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CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS  
BUREAU OF ENGINEERING – ENGINEERING REVIEW DIVISION

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**CHECKLIST FOR SITE DEVELOPMENT PLANS**

Project Name: \_\_\_\_\_ County File No.: \_\_\_\_\_

Checked by: \_\_\_\_\_ For: \_\_\_\_\_ Date: \_\_\_\_\_  
Print name Firm or agency

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The Engineering Review Division is the approval authority for connection of the site access driveway(s) to the county road

- A. **Conceptual Information:** The following information must be provided with conceptual presentation of any site development plan.
- Types, sizes and uses of proposed facilities
  - Number of employees per facility and total of all facilities
  - Trip generation data (based upon the latest edition of the ITE Trip Generation Manual or other approved rates)\*
  - Name, type, and width of paving of existing county road
  - Location and configuration of proposed entrance(s)

\* Trip generation data is subject to review and approval by the County Traffic Engineer. If proposed development generates 24 or less peak hour trips (pht) a traffic impact study (TIS) is not required. If 25 to 49 pht, a TIS may be required. If 50 or more pht, a TIS shall be required. If a TIS is required, scope and parameters of study shall be provided by DPW. TIS shall be subject to review and approval by County Traffic Engineer.

- B. **Construction Plans :** Entrance construction information may be shown on site development plans, or, if required by Engineering Review Division, on a separate set of construction plans. If separate plans are required, refer to road plan checklist in Section Two of Design Manual.
- Traffic Impact Study complete and approved by County Traffic Engineer
  - Standard signature approval block on title sheet
  - Construction inspection note\*
  - Standard signature approval block\*\*
  - Detail of intersection on scale 1" = 30' or larger. Show and label the following :
    - Type and width of existing paving
    - Spot elevations along centerline and both edges of existing road
    - Existing inlets, manholes, storm drain pipes and or ditches
    - Existing utility poles, boxes or pedestals, with number and owner
    - Width of proposed paving
    - Type and limits of new curb
    - Curb depression
    - Sidewalks and sidewalk ramps
    - Fillet radius with minimum of 3 finished grade spot elevations
    - Proposed relocation of utility poles
    - Limits and width of deceleration/ right turn lane
    - Limits and width of acceleration lane
    - Limit, width and location of by-pass lane
    - Limits of removal of existing curb and gutter
    - Limit, width and location of left turn lane
    - Limits of patching or resurfacing

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**CHECKLIST FOR SITE DEVELOPMENT PLANS**

- Locations of proposed storm drainage facilities
- Standard paving joint notation
- Limits of Work noted with dimension/ station value
- Cross-sections through areas of improvement or new construction
- Permanent signage and striping, pedestrian crossing, stop bar
- Temporary traffic control plan
- Profile of entrance drive, with grades shown
- Paving specifications
- Minimum clear sight distance requirements met, show measurements on plan
- Location of proposed sign if in vicinity of proposed entrance
- Water and sewer service connection where applicable
- Utility permit\*\*\*
- 30' wide right of way dedication
- Proposed light fixtures for intersection lighting
- Temporary entrance shown and labeled
- Drainage area map and design calculations for proposed storm drainage facilities
- Profiles of proposed storm drain facilities
- Plans and design computations signed, sealed and dated by registered P.E or L.S.

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\* If construction will be inspected by the Environmental Compliance Office, use this note:

**Entrance construction is subject to inspection and approval by the Carroll County Office of Grading and Sediment and Erosion Control. Contractor is responsible to notify that office at 410-386-2756 a minimum of three working days prior to beginning work in or along any public road.**

If construction will be inspected by the Department of Public Works, use this note:

**Entrance construction is subject to inspection and approval by the Carroll County Department of Public Works, Construction Inspection Division. Contractor is responsible to notify Mr. Gene Warrenfeltz of that office at 410-386-2157 a minimum of three working days prior to beginning work in or along any public road.**

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\*\* The following signature block should appear on the title sheet of the plans

**CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS  
FOR BUREAU OF ENGINEERING**

By: \_\_\_\_\_ Date: \_\_\_\_\_

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\*\*\* Where water, sewer or storm drains will be constructed within the county road, a utility permit must be acquired from the Bureau of Roads Operation. Contact 410-386-6717 for information regarding the utility permit.