-Application Meeting.

Signature of applicant or applicant's agent: _____ Date: _____

For Office Use Only: Date Received: _____

Meeting Date: _____ Meeting Time: _____

Comments: _____