

**TOWN OF BOONSBORO**



**LAND SUBDIVISION ORDINANCE**

**LAND DEVELOPMENT FEE SCHEDULE 2006**

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AN ORDINANCE adopted by the Mayor and Town Council of Boonsboro, Washington County, Maryland on the 7th day of July, 1975, to establish regulations governing the subdivision of land within the Town of Boonsboro, and providing for the administration and enforcement thereof. [Effective date July 8, 1975]

**ARTICLE 1: TITLE, PURPOSE, INTERPRETATION, APPLICABILITY AND SEPARABILITY**

**100 SHORT TITLE**

This Ordinance shall be known and may be cited as the "Boonsboro Land Subdivision Ordinance."

**101 PURPOSE**

The purpose of this Ordinance is to promote the public health, safety, or the general welfare of the present and future inhabitants of Boonsboro by:

101.1 Providing for the proper arrangement of streets in relation to other existing and planned streets;

101.2 Providing for the adequate and convenient placement of sites for public purposes;

101.3 Assuring adequate open spaces for traffic, utilities, access of fire-fighting apparatus, recreation, light and air;

101.4 Furthering the development of land in an orderly and appropriate manner;

101.5 Establishing requirements and responsibilities for the equitable allocation of the costs of installing streets, utility systems and other improvements;

101.6 Establishing uniform standards for the design, survey, approval and recording of plats of land subdivisions; and

101.7 Giving effect to the policies and proposals of the Comprehensive Development Plan for the Town of Boonsboro.

**102 INTERPRETATION**

In interpreting and applying this Ordinance, its provisions shall be held to be the minimum requirements for promoting the public health, morals, safety, comfort, convenience and general welfare, except that when the provisions imposed by any statute, other ordinance, rule, regulations or permit or by any easement, covenant, or agreement are more restrictive than the provisions of this Ordinance, the provisions of such statute, other ordinance, rule, regulation, permit, easement, covenant or agreement shall prevail.

### **103 APPLICABILITY**

**103.1** The provisions of this Ordinance shall apply in relation to all land within the corporate limits of the Town of Boonsboro.

**103.2** All departments, officials and public employees of the Town of Boonsboro vested with the duty or authority to issue permits or licenses shall issue no permit or license for any use, building or purpose of the same would be in conflict with the provisions of this Ordinance.

**103.3** Previous Ordinances, Resolutions, Rules or Regulations adopted by the Mayor and Town Council of Boonsboro are hereby repealed to the extent that they conflict with or impose less restrictive standards than the provisions of this Ordinance.

### **104 SEPARABILITY**

It is hereby declared to be the legislative intent that the provisions of this Ordinance are separable, whereby:

**104.1** If a court of competent jurisdiction declares any provision of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to the provision expressly stated in the court's decision, and all other provisions of this Ordinance shall continue to be separately and fully effective, the Mayor and Town Council hereby declaring that they would have adopted the remaining provisions without the word, phrase, clause,

items, sentence, paragraph or section, or the application thereof, so declared invalid.

**104.2** If a court of competent jurisdiction finds the application of any provision of this Ordinance to any, building or other structure, or tract of land to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to the person, property or situation immediately involved in the court's decision, and the application of any such provision to other persons, properties or situations shall not be affected thereby.

**ARTICLE 2: DEFINITIONS**

**200 General Provisions**

A. The following rules of construction shall apply in interpreting this Ordinance:

1. Words used in the present tense include the future.
2. Words used in the singular number include the plural, and the singular.
3. The word "shall" is always mandatory; the words "may" and "should" are permissive.
4. The word "used" or "occupied", as applied to any land or building, includes the words "arranged or designed or intended to be used or occupied."

B. Unless otherwise expressly stated, the definitions of words and terms contained in this Article shall be used in interpreting this Ordinance. Words not herein defined are used with a meaning of standard usage.

**201 ALLEY**

A right-of-way, other than a street, used for vehicular access to the side of rear of abutting property.

**202 APPLICANT**

The person who submits an application for a land subdivision, which person shall be either the landowner or the duly authorized agent of the landowner, as defined herein.

**203 BLOCK**

A lot or group of lots bounded on one side by a street, and other three sides by a street, a railroad right-of-way, a waterway, an un-subdivided area, and other definite barriers, or combinations thereof.

**204 BUILDING**

A combination of materials having a roof, to form a structure for the shelter of persons, animals or property. The word "building" shall be construed as if followed by the phrase "or part thereof."

**205 BUILDING SETBACK LINE**

The rear line of the minimum front yard, as designated in the Town Zoning Ordinance for each zoning district, measured from the street right-of-way line.

**206 CARTWAY**

The portion of a street right-of-way, paved or unpaved, intended for vehicular use.

**207 COMPREHENSIVE PLAN**

The maps, charts and textual material adopted by the Mayor and Council in accordance with Article 66B of the Code of Public General Laws of Maryland and designated as a Comprehensive Plan for the continuing development of the Town.

**208 CUT**

An excavation. The difference between a point on the original ground and a designated point of lower elevation on the final grade. Also, the material removed in excavation.

**209 DWELLING**

A building or portion thereof arranged or designed to provide one or more dwelling units.

**209.1 Dwelling Unit:** A dwelling or portion thereof providing complete living facilities for one family; provided, however, that this term shall not be deemed to include rooming, boarding or lodging houses or hotels, motels, tourist homes or other similar places offering overnight accommodations for transients.

**209.2 Single-Family Detached Dwelling:** A building, commonly known as a single family house, designed for and occupied exclusively as a residence having one dwelling unit from ground to roof and open space on all sides, where a private garage is structurally attached to such a dwelling, it shall be considered as a part thereof.

**209.3 Two-Family Detached ("Duplex") Dwelling:** A single building containing two dwelling units separated by a party-wall, and intended and designed to be occupied as a residence by two families living independently of each other as separate housekeeping units.

**209.4 Single Family Attached ("Townhouse") Dwelling:** A portion of a building designed for and occupied exclusively as a residence for only one family and having (i) only one dwelling unit from ground to roof, (ii) two points of independent outside access, (iii) at least two other dwellings built in conjunction therewith and (iv) any portion of one or two walls in common with an adjoining dwelling.

**209.5 Multi-Family ("Apartment") Dwelling:** A building containing one dwelling unit above another dwelling unit or a building containing three and more dwelling units and designed to be occupied by three or more families living independently of one another.

**210 EASEMENT**

A right-of-way granted or reserved, but not dedicated, for limited use of private land for a public or quasi-public purpose, and within which the owner of the property shall not erect any permanent structures, but shall have the right to make any other use of the land which is not inconsistent with the rights of the grantee.

**211 ENGINEER**

A professional engineer, registered and/or licensed as such by the State of Maryland.

**212 ENGINEER, TOWN**

Either (i) an engineer employed by the Mayor and Council to perform engineering services at their direction; or (ii) an engineer employed by the subdivider, with the approval of the Mayor and Council, to perform the inspections, certifications and other duties herein specified to be performed by the Town Engineer.

**213 FILL**

Any act by which earth, sand, gravel, rock or any other material is placed, pushed, dumped, pulled, transported or moved to a new location above the natural surface of the ground or on top of the stripped surface and shall include the conditions resulting therefrom. The difference in elevation between a point on the original ground and a designated point of higher elevation on the final grade. The material used to make a fill.

**214 IMPROVEMENTS**

Physical additions, installations, and changes, such as streets, curbs, sidewalks, watermains, sewers, drainage facilities, public utilities, and other appropriate items required to render land suitable for the subdivision and use proposed.

**215 IMPROVEMENTS COMPLETION GUARANTEE**

Any security which may be accepted by the Mayor and Council to guarantee that the proper construction of improvements be made by the developer as a condition for the approval of the plat, including corporate bonds, escrow agreements, and other similar collateral or surety agreements.

**216 LANDOWNER**

The legal or beneficial owner or owners of land, including the holder of an option or contract to purchase (whether or not such option or contract is subject to any condition), a lessee if he is authorized under the lease to exercise the rights of the landowners, or other person having a proprietary interest in land; the subdivider of the land,

unless the subdivider be the authorized agent of the landowner.

## 217 LOT

A parcel of plot of land used or set aside and available for use as the site of one or more buildings and buildings accessory thereto, or for any other purpose, in one ownership and not divided by a street or including any land within the limits of a public or private street right-of-way. The term "recorded lot" means the land designated as a separate and distinct parcel of land on a legally recorded deed filed among the Land Records of Washington County.

**217.1 Lot, Corner:** A lot abutting two or more streets at their intersections, where the interior angle of the intersection does not exceed 135 degrees.

**217.2 Lot, Width:** The width of a lot measured at the building setback line.

**217.3 Lot Area:** The area contained within the property lines of a lot, including the area within all easements, but excluding the area within all street right-of-ways.

## 218 LOT LINE

Any boundary line of a lot.

**218.1 Lot Line, Front:** The street line, which shall be the same as the legal right-of-way line, provided that along streets for which a future right-of way width is designated and legally adopted, pursuant to Article 66B of the Annotated Code, the front lot line shall be the future right-of-way line thus established.

**218.2 Lot Line, Rear:** Any lot line which is parallel to or within 45 degrees of being parallel to a street line, except for a lot line that is itself a street line, and except that in the case of a corner lot the owner shall have the option of choosing which of the two lines that are not street lines is to be considered a rear lot line. In the case of a lot having no street frontage or a lot of an odd shape, only the

one lot line furthest from any street shall be considered a rear lot line.

**219 MAINTENANCE GUARANTEE**

Any security which may be accepted by the Town to insure that improvements will be kept in good condition for a designated period after completion of construction and installation, including corporate bonds, escrow agreements, and other similar collateral or surety agreements.

**220 MAYOR AND COUNCIL**

The elected Mayor and Town Council of the Town of Boonsboro, Washington County, Maryland.

**221 PERSON**

A corporation, institution, partnership, trust, association or any other legal entity as well as a natural individual.

**222 PLANNING COMMISSION**

The Planning Commission of the Town of Boonsboro, appointed by the Mayor and Council pursuant to Article 66B of the Code of Public General Laws.

**223 PLAT**

A map, plan, chart or drawing indicating the subdivision or resub-division of land filed or intended to be filed for record.

**223.1 Tentative Sketch Plan:** A drawing of the proposed plat showing the subdivider's desires in regard to the future development of land prepared for informal consideration by the Planning Commission.

**223.2 Preliminary Plat:** A tentative map indicating the proposed subdivision of land, prepared in accordance with the requirements of these Regulations as a basis for consideration prior to the preparation of the final plat.

**223.3 Final Plat:** The final map or plan which legally describes the subdivision of land, containing a detailed plan

of the property, giving all dimensions, angles and bearings, together with such information, statements and certificates as required by these regulations, and presented to the Planning Commission for approval, and which, if approved, will be recorded among the land records in the Office of the Clerk of the Circuit Court of Washington County.

**224 RESUBDIVISION**

Any replatting or resubdivision of land, limited to changes in lot lines on approved Final Plats or Recorded Plats; other replattings shall be considered as constituting a new subdivision of land.

**225 RIGHT-OF-WAY**

A strip of land occupied or intended to be occupied by a street, alley, crosswalk, sanitary or storm sewer, drainage ditch, or for another special use. The usage of the term "right-of-way" for land platting purposed in the Town shall mean that every right-of-way hereafter established and shown on the final plat is to be separate and distinct from lots or parcels adjoining such right-of-way, and not included with the dimensions or areas of such lots or parcels.

**226 RIGHT-OF-WAY, FUTURE**

The right-of-way width required for the expansion of existing street to accommodate anticipated future traffic loads or a right-of-way established to provide future access to or through undeveloped land.

**227 RUNOFF**

The surface water discharge or rate of discharge of a given watershed after a fall of rain or snow that does not enter the soil but runs off the surface of the land.

**228 SEWAGE DISPOSAL SYSTEM**

**228.1 Centralized Sewage Disposal System:** A utility system, serving two or more dwelling units, business, commercial, industrial or other establishments, which is designed and operated for the collection, transportation, treatment and

disposal of sewage, in compliance with County and State health regulations.

**228.2 Private Sewage Disposal System:** A system of sewers, pipes, treatment tanks or other facilities serving only a single dwelling unit or a single business, commercial, industrial or other establishment, which is designed and operated for the collection, transportation, treatment and disposal of sewage in compliance with County and State health regulations.

**229 SEPTIC TANK**

A watertight receptacle which receives sewage or industrial waste and is designed and constructed to provide for sludge storage, sludge decomposition, and to separate solids from the liquid, through a period of detention, before allowing the liquid to be discharged.

**230 STREET**

A strip of land, including the entire width of the right-of-way between street lines, used or intended for use by the public for vehicular travel or to provide vehicular access to three (3) or more abutting lots or principal uses and designed and improved in accordance with these Regulations. Streets are further classified according to the function they perform as follows:

**230.1 Major Arterial Street:** Designed for large volumes and high speed traffic with access to abutting properties restricted.

**230.2 Minor Arterial Street:** Designed to carry a moderate volume of fast moving traffic from collector and local streets to major arterial streets.

**230.3 Collector Street:** Designed to carry a moderate volume of traffic to intercept local (residential) streets, to provide routes to minor arterial streets and to community facilities and to provide access to the abutting properties.

**230.4 Local Street:** Designed to provide access to the abutting properties and a route to collector streets.

**230.5 Cul-De-Sac Street:** A local street intersecting another street at one end, and terminating in a vehicular turn-around at the other.

**231 STREET LINE**

The dividing line between the street and the lot. The street line shall be the same as the legal right-of-way line, provided that where a future right-of-way width for a street is officially established pursuant to Article 66B of the Annotated Code, then the street line shall be the side of the future right-of-way so established.

**232 SUBDIVISION**

The division of a lot, tract or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale or of building development. It includes resubdivision and, when appropriate to the context, relates to the process of re-subdividing or to the land or territory subdivided.

**Legislative Intent**

Within the authority granted by Article 66B of the Code of Public General Laws of Maryland, the above definition of subdivision includes:

(a) Land offered for sale by a single developer or group of developers acting in concert; where such land is contiguous, or is known, designated or advertised as a common name, such land shall be presumed, without regard to the number of lots covered by each individual offering, as being for sale as part of a common development plan.

(b) Any development of a parcel of land which involves the installation of streets, driveways or alleys (for example, a shopping center, industrial park, or apartment project), even though such vehicle accessways may not be dedicated to the township, or the lot, tract or parcel may not be divided for the purpose of conveyance, transfer or sale.

For administrative purposes, certain types of land subdivision may be considered "minor" subdivisions, as defined below.

**233 SUBDIVISION, MINOR**

At the discretion of the subdivider, a subdivision which does not involve the provision of any new street, and which meets one of the following conditions, may be submitted as a minor subdivision:

**233.1** Division of land among the immediate members of a family for personal use and not for development.

**233.2** A division of land upon dissolution of a bona fide partnership in existence for two (2) or more years.

**233.3** A division of land exclusively for agricultural purposes and not for development.

**233.4** A division of land into not more than five (5) lots, parcels or tracts, where use of existing streets is judged by the Commission not to constitute undue traffic or safety hazards.

**234 SURVEYOR**

A professional surveyor registered and/or licensed as such by the State of Maryland.

**235 WATER SUPPLY SYSTEM**

**235.1 Centralized Water Supply System:** A utility system serving two or more dwelling units, business, commercial, industrial or other establishments, which is designed and operated to supply potable water, in compliance with County and State health regulations.

**235.2 Private Water Supply System:** A utility system serving only one dwelling unit or a single commercial, business, industrial, or other establishment, which is designed and operated to supply potable water, in compliance with County and State health regulations.

**236 Steep Slope\***

Slopes of 25% or more, or slopes greater than 15% where the soil erodability coefficient or K factor as determined by the most current soil survey for Washington County, Maryland is 0.35 or greater.

**237 Stream\***

A perennial or intermittent stream identified in the most current soil survey for the Town of Boonsboro and/or Washington County, Maryland and field verified when necessary.

**238 Stream Buffer\***

An area on one or both sides of a stream that is designated for the purpose of protecting, preserving or improving water quality by providing for filtration and dissipation of the energy of flowing water or the maintenance or stabilization of the stream bank to prevent erosion.

**239 Floodplain, 100 Year\***

The floodplain as delineated in the Flood Insurance Study (FIS) prepared by the Department of Housing and Urban Development/Federal Insurance Administration (HUD/FIA) showing areas subject to inundation by waters of the 100 Year Flood; and/or any study conducted by the Soil Conservation, government authority or independent consultant; whichever is greater.

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\* Ordinance 2006-003; Adopted 9/5/2006

## **ARTICLE 3: REQUIREMENTS AND PENALTIES**

### **300 PLATS AND PLAT APPROVAL REQUIRED**

**300.1** It shall be unlawful for the owner of any land within the Town to make or authorize or permit the subdivision of any lot, or the construction, opening or dedication of any street, sewer, or other facilities in connection with a subdivision, unless and until a plat thereof shall have been approved and recorded in accordance with this Ordinance.

**300.2** No plat of a subdivision of land within the Town shall be filed or recorded until it shall have been approved by the Planning Commission in accordance with this Ordinance.

### **301 PENALTIES AND SANCTIONS**

**301.1** As provided in Section 7.01 of Article 66B of the Annotated Code of Maryland, 1970 Edition, a violation of this Ordinance is declared to be a misdemeanor.

**301.2** Whoever, being the owner or agent of the owner of any land located within a subdivision transfers or sells or agrees to sell or negotiate to sell any land by reference to or exhibition of or by other use of a plat of a subdivision, before such plat has been approved by the Planning Commission and recorded or filed in the office of the Clerk of the Circuit Court of Washington County, Maryland, shall forfeit and pay a penalty of one hundred (\$100) dollars for each lot or parcel so transferred or sold or agree or negotiated to be sold; and the description of such lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties or from the remedies herein provided.

**301.3** The Mayor and Town Council may enjoin such transfer or sale or agreement by action for injunction brought in any court or equity jurisdiction or may recover the said penalty by civil action in any court of competent jurisdiction.

**ARTICLE 4: ADMINISTRATION AND APPEAL**

**400 PLANNING COMMISSION'S AUTHORITY**

**400.1** As provided by Maryland law, the authority to approve subdivision plats pursuant to the regulations in this Ordinance is vested in the Town Planning Commission.

**400.2** Where the Planning Commission finds that extraordinary hardships may result from strict compliance with provisions of this Ordinance, the Planning Commission may modify the application of said regulations so that substantial justice may be done and the public interest secured; provided, however, that such modification shall not have the effect of nullifying the intent and purpose of this Ordinance; and further provided that, in granting said modifications, the Planning Commission may impose such requirements or conditions as will, in its judgment, secure substantially the objectives of the provisions in the Ordinance so modified.

**401 DEVELOPMENT ADMINISTRATOR**

**401.1** The Planning Commission shall designate a person to serve as Development Administrator for the purpose of receiving and processing applications and plats and performing other duties as specified hereinafter. Such person shall be a member of the Planning Commission except that the Commission may, with the approval of the Mayor and Council, designate a person not a member of the Planning Commission to serve as the Development Administrator.

**401.2** The remuneration, if any, paid to the Development Administrator for performing the duties specified hereinafter shall be in such amount as may be mutually agreeable to the Planning Commission and the Mayor and Council.

**402 FEES**

Fees to cover the administrative costs of reviewing and approving plats shall be paid by the applicant in accordance with the schedule of charges adopted by the Mayor and Council. Said fees shall be collected by the Development Administrator on behalf of the Town and shall promptly be deposited with the General Fund of the Town.

**402.1<sup>†</sup>** Fees to cover the administrative cost of reviewing and approving plats shall be paid by the applicant in accordance with the schedule of charges adopted by the Mayor and Council.

Said fees shall be collected by the Development Administrator on behalf of the Town and shall promptly be deposited with the General Fund of the Town.

**402.2<sup>‡</sup>** The applicant shall pay all costs incurred by the Development Administrator, the Planning Commission, and any other agent of the Mayor and Council of Boonsboro for review of subdivision improvements. The applicant shall make payment either in advance or after the costs are incurred, as is required by the Development Administrator. Approval of preliminary and final plats shall be contingent upon payment in full of all costs charged to the applicant by the Development Administrator.

#### **403 APPEALS**

As provided by Maryland law, any person or persons, jointly or severally, aggrieved by any decision of the Planning Commission pursuant to this Ordinance may appeal said decision to the Circuit Court of Washington County.

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<sup>†</sup> Res. No. 89-1; Adopted 8/7/89

<sup>‡</sup> Res. No. 89-1; Adopted 8-7-91

## **ARTICLE 5: PROCEDURAL REGULATIONS**

### **500 TENTATIVE SKETCH PLAN**

**500.1 Purpose** The purpose of the "Tentative Sketch Plan" is to give the applicant the opportunity to consult early and informally with the Planning Commission before preparation of the preliminary plat and formal application for approval. The tentative sketch plan procedure is optional to the applicant and is not a prerequisite to the approval of the final plan. This optional procedure, however, is strongly recommended because it gives the applicant an opportunity to resolve problems early in the proceedings and to make necessary modifications and revisions before incurring the expense of preparing the preliminary and final plats.

#### **500.2 Review Procedures**

**500.2.1** The applicant should submit three (3) copies of the tentative sketch plan, which should show at least the information specified in Section 601.

**500.2.2** The Development Administrator shall receive the copies of the tentative sketch plan and shall promptly check said plan to advise the applicant concerning any additional information that might be helpful to the Planning Commission for reviewing the sketch plan.

**500.2.3** The Development Administrator shall promptly transmit a copy of the sketch plan to the Planning Commission and a copy to the Mayor and Council; the third copy shall be retained in the Administrator's files.

**500.2.4** At the first regular meeting within more than seven (7) days following receipt of the complete submission by the Development Administrator, the Planning Commission shall review the sketch plan. The applicant is encouraged to attend such meetings to discuss the sketch plan with the Commission.

**500.2.5** Within 30 days from said meeting, the Development Administrator shall inform the applicant in writing regarding the Planning Commission's review and evaluation of the sketch plan and regarding any

recommendations by the Commission for changes to make the proposed subdivision compatible with this or other Town Ordinances or regulations or with the Town's adopted Comprehensive Development Plan.

## **501 MINOR SUBDIVISION PLAT**

**501.1 Purpose** To avoid undue delay and difficulty to the subdivider in the case of minor subdivisions, as defined in Section 232, the Planning Commission may accept an accurate sketch plan of such proposed subdivision in lieu of the preliminary plat otherwise required, provided that such sketch plan shows or is accompanied by the information specified in Section 602.

**501.2 Review Procedure** The review of a sketch plan accepted in lieu of a preliminary plat shall proceed in the manner specified in Section 502 for reviewing preliminary plats.

## **502 PRELIMINARY PLAT**

### **502.1 Purpose**

**502.1.1** The purpose of the preliminary plat is to obtain formal conditional approval to minimize changes and revisions before a final plat is submitted.

**502.1.2** A preliminary plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of these regulations, except where variation therefrom may be specifically authorized in writing by the Planning Commission.

### **502.2 Review Procedure**

**502.2.1** The applicant shall submit four (4) copies of the preliminary plat and application; provided, however, that the Development Administrator may require the applicant to submit additional copies for review by one or more of the agencies listed in Appendix I.

**502.2.2** The Development Administrator shall receive the copies of the plat and shall promptly check said plat to advise the applicant concerning any additional information that might be necessary for compliance with

this Ordinance; if the submission is complete, the Administrator shall accept the plat and collect the specified filing fee, and shall so note on the application form.

**502.2.3** The Development Administrator shall promptly transmit one copy of accepted, complete plat and application to the Planning Commission, one copy to the Mayor and Council, and one copy to the Washington County Planning and Zoning Commission; one copy shall be retained in the Administrator's files, and a copy may be transmitted to one or more of the agencies listed in Table 1, as appropriate.

**502.2.4** At the first regular meeting within more than seven days following receipt of the complete submission by the Development Administrator, the Planning Commission shall review the plat and application, and shall receive and consider the comments of the applicant and of any other party of interest.

**502.2.5** At said meeting, or within 35 days thereafter, the Commission shall determine whether the preliminary plat meets the requirements of this and other applicable Town Ordinances and regulations; shall review and evaluate the comments regarding the plat made by the applicant, by the Mayor and Council, by the County Planning and Zoning Commission, by the County Health department, or by other parties of interest; and shall inform the applicant, in writing, of the Planning Commission's decision to approve or disapprove the preliminary plat or to approve the plat conditionally subject to such changes or modifications as may be specified in writing by the Planning Commission.

**502.3** Approval of the preliminary plat shall constitute conditional approval of the subdivision as to character and intensity, but shall not constitute approval of the final plat or authorize sale of lots or construction of buildings.

## 503 FINAL PLAT

### 503.1 Purpose

503.1.1 The purpose of the final plat is to require formal approval by the Planning Commission before plats for all subdivisions are recorded as required by Section 300 of these Regulations.

503.1.2 A final plat shall be submitted conforming to the changes specified during the preliminary plat review. The final plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of these Regulations, except where variation therefrom may be specified in writing by the Planning Commission. Preliminary and final plat procedures may, at the option of the Planning Commission, be executed simultaneously in the case of minor subdivision plats that comply fully with the requirements for final plats as specified in Section 602.

### 503.2 Review Procedures

503.2.1 The applicant shall submit four (4) copies of the final plat and application; provided, however, that the Development Administrator may require the applicant to submit additional copies for review by one or more of the agencies listed in Appendix I.

503.2.2 The Development Administrator shall receive the copies of the plat and shall promptly check said plat to advise the applicant concerning any additional information that might be necessary for compliance with this Ordinance; the submission is complete, the Administrator shall accept the plat and collect the specified filing fee, and shall so note on the application form.

503.2.3 The Development Administrator shall promptly transmit one copy of accepted, complete plat and application to the Planning Commission, one copy to the Mayor and Council, and one copy to the Washington County Planning and Zoning Commission; one copy shall be retained in the Administrator's files and a copy may be

transmitted to one or more of the agencies listed in Table 1, as appropriate.

**503.2.4** At the first regular meeting within more than seven days receipt of the complete submission by the Development Administrator, the Planning Commission shall review the plat and application, and shall receive and consider the comments of the applicant and of any other party of interest.

**503.2.5** At said meeting, or within thirty-five (35) days thereafter, the Commission shall determine whether the final plat meets the requirements of this and other applicable Town Ordinances and regulations; shall review and evaluate the comments regarding the plat made by the applicant, by the Mayor and Council, by the County Planning and Zoning Commission, by the County Health Department, or by other parties of interest; and shall the applicant, in writing, of the Planning Commission's decision to approve or disapprove the final plat or to approve the plat conditionally subject to such changes or modifications as may be specified in writing by the Planning Commission.

**503.2.6** If the final plat is approved, the approval shall be by resolution formally adopted by the Planning Commission, except such approval shall not be granted until the subdivider shall have executed the improvements guarantees as may be required pursuant to Article 9.

**503.2.7** The applicant shall then prepare and submit to the Planning Commission two (2) exact copies of the approved final plat on linen, mylar or other stable reproducible material, with the required signatures as specified in Article 6. One copy shall be retained in the Planning Commission's files, and one copy shall be signed by the Chairman or the Secretary of the Planning Commission and shall promptly be returned to the applicant for recording.

**503.2.8** Unless the signed copy of the approved final plat is recorded by the applicant in the office of the Clerk of the Circuit Court of Washington County within 120 days of the date of approval by the Planning

Commission, said approval shall lapse and become null and void.

### **503.3 Effect of Recording**

**503.3.1** Streets, parks and other public improvements shown on a subdivision plat to be recorded may be offered for dedication to the Town by formal notation thereof on the plat, or the subdivider may note on the plat that such improvements have not been offered for dedication to the Town.

**503.3.2** Recording of the final plat shall not be deemed to constitute or effect an acceptance by the public of the dedication of any street or other proposed public park or improvements shown on said plat, but improvement so noted for dedication may be accepted by the public through any subsequent appropriate act.

## **504 ACCEPTANCE OF STREETS AND IMPROVEMENTS**

### **504.1 Preliminary Inspection**

**504.1.1** The applicant shall notify the Town Engineer of the completion of the required improvements.

**504.1.2** The Town Engineer shall:

**504.1.2.1** inspect the completed required improvements; and

**504.1.2.2** submit in writing a report to the Town Council, with a copy to the applicant, specifying those items of construction, material, and workmanship, if any, which do not comply with the Town specifications or the approved final plat.

**504.1.3** The applicant upon notification from the Town Engineer shall:

**504.1.3.1** proceed, at his own cost, to make such corrections as shall be required to comply with the Town specifications and approved final plats; and

**504.1.3.2** notify the Town Engineer and Town Council upon completion, requesting final inspection.

**504.2 Final Inspection** The Town Council and Town Engineer shall make a final inspection with the applicant of all required improvements.

**504.3 Acceptance** The Town Council shall notify the applicant of acceptance of the required improvements if satisfied that the applicant has complied with all specifications and ordinances of the Town.

**ARTICLE 6: PLAT PREPARATION REGULATIONS**

**600 TENTATIVE SKETCH PLAN**

Where the applicant chooses to present a tentative sketch plan before submitting a preliminary plat, the sketch plan should be an accurate sketch of the proposed subdivision and should contain or be accompanied by the information listed below;

**600.1** Names and addresses of the applicant, the landowner if different from the applicant, and the applicant's engineer or surveyor;

**600.2** Boundaries of the property, accurately labeled from deed description or survey;

**600.3** Streets or other rights-of-way on or abutting the property;

**600.4** Significant topographic, hydrographic or other physical features, if any, within the property;

**600.5** Contour lines;

**600.6** North point, date, and written and graphic scales.

**601 PRELIMINARY PLAT**

The preliminary plat shall comply with the standards and shall show or be accompanied by the information specified below:

**601.1 Drafting Standards**

**601.1.1** The plat shall be drawn at a scale of 1" = 50' or 1" = 100'.

**601.1.2** Dimensions, if known, shall be in feet and decimal parts thereof, and bearings in degrees, minutes, and seconds; otherwise, approximate dimensions of proposed features shall be shown.

**601.1.3** Each sheet shall be numbered and shall show its relationship to the total number of sheets.

**601.1.4** Where any revision is made, or when the plat is a revision of a previously approved plat, dotted lines shall be used to show features of locations to be abandoned and solid lines to show the presently proposed features.

**601.1.5** The plat shall be so prepared and bear and adequate legend to indicate clearly which features are existing and which are proposed.

**601.1.6** The exterior property lines of the subdivision shall be shown as solid heavy lines.

## **601.2 Information To Be Shown - General**

**601.2.1** Name of the subdivision.

**601.2.2** Name and address of the subdivider, and of the owner, if different from the subdivider.

**601.2.3** Name and address of the engineer or surveyor responsible for the plat.

**601.2.4** Present zoning classification.

**601.2.5** Date, north point, and written and graphic scales.

**601.2.6** A location map for the purpose of locating the site to be subdivided, drawn at scale of not less than eight hundred (800) feet to the inch showing the relation of the tract to adjoining property and to all streets and municipal boundaries existing within one thousand (1,000) feet of any part of the property proposed to be subdivided.

**601.2.7** The words "Preliminary Plat - Not To Be Recorded," shall be shown on the plat.

## **601.3 Existing Features**

**601.3.1** The total area of the property, in acres, and the complete boundary survey description showing all courses and distances.

**601.3.2** The location, names, and widths of streets, the location of property lines and name of owners, the location of water courses, sanitary sewers, storm drains, and similar features within four hundred (400) feet of any part of the land to be subdivided.

**601.3.3** Location of all existing monuments.

**601.3.4** Locations, size, and ownership of all underground utilities, and any rights-of-way or easements within the property.

**601.3.5** Contour lines at a vertical interval of two (2) feet where the existing slope is less than ten percent (10%), and at a vertical interval of five (5) feet where the existing slope is ten percent (10%) or steeper.

**601.3.6** Location of existing buildings, the outline of all wooded areas, marshy areas, and areas subject to flooding.

**601.3.7** Trees with a diameter of six (6) inches D.B.H. or larger.

#### **601.4 Proposed Layout**

**601.4.1** The layout of streets, including names and widths.

**601.4.2** The layout and approximate dimensions of all lots, including approximate area of each lot, in square feet.

**601.4.3** A reference to any land offered for dedication for parks, schools, widening of streets, or other public uses.

**601.4.4** Building setback lines.

**601.4.5** Location and size of storm drains, sanitary sewers, culverts, water courses and all appurtenances thereof, water mains and fire hydrants.

**601.4.6** Rights-of-way and/or easements proposed to be created for all drainage purposes and utilities.

**601.4.7** Tentative profile drawings for all proposed utility lines shown on the plat; these drawings may be submitted as separate sheets.

**601.4.8** Tentative typical cross-sections and center line profiles for each proposed street shown on the preliminary plat; these drawings may be submitted as separate sheets.

**601.4.9** Tentative grading plan and/or plan of the measures to be taken to comply with the Erosion and Sedimentation Control Ordinance.

**601.5.0** Where the preliminary plat covers only a part of the owner's entire holding, a sketch plan shall be submitted of the prospective street layout for the remainder of the entire holdings.

## **602 MINOR SUBDIVISION PLAT**

The minor subdivision plat shall show or be accompanied by the following information:

### **602.1 Drafting Standards**

**602.1.1** The plat shall be drawn at a scale of 1" = 50' or 1" = 100'.

**602.1.2** The plat shall be a clear and legible white paper print.

**602.1.3** Dimensions shall be in feet and decimal parts thereof, bearings in degrees, minutes, and seconds.

**602.1.4** The boundary line of the subdivision shall be shown as a solid heavy line.

**602.1.5** Minor subdivision plats shall be on sheets either 18" x 22", 24" x 30" x 44" and all lettering shall be so drawn as to be legible if the plat should be reduced to half size.

## **602.2 Information To Be Shown - General**

**602.2.1** Name of the subdivision.

**602.2.2** Name and address of the subdivider, and of the owner, if different from the subdivider.

**602.2.3** Name and address of the engineer or surveyor.

**602.2.4** Zoning classification and requirements.

**602.2.5** Date, north point, and written and graphic scales.

**602.2.6** A location map for the purpose of locating the site at a scale of not less than eight hundred (800) feet to the inch.

## **602.3 Existing Features**

**602.3.1** The total area of the property, in acres, and the complete boundary survey description showing all courses and distances.

**602.3.2** The location, names and widths of streets, the location of property lines and names of owners, the location of water courses, sanitary sewers, storm drains, and similar features within four hundred (400) feet of any part of the land to be subdivided.

**602.3.3** The location of existing buildings, wooded areas and other features.

## **602.4 Proposed Layout**

**602.4.1** The layout and approximate dimensions of all lots, including the approximate area of each lot, in square feet.

**602.4.2** Building setback lines.

## **603 FINAL PLAT**

The final plat shall show or be accompanied by the following information:

### **603.1 Drafting Standards**

**603.1.1** The plat shall be drawn at a scale of 1" = 50' or 1" = 100'.

**603.1.2** The plat shall be a clear and legible white paper print.

**603.1.3** Dimensions shall be in feet and decimals to the nearest hundredth of a foot, and the bearings in degrees, minutes and seconds.

**603.1.4** Each sheet shall be numbered and shall show its relationship to the total number of sheets.

**603.1.5** The boundary line of the subdivision shall be shown as a solid heavy line.

**603.1.6** Final plats shall be on sheets either 18" x 22" or 24" x 30" or 36" x 44" and all lettering shall be so drawn as to be legible if the plat should be reduced to half size.

### **603.2 Information To Be Shown - General**

**603.2.1** Name of the subdivision.

**603.2.2** Name and address of the subdivider, and of the owner, if different from the subdivider.

**603.2.3** Name and address of the engineer or surveyor.

**603.2.4** Date, north point, and written and graphic scales.

**603.2.5** A location map for the purpose of locating the site to be subdivided at a scale of not less than eight hundred (800) feet to the inch showing the relation of the tract to adjoining property and to all streets, roads, and municipal boundaries existing within one

thousand (1,000) feet of any part of the property proposed to be subdivided.

**603.2.6** Certification from the Washington County Health Department approving the water supply and sanitary sewage disposal aspects of the proposed subdivision.

**603.2.7** Certification, if applicable, from the County Engineer and/or the Maryland State Highway Administration, approving all proposed intersections with County or State highways, respectively.

### **603.3 Existing Features**

**603.3.1** The total area of the property, in acres, and the complete boundary survey description showing all courses and distances.

**603.3.2** The location, names, and widths of streets, the of property lines and name of owners, the location of water courses, sanitary sewers, storm drains, and similar features within four hundred (400) feet of any part of the land to be subdivided.

**603.3.4** Location of existing buildings, the outlines of all wooded areas, marshy areas, and areas subject to flooding.

### **603.4 Proposed Layout**

**603.4.1** The layout and accurate dimensions of all lots, including the area of each lot.

**603.4.2** Consecutive numbering of all lots.

**603.4.3** The proposed names, pavement width, and right-of-way width of all proposed streets.

**603.4.4** Sufficient survey data to determine readily the location, bearing and length of every street, lot boundary line, and monument.

**603.4.5** Building setback lines.

**603.4.6** The location, width, and purpose of all easements or right-of-ways, with boundaries identified by bearings and distances.

**603.4.7** Location and size of storm drains, sanitary sewers, culverts, water courses and all appurtenances thereof; water mains and fire hydrants.

**603.4.8** Final profile drawings for all proposed utility lines shown on the plat; these drawings may be submitted as separate sheets.

**603.4.9** Final typical cross-sections and center line profiles for each proposed street shown on the preliminary plat; these drawings may be submitted as separate sheets.

**603.5.0** Final grading plan and/or plan of the measures to be taken to comply with the Erosion and Sedimentation Control Ordinance.

#### **604 RECORD PLAT**

**604.1** The record plat shall be clear and legible blue or black line print on white opaque linen or mylar or other stable reproducible material and shall be an exact copy of the approved minor subdivision plat or final plat on a sheet of the size required for minor subdivision plat of final plat.

**604.2** The following information shall appear on the record plat, in addition to the information otherwise required:

##### **604.2.1 Seals**

**604.2.1.1** The impressed seal of the registered engineer or surveyor responsible for the plat.

**604.2.1.2** The impressed corporation seal, if the applicant is a corporation.

**604.2.1.3** The impressed seal of a notary public or other qualified officer acknowledging the applicant's statement of intent.

## **604.2.2 Acknowledgments**

**604.2.2.1** A statement to the effect that the applicant is the owner of the subdivision shown on the final plat, or that the applicant is made with the owner's consent, and that it is desired to record the same.

**604.2.2.2** Acknowledgement of said statement before an officer authorized to take acknowledgements.

**604.2.3** The following signatures shall be placed directly on the plat in black permanent ink:

**604.2.3.1** The signatures of the owner or owners of the land. If the owner of the land is a corporation, the signatures of the president and secretary of the corporation shall appear.

**604.2.3.2** The signature of the notary public or other qualified officer acknowledging the owner's statement of intent.

**604.2.3.3** The signature of the registered engineer or surveyor who prepared the plat.

**604.2.3.4** The signature of the chairman of the secretary of the Planning Commission.

**604.2.3.5** The signature of the County Health Officer of Washington County.

## ARTICLE 7: DESIGN PRINCIPLES AND STANDARDS<sup>§</sup>

### 701. GENERAL

- a. No land shall be subdivided if such land is considered by the Commission to be unsuitable for the use proposed by reason of flooding or improper drainage, topography or other features harmful to the health, safety and welfare of future residents and the community as a whole.
- b. The subdivision plan shall conform to the principles and standards which are exhibited in the Comprehensive Plan and the Zoning Ordinance as they are now or hereafter shall be adopted, in whole or in part, and with that part of the Comprehensive Plan which deals with land use and highway.
- c. The following standards and requirements shall be deemed as a minimum, and whenever the applicable standards and requirements of any applicable ordinance are higher or more restrictive, the latter shall control.
- d. All subdivision of land shall meet the requirements and standards of the Adequate Public Facilities Ordinance. No subdivision shall receive final plat approval if it does not meet the requirements and standards of the Adequate Public Facilities Ordinance.
- e. All subdivision of land shall meet the requirements and standards of the Boonsboro Forest Conservation Ordinance. No subdivision shall receive final approval if it does not satisfy the provision contained in the Forest Conservation Ordinance.
- f. Where large trees, groves, waterways, scenic points, historic spots, or other assets and landmarks as considered by the Commission are located within a proposed subdivision, every reasonable attempt shall be made to preserve those features through the design of the subdivision.

### 702. LOT STANDARDS

- a. Lot configuration and orientation shall be appropriate for the location of the subdivision and for the type of development or use contemplated and shall be approved by the Commission.
- b. The size, width, depth, shape, orientation, and the minimum building setback lines shall be appropriate for the location of the subdivision and for the type of development and use contemplated and shall conform to the requirement of the Zoning Ordinance.
- c. All lots shall abut a minimum frontage width as required by the Zoning Ordinance, and shall have access to a road or street that has been dedicated to public use and accepted for public maintenance.
- d. Double frontage lots, meaning a block having one tier of lots between two (2) streets or roads shall not be approved except as to provide separation of residential development from arterial streets or to overcome specific disadvantages of topography or other natural features of the proposed subdivision tract.

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<sup>§</sup> Amended by Mayor and Council, 11/6/06, Ordinance 2006-06.

- e. Side lot lines shall be perpendicular or radial to street lines, and lot lines shall coincide with the municipal boundary line unless otherwise approved by the Commission.
- f. The depth of a residential lot shall be recommended at not less than one (1) or more than three (3) times its width. The Planning Commission may consider lot dimensions that do not meet these criteria with proven fact that the proposed lot size will not diminish the character of the neighborhood or pose a reduction in property values.
- g. Panhandle lots, defined as a polygonal shaped lot with the appearance of a "pan" or "flag and staff" in which the handle is most often used as the point of access to a street or road, shall not be permitted as they often result in a decrease in privacy for neighboring residents, particular those whose rear yards would abut the proposed lot. Infill proposals which would results in panhandle lots will only be considered by the Commission where their creation will not have a negative impact on the privacy of adjacent parcels and where at least one of the parcels being created will be oriented towards the street.

**703. BLOCK STANDARDS**

- a. Block lengths shall conform to the maximum block with in accordance with Table 7.1 of this article and/or the Boonsboro Land Development Design Manual, as amended by resolution by Mayor and Council.
- b. Blocks shall be designed with sufficient width to provide two (2) tiers of lots, except that where blocks adjoin arterial streets, railroads, streams or drainage courses, multi-family, commercial or industrial areas, schools, churches or similar land uses, the Commission may approve blocks with only one (1) tier of lots.
- c. Pedestrian crosswalks not less than ten (10) feet wide shall be required where deemed essential by the Commission to provide adequate circulation or access to schools, playgrounds, shopping centers, or other community facilities.
- d. Non-residential blocks designed for business or industry shall be of such length and width as may be determined necessary by the Commission including adequate provision for off-street parking, deliveries and truck maneuvering.

**704. GENERAL STREET STANDARDS**

- a. Proposed streets shall be consistent with the policies of the Comprehensive Plan. The design of proposed streets shall accommodate: the location, width and grade of existing or planned streets; existing and finished topographical conditions; the potential uses of the land to be served by the street; and the manner the streets will be integrated in to the runoff control system.
- b. The proposed streets shall provide for continuation and connectivity of any existing road or streets in accordance with the Comprehensive Plan.
- c. A tract proposed for subdivision into parcels shall be divided so as to allow for future openings of streets and such further logical subdivision as can be foreseen.

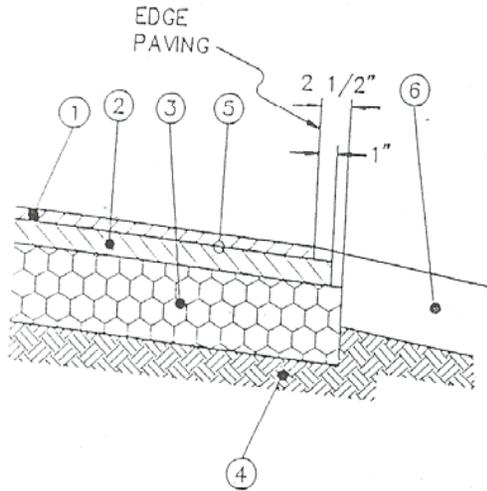
- d. All streets shall, as far a practicable, be in alignment with existing adjacent streets by continuation of the centerlines thereof or by adjustments with curves. All streets shall conform to the Comprehensive Plan to provide for the most advantageous development of the area in which the subdivision lies.
- e. Residential streets shall be designed to discourage rapid through traffic and excessive speeds.
- f. Where, in the opinion of the Commission, it is desirable to provide street access to adjoining property; the proposed streets shall be extended by dedication to the boundary of such property.
- g. Proposed streets and highways shall be adjusted to the contour of the land as far as practicable so as to produce useable lots.
- h. Proposed streets, alleys, and roads shall be designed to complement the existing grid pattern of streets in Boonsboro.
- i. Subdivision platted along both sides of an existing or approved future street shall provide the entire minimum right of way in accordance with this ordinance.

**705. GEOMETRIC STREET DESIGN STANDARDS**

The design features of streets by functional type, and other applicable elements shall be as specified in Table 7.1 and/or the Boonsboro Land Development Design Manual, as amended by resolution by Mayor and Council.

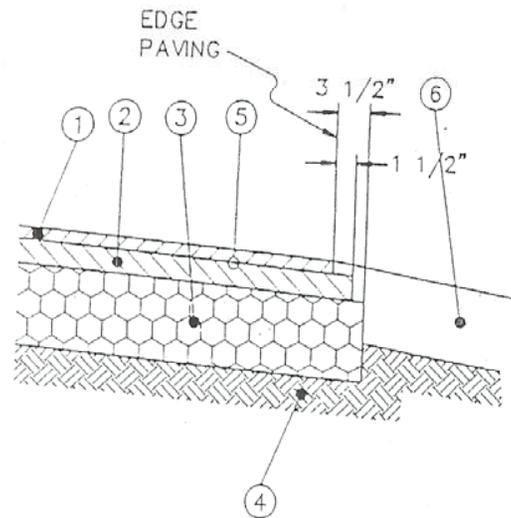
**Table 7.1**  
Article 7: Design Principles and Standards

Geometric Street Design Standards		Right-of-Way Width	Pavement Width	Design Speed	Traffic Lanes	Parking Lanes	Curb Radius	Walkway Type	Planter Type	Curb Type	Landscape Type	Block Length
705.A	Rear Alley	24 feet	12 feet	10 mph	2 lanes	-	25 feet	6 foot sidewalk both sides	---	Inverted Crown	Trees at 30' o.c. avg.	-
705.B	Yield Rural Road	50 feet	14 feet	15 mph	2 lanes	-	25 feet	6 foot path both sides	5 foot continous planter	Type A	Trees at 30' o.c. avg.	-
705.C	Rural Road	50 feet	18 feet	15 mph	2 lanes	-	25 feet	6 foot sidewalk both sides	6 foot continous planter	Type A	Trees at 30' o.c. avg.	-
705.D	Road	50 feet	24 feet	20 mph	2 lanes	-	25 feet	6 foot sidewalk both sides	5 foot continous planter	Type A	Trees at 30' o.c. avg.	-
705.E	Small Street	60 feet	34 feet	20 mph	2 lanes	Both Sides @ 7 feet marked	15 feet	6 foot sidewalk both sides	7 foot continous planter	Type A	Trees at 30' o.c. avg.	300 feet
705.F	One Way Street	40 feet	19 feet	25 mph	1 lane	One Side @ 7 feet marked	15 feet	9 foot and 5 foot sidewalk	5 foot continous planter	Type A	Trees at 30' o.c. avg.	400 feet
705.G	Street	50 feet	30 feet	25 mph	2 lanes	Both Sides @ 7 feet unmarked	15 feet	6 foot sidewalk both sides	5 foot continous planter	Type A	Trees at 30' o.c. avg.	400 feet
705.H	One Way Commercial Street	50 feet	22 feet	25 mph	1 lane	One Side @ 7 feet marked	15 feet	11 foot and 9 foot sidewalk	4x4" Tree well	Type A	Trees at 30' o.c. avg.	400 feet
705.I	One Way Main Street	55 feet	29 feet	25 mph	1 lane	Both Sides @ 7 feet marked	15 feet	11 foot sidewalk both sides	4x4" Tree well	Type A	Trees at 30' o.c. avg.	400 feet
705.J	Commerical Street	60 feet	34 feet	25 mph	2 lanes	Both Sides @ 7 feet marked	15 feet	11 foot sidewalk both sides	4x4" Tree well	Type A	Trees at 30' o.c. avg.	400 feet
705.K	Main Street	80 feet	44 feet	25 mph	2 lanes	Both Sides @ 8 feet marked	15 feet	13 foot sidewalk both sides	4x4" Tree well	Type A	Trees at 30' o.c. avg.	300 feet
705.L	Avenue	75 feet	40 feet	25 mph	2 lanes	Both Sides @ 8 feet marked	25 feet	6 foot sidewalk both sides	7 foot continous planter	Type A	Trees at 30' o.c. avg.	-
705.M	Collector w/ Bike Lanes	60 feet	34 feet	35 mph	2 lanes	-	25 feet	6 foot sidewalk both sides	7 foot continous planter	Type A	Trees at 30' o.c. avg.	1000
705.N	Major Collector w/ Bike Lanes	80 feet	44 feet	40 mph	3 lanes, one turning lane	-	25 feet	6 foot sidewalk both sides	9 foot continous planter	Type A	Trees at 30' o.c. avg.	1000
705.O	Boulevard	115 feet	20 feet - 33 feet - 20 feet	35 mph	3 lanes, one turning lane & two one-way slip roads	Both Sides @ 8 feet marked	25 feet	6 foot sidewalk both sides	7 foot continous planter	Type A	Trees at 30' o.c. avg.	1000 feet



- ① 1" BITUMINOUS CONCRETE SURFACE COURSE - SF
- ② 1 1/2" BITUMINOUS CONCRETE BINDER COURSE - BI
- ③ 8" CRUSHER RUN BASE (2-4" COURSES) CR-6
- ④ COMPACTED SUBGRADE
- ⑤ TACK COAT, AS REQUIRED
- ⑥ SHOULDERS: 2 1/2" BITUMINOUS CONCRETE  
BASE - BI OVER 3" CRUSHER RUN BASE OR 4"  
BITUMINOUS CONCRETE BASE COURSE - BI

PAVEMENT SECTION  
LOCAL & COLLECTOR STREETS  
N.T.S.

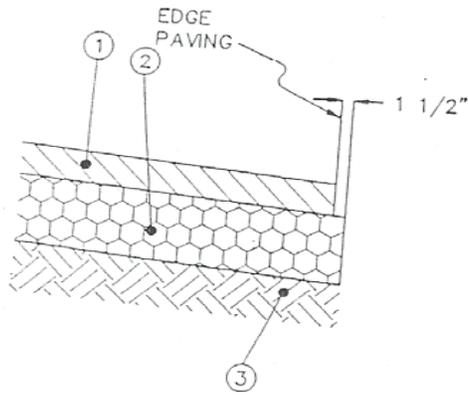


- ① 1 1/2" BITUMINOUS CONCRETE SURFACE COURSE - SF
- ② 3" BITUMINOUS CONCRETE BINDER COURSE - BI
- ③ 8" CRUSHER RUN BASE (2-4" COURSES) CR-6
- ④ COMPACTED SUBGRADE
- ⑤ TACK COAT, AS REQUIRED
- ⑥ SHOULDERS: 2 1/2" BITUMINOUS CONCRETE  
BASE - BI OVER 3" CRUSHER RUN BASE OR 4"  
BITUMINOUS CONCRETE BASE COURSE - BI

PAVEMENT SECTION  
MINOR & MAJOR ARTERIALS

N.T.S.

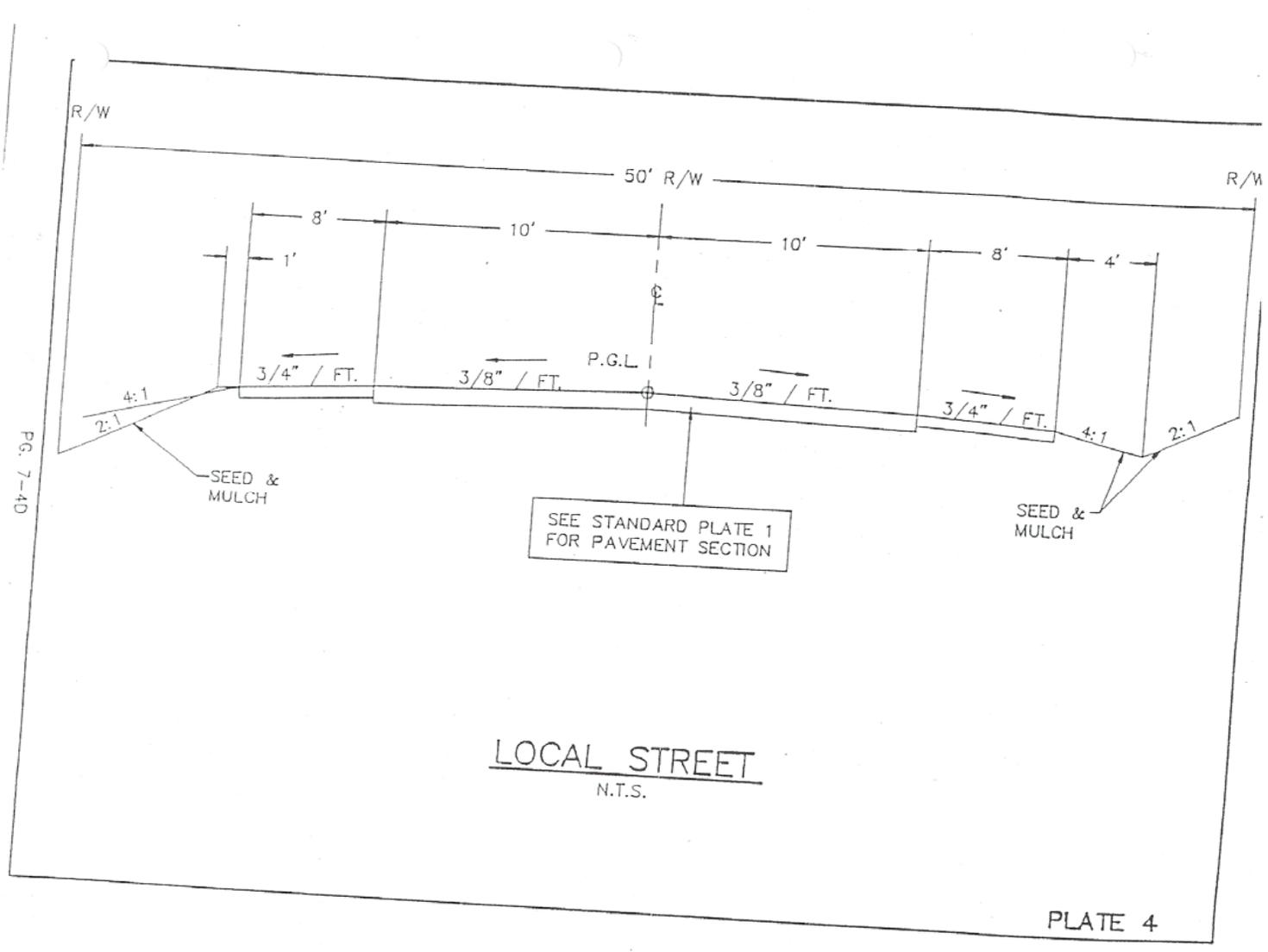
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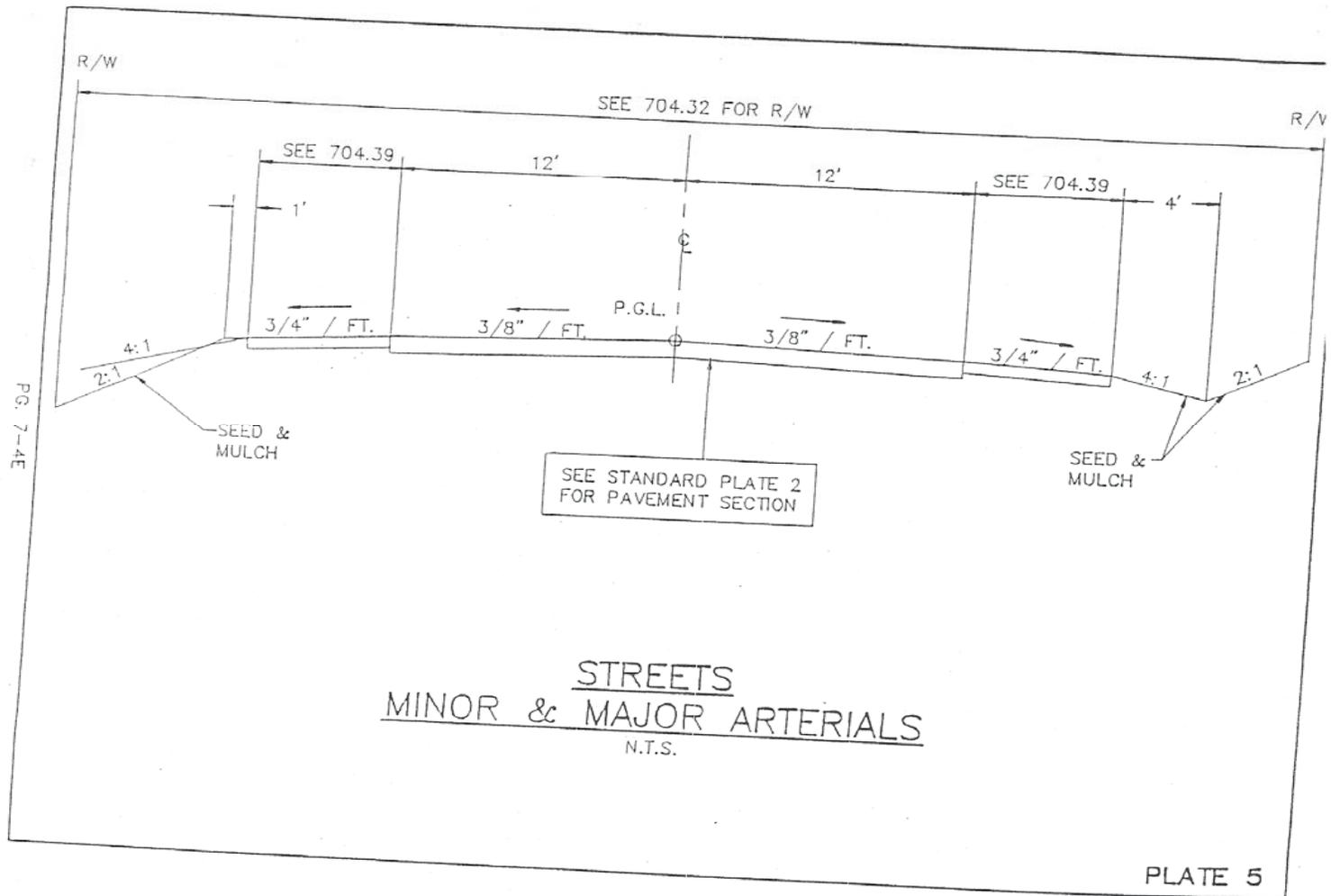


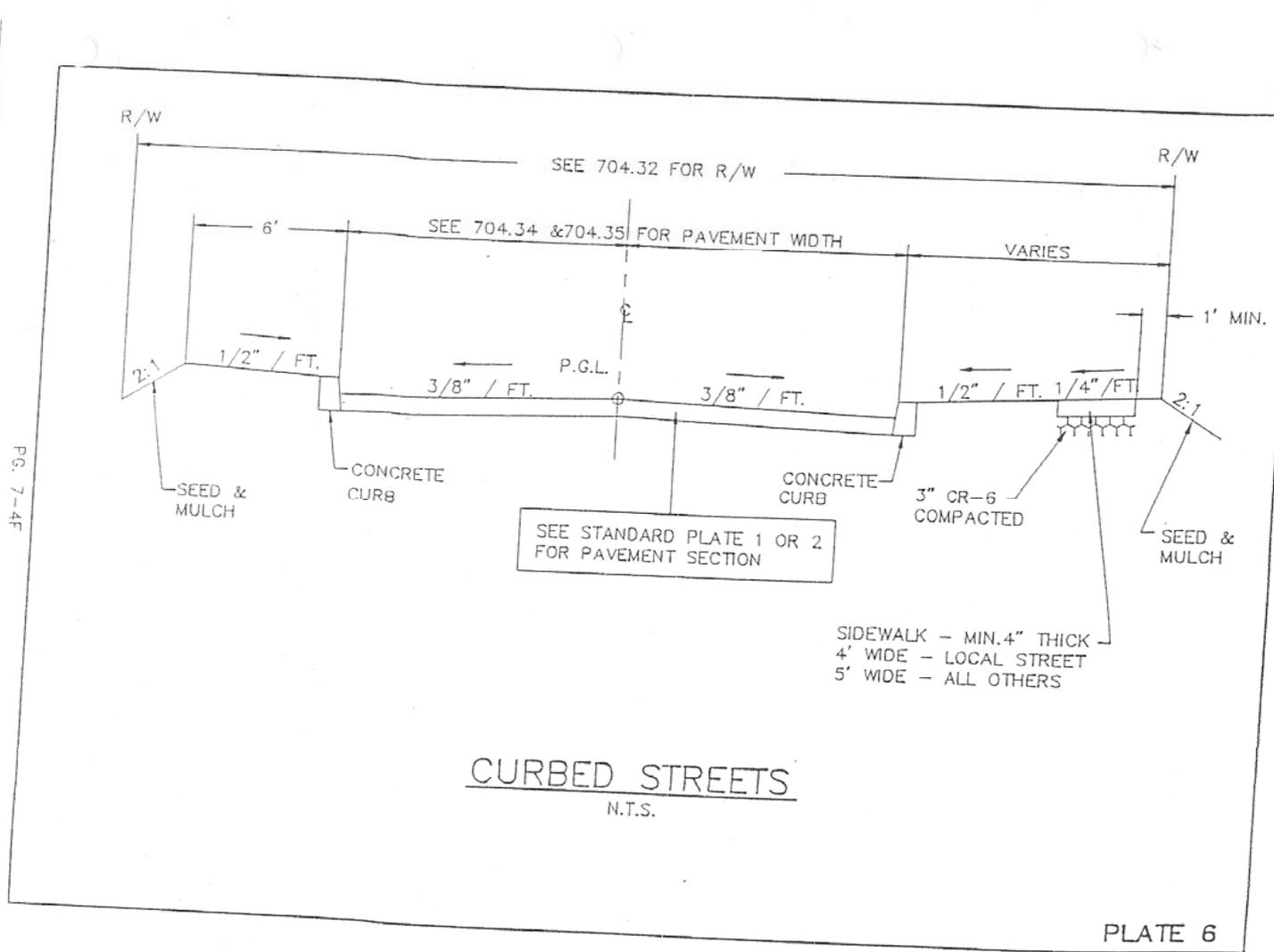
- ① 2" BITUMINOUS CONCRETE SURFACE COURSE - SF
- ② 4" CRUSHER RUN BASE - CR-6
- ③ COMPACTED SUBGRADE

PAVEMENT SECTION  
DRIVEWAYS, PLAY AREAS & WALKS  
N.T.S.

PLATE 3

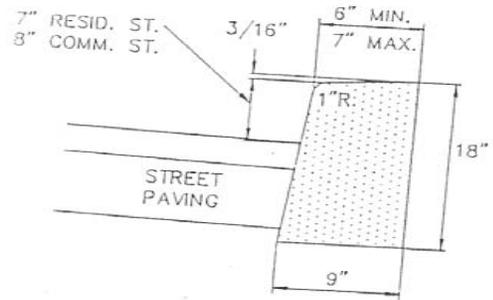




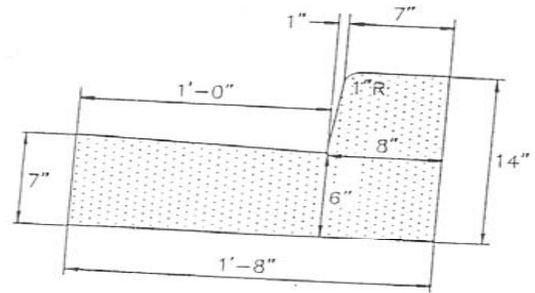


PG. 7-4F

PG. 7-4G



CONCRETE  
CURB  
N.T.S.



CONCRETE  
CURB & GUTTER  
N.T.S.

PLATE 7

**706. ACCESS POINTS**

- a. The location and design of the intersections of public streets with highways, private driveways, rights of way, or other public streets shall be in conformance with the Comprehensive Plan. The Commission may approve designs involving minimum distance requirements between access points specified by the standards only in instances where strict compliance would result in a safety hazard.
- b. The location of intersections with major arterial highways shall be designed to avoid through traffic crossing such highways. Proposed intersection with major arterial highways shall be spaced no less than seven hundred and fifty (750) feet apart.
- c. Intersections involving the junction of more than two (2) streets should be avoided.
- d. The number of intersections of minor streets with major streets should be kept at a minimum unless it is reasonable to continue the existing grid-street system.
- e. The existing grid-street system shall be connected to by proposed development in all cases to continue the character of the streetscape.
- f. When continuation of the centerline at an intersection is impractical the centerlines shall be separated by a minimum offset of one hundred and fifty (150) feet between centerlines.

**707. STREET GRADE AND ALIGNMENT**

- a. Design standards for street grades and alignments shall be in accordance with the specifications for road and street improvements of the Town Engineer.

**708. DEAD-END STREETS OR CUL-DE-SACS**

- a. Dead end streets are prohibited except as stubs to permit future extension to adjoining tracts where they may be designed as cul-de-sacs.
- b. Cul-de-sacs shall only be permitted in a case where the proposed development abuts an existing incompatible use, such as commercial or industrial uses, or the extreme difficulties of topography would only logically permit development by the construction of a cul-de-sac.
- c. Cul-de-sacs, where permitted, shall be designed to be permanently closed at one (1) end shall not exceed three hundred and fifty (350) feet. The distance of the cul-de-sac shall be measured from the edge of the right of way for the opposing road and the center point of the turnaround at the end of the cul-de-sac.
- d. All cul-de-sacs, where permanently or temporarily designed as such, shall be provided at the closed end with a fully paved turnaround.
  - i. The minimum radius to the pavement edge or curb line shall be forty (40) feet, and the minimum radius to the right-of-way line shall be fifty (50) feet.

**709. ALLEYS**

- a. Alleys located in the rear of subject parcels, shall be appropriate for the provision of adequate services for the residential, commercial, and industrial districts.
- b. Alleys shall be constructed on newly developed parcels of land that are adjacent to uses that contain alleys, where appropriate.
- c. Lot shall not be designed in the case that a property would directly become accessible from the alley. Alleys shall only be provided in the rear to provide for provisions of garage and utility access.
- d. Dead-end alleys should be avoided. If unavoidable, they shall be provided with an adequate circular T or Y turnaround at the closed end.
- e. Alleys shall be designed to reduce high traffic speeds and shall not be designed for speeds greater than ten (10) miles per an hour. The Planning Commission may recommend speed humps or other traffic calming devices on such alleys.

**710. BIKE LANES**

- a. Bicycle lanes shall be placed in the outside lane of a street, or adjacent to the curb or shoulder. A buffer may be required from the outside street to provide a safe travel area for the bicyclist. When on-street parking is permitted, the bicycle lane shall be between the parking lane and the outer lane of moving vehicles. Lanes shall be delineated with markings, preferably striping. Bike lanes shall be five (5) feet in width on each side and be included in addition to the minimum right-of-way. Bike lanes shall be required on the construction of a collector and/or major collector roadway without on-street parking. Bike lanes shall be recommended on all other streets subject to the decision of the Planning Commission.

**711. SIDEWALKS**

- a. Sidewalks or paths shall be required as necessary on appropriate street types as stated in Table 7.1 and/or the Boonsboro Land Development Design Manual, as amended by resolution by Mayor and Council.
- b. Sidewalks shall be located within the street right-of-way, as depicted in the corresponding Tables of this Article.
- c. Paths shall be constructed of asphalt or concrete. Sidewalks shall be constructed of concrete or masonry brick only.
- d. Unless otherwise authorized by the Commission, sidewalks shall be located to provide a planting strip between the sidewalk and the curb as specified in Table 7.1 and/or the Boonsboro Land Development Design Manual, as amended by resolution by Mayor and Council.
- e. The Planning Commission may only grant a waiver of the requirement of sidewalks in the case when the Town Engineer determines that it is impractical to install a sidewalk because of drainage, topography, isolation or similar circumstance.

## 712. STREAM BUFFERS\*\*

- a. Where a subdivision contains any portion of a perennial or intermittent stream as defined in Section 237, a buffer shall be established and shown on the subdivision plat as defined in Section 223. The width of the buffer shall be determined by the Planning Commission and shall be based upon a recommendation by the Soil Conservation District. The Soil Conservation District shall base its recommendations on Practice Standard #393 - Filter Strips, as described in the District's technical manual titled *The Natural Resource Conservation Service Maryland Technical Guide* or any subsequent revisions or substitutions. The stream buffer guidelines are also listed below.
- b. The buffer shall be measured from and perpendicular to the top of the stream bank. The buffer shall be expanded to include any floodplain as defined in Section 239 and according to the Town of Boonsboro Floodplain Management Ordinance of 1992, as amended; any non-tidal wetland areas identified on the *Maryland Department of Natural Resources Non-Tidal Wetland's Guidance Maps* and field verified; and/or any areas of steep slope as defined in this Ordinance.
- c. Within the stream buffer vegetative ground cover shall be maintained at all times. The Soil Conservation District may recommend planting species and methods when no ground cover exists in the buffer or additional planting to improve existing ground cover. In general, disturbances to natural vegetation and ground cover are prohibited. These include disturbances by tree removal, shrub removal, clearing, burning and spraying of pesticides. Erosion and sediment control plans and permits are required for any soil disturbance from grading, plowing activities that exceed 5,000 square feet or 100 cubic yard of fill. No permanent structures or construction shall be permitted within the stream buffer except those designed to improve water quality in the stream or structures such as fences designed to limit access to the stream. No septic system shall be constructed within the buffer nor shall any septic reserve area be established within the buffer. No storage of materials or use of motorized vehicles shall be permitted within the stream buffer except those approved for maintenance and emergency uses.
- d. In cases where adherence to the stream buffer requirements causes undue hardship by excessively limited buildable lot area, the Planning Commission may vary the buffer width to provide relief. The Planning Commission shall seek the technical knowledge of the Soil Conservation District and balance the protection of water quality with equitable use of land.

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\*\* Adopted by Mayor and Council 9/5/06, Ord. No. 2006-003

### STREAM BUFFER GUIDELINES

Slope %	Buffer Width (on each side of the stream) (in feet)
0 - 6	24
7	28
8	32
9	36
10	40
11	44
12	48
13	52
14	56
15	60
16	64
17	68
18	72
19	76
20	80
21	84
22	88
23	92
24	96
25	100
26	104
27	108
28	112
29	116
30	120
31	124
32	128
33	132
34	136
35	140
Greater than 35	4' per % of slope

**713. STEEP SLOPES<sup>††</sup>**

- a. The Planning Commission may require the use of appropriate best management practices upon the recommendation of the Soil Conservation District where development is proposed on areas of steep slope. Septic reserve areas as required by County and State health regulations shall not be located in areas of steep slope as defined in Section 236. Clearing, grading, and physical development are prohibited on slopes as defined in Section 236, unless the development will facilitate the stabilization of the slope; the principle structure is constructed on piers or pilings, and is approved by the Soil Conservation District.

**714. CURBS AND GUTTERS**

- a. A curb and gutter shall be constructed on all parking lots, entrance roads, minor roads, major roads, streets, arterial roads, collector roads; as specifically delineated in Table 7.1 and/or the Boonsboro Land Development Design Manual, as amended by resolution by Mayor and Council.
- b. Curbs and gutters must be of integral concrete or other approved design materials by the Commission. Curbs must be designed as "Type A" curb, except for the provision of lanes and alleys, in which the curb shall be an inverted crown.
- c. Curb and gutters shall be installed by the developer, subdivider, owner, and/or applicant to the Planning Commission.
- d. Curbs and gutters shall be constructed on all lots of residential, commercial, institutional, industrial, commercial, recreational, or public use. The only exception to the requirement is that curbs and gutters are not required on private residential driveways.
- e. The Planning Commission may only grant a waiver of the requirement of curb and gutter in the case when the Town Engineer determines that it is extremely impractical to install a curb and gutter because of drainage, topography, isolation or similar circumstance.

**715. STORM DRAINAGE STANDARDS**

- a. The subdivider shall provide storm drains, culverts, drainage ways, or other works adequate to collect and carry all water originating on or flowing across the property without inundating or damaging neighboring roads, lots or other properties. All systems shall be designed in accordance with the Stormwater Management Ordinance.
- b. Wherever curbs and gutters are required or when the Town Engineer determines that the natural surface drainage will be inadequate, the subdivider shall install a storm water sewer system with catch basins appropriately spaced along the streets in the subdivision. Valley gutters extending across the street surface shall not be used.

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<sup>††</sup> Adopted by Mayor and Council 9/5/06, Ord. No. 2006-003

- c. A natural surface system shall be permitted when curbs and gutters are not required and the natural drainage will, in the opinion of the Town Engineer and approval of the Commission, adequately drain the storm water from the subdivision. The drainage ways should be shallow swales sowed in grass rather than deep, open ditches. Roadside drainage shall not be disrupted by private driveways. The subdivider shall install a suitable pipe of adequate size to permit the free flow of water to those points where such driveways intersect the roadside drainage way.
- d. In the design of a storm water sewer system for a subdivision, the present and future expected run-off from the larger drainage areas shall be required. It may be required that larger sewers than those needed to service the immediate subdivision be installed and certification by a required professional engineer that all proposed drainage and structures are adequately designed to safely handle surface drainage from a higher watershed area shall be provided for approval by the Town Engineer. The drainage way shall be designed in conformance with the Town Erosion and Sediment Control Ordinance.

**716. SANITARY SEWAGE DISPOSAL STANDARDS**

- a. The subdivider shall provide for the most effect type of sanitary sewage disposal which is consistent with the natural features, location, and proposed development of the site, and which shall in all cases be in strict compliance with the standards and requirements of the Maryland Department of Health and Mental Hygiene. The following types of sanitary sewage disposal are listed in order of preference:
  - ii. Connection to an existing centralized sewage treatment and disposal system.
  - iii. Installation of a centralized sewage treatment and disposal system.
  - iv. Installation of capped sewers, plus the approved temporary use of on-lot private disposal system.
  - v. Use of approved on-lot private sewage disposal systems consisting of septic tanks with tile fields.
- b. Connection to a centralized sewage disposal system shall be required where such a system can feasibly be provided to the proposed subdivision and where such a system can adequately fulfill the sewage disposal needs of a subdivision.
- c. Where a public sanitary sewer is not yet accessible to the site, but is planned for the extension to the subdivision with ten (10) years, the subdivider shall install such sewer lines, including lateral connection, as may be necessary to provide adequate service to each lot when connection with the centralized sewerage system is made. The sewer lines shall be suitably capped at the street right-of-way line. When capped sewers are provided, approved on-site private disposal systems shall also be provided.
- d. Where a centralized sewage disposal system cannot feasibly be provided to the proposed subdivision tract or is not planned for extension to the proposed subdivision, the Commission may require

the subdivider to submit a sewage feasibility report prepared by a registered engineer.

- e. Where a new centralized sewage disposal system is to be provided by the subdivider, the subdivider shall submit adequate evidence that the system has been approved by the relevant agencies of the State of Maryland, and shall also submit evidence satisfactory to the Commission of the adequacy of provisions for continuing operation and maintenance of said system.
- f. In subdivision where a centralized sewage disposal system will not be provided, all lots intended for dwelling units shall be adequate to meet Maryland health requirements for the safe functioning of on-lot private sanitary sewage disposal systems consisting of septic tanks and tile absorption fields.

#### **717. WATER SUPPLY AND DISTRIBUTION STANDARDS**

- a. The subdivider shall provide for a water supply and distribution system to serve the proposed subdivision through one of the following methods, listed in their order of preference, which shall in all cases be in strict compliance with the standards and requirements of the Maryland Department of Health and Mental Hygiene:
  - i. Connection to an existing centralized water supply system where such a system can feasibly be provided to the proposed subdivision and where the capacity of such system can adequately fulfill the water supply demands of the proposed subdivision. A distribution system shall be designed to furnish an adequate supply of water to each lot within the subdivision. A copy of the approval of such a system by the appropriation public authority shall be submitted with the Final Plat.
  - ii. Where an existing centralized water supply cannot feasibly be provide to the proposed subdivision and where the average lot size is to be less than 30,000 square feet, or where connection to a centralized water supply system is planned to serve the proposed subdivision within ten (10) years, a new centralized water supply system to serve the subdivision may be provided by the subdividers; the subdivider shall submit adequate evidence that the system has been approved by the relevant agencies of the State of Maryland, and shall also submit evidence satisfactory to the Commission of the adequacy provision for continuing operation and maintenance of said system.
  - iii. In subdivisions where a centralized water supply system will not be provided, all lots intended for dwelling units shall be adequate to meet Maryland health requirements for safe functioning of on-lot water supply wells.

- iv. Wherever a centralized water supply system is installed, sufficient fire hydrants shall be installed so that no building within the subdivision is more than three hundred (300) feet from a fire hydrant.

**718. PUBLIC UTILITIES**

- a. Pipelines, electric power and energy transmission and distribution lines and cables, and telephone and telegraph lines and cables shall be underground in a subdivision where the preliminary subdivision plat is filed subsequent to the Rules and Regulation of the Maryland Public Service Commission adopted November 1, 1968, and hereafter amended, except that where determined by the Public Service Commission existing lines and transmission lines may be excluded. The Public Service Commission of Maryland may also grant exceptions from its underground rules.
- b. The Planning Commission may determine upon the best suitable location for such utilities. Public utilities may be located in the rear or the front of any subdivision and shall be underground. In the case that a subdivision provides the design of alleys, public utilities shall be located at the rear of the property.

**ARTICLE 8: IMPROVEMENT SPECIFICATION REGULATIONS**

**800 PURPOSE AND GENERAL REQUIREMENTS**

**800.1** The purpose of this Article is to establish and define the public improvements which will be required to be constructed by the subdivider as a condition for final plat approval.

**800.2** All construction shall be completed in accordance with the specific conditions of the commitment and the approved drawings and specifications, and in the manner acceptable to the Town Engineer or other applicable Town officials.

**800.3** All improvements installed by the subdivider shall be constructed in accordance with the design specifications of the Town. Where there are no applicable municipal specifications, or County or State specifications which apply, the Planning Commission may authorize that specifications be prepared by a Registered Professional Engineer, such preparation to be at the sole expense of the subdivider.

**800.4** Supervision of the installation of improvements required shall in all cases be the responsibility of the Town or of the appropriate State regulatory agency.

**800.5** When changes from the approved drawings and specifications become necessary during construction, written acceptance by the Planning Commission acting with the advice of the Town Engineer, shall be secured before the execution of such changes.

**801 STREET, CURB AND SIDEWALK SPECIFICATIONS**

**801.1** In all respects in which standards for required street improvements are not specified herein, the applicable standard requirements of the Maryland Department of Transportation shall govern, and all work shall be performed in accordance therewith.

**801.2** Streets shall be graded to the full width of the right-of-way, surfaced and improved to the grades and dimensions shown on the approved plans, profiles, and cross-sections.

In subdivisions where sidewalks are not required, the sidewalk area shall be graded in the same manner as if sidewalks were to be constructed.

**801.3** Prior to laying of street surface, adequate subsurface drainage for streets and underground utilities shall be provided and installed by the subdivider.

**801.4** Materials and construction requirements for streets shall be as specified by the Town Engineer, or as follows:

**801.4.1** Roadways and shoulders shall have a sub-base with an approved type bank-run gravel of not less than eight (8) inches compacted depth; the gravel shall be applied in a minimum of two (2) courses.

**801.4.2** The surface of all roadways shall be two-and-one-half (2½) inches of bituminous concrete and tack coat over the eight (8) inch base or two-and-one-half (2½) inches of cold mix and tack coat over the eight (8) inch base.

**801.5** Curbs, if required, shall be either the vertical type or the rolled type, except that rolled curbs shall not be used on streets whose grade exceeds six (6) percent, or on any arterial streets.

**801.6** Sidewalks shall be placed upon a stone bed thoroughly compacted to a depth of three (3) inches.

## **802 SEWAGE DISPOSAL SYSTEM SPECIFICATIONS**

**802.1** Where a centralized sewage disposal system is required as condition to approval of the final plat, the subdivider shall install said system in accordance with the plans and specifications approved by the Planning Commission.

**802.2** Whenever a subdivider proposes to sell unimproved lots within a subdivision and when private on-lot sewage disposal systems are proposed for use within the subdivision, the subdivider shall require (by deed restriction or otherwise) as a condition of the sale of each lot within the subdivision, that such facilities shall be installed by the purchaser of each lot at the time that a principal building

is constructed and in accordance with the Regulations of the Maryland Department of Health and Mental Hygiene.

### **803 WATER SUPPLY SYSTEM SPECIFICATIONS**

**803.1** Where a centralized water supply system is required as a condition to approval of the final plat, the subdivider shall install said system in accordance with the plans and specifications approved by the Planning Commission.

**803.2** Where a centralized water supply system is provided by the subdivider, fire hydrants shall also be installed as part of said system, so that a hydrant shall be located within three hundred (300) feet of any building.

**803.3** Whenever a subdivider proposes to sell unimproved lots within a subdivision and when private, on-lot water supply systems are proposed for use within the subdivision, the subdivider shall require (by deed restriction or otherwise) as a condition of the sale of each lot within the subdivision, that such facilities shall be installed by the purchaser of each lot at the time that a principle building is constructed and in accordance with the Regulations of the Maryland Department of Health and Mental Hygiene.

### **804 STORM DRAINAGE AND EROSION CONTROL SPECIFICATIONS**

**804.1** Storm drainage systems shall be installed in accordance with the design standards and requirements of these Regulations and of the Town's Erosion and Sedimentation Control Ordinance.

**804.2** Inlets shall be placed at points of abrupt changes in the horizontal or vertical directions of storm sewers, at points where the flow in gutters exceeds three (3) inches, and at a maximum distance of six hundred (600) feet apart. In streets, inlets shall normally be located along the curb line and at or beyond the curb radius points.

**804.3** Storm sewers shall have a minimum diameter of fifteen (15) inches and shall be made of reinforced concrete or corrugated metal.

**804.4** Open channels shall be designed to handle without overflowing, the calculated runoff from a storm of ten (10) year frequency.

**804.5** The responsibility and requirements for soil erosion and sedimentation control during the installation of improvements and the development of the subdivision or land development shall be in accordance with the Town's Erosion and Sedimentation Control Ordinance.

## **805 MONUMENT SPECIFICATIONS**

**805.1** Monuments shall be placed at each change in direction of boundary line; two (2) to be placed at each street intersection and one (1) on one side of each street at angle points and at the beginning and end of curves; utility easements shall be monumented at their beginning and at their end, and areas to be conveyed for public use shall be fully monumented at their external boundaries.

**805.2** Monuments shall be placed in the ground after final grading is completed at a time specified by the Town Engineer. Such monuments shall be installed in accordance with Maryland State Law and shall be of concrete at least thirty-six (36) inches in length and six (6) inches in diameter or four (4) inches square with suitable center point and shall be set flush with the ground and to finished grade.

**805.3** The center of the monument shall be marked on the top by either a copper dowel, set flush with the top, three-eighths (3/8) inch in diameter and two and one-half (2½) inches long or by crossed scores at least one-half (½) inch deep.

**805.4** The corners of all lots shall be marked by galvanized or wrought iron pipe, or steel bars at least two (2) feet in length and not less than five-eighths (5/8) inch in diameter, the top of the pipe or bar to be set level with the established grade adjoining it.

## **806 STREET SIGN SPECIFICATIONS**

**806.1** The subdivider shall erect at every intersection a street sign or street signs having thereon the names of the intersecting streets. At intersections where one (1) street ends or joins with another street, there shall be at least one (1) such street sign.

**806.2** Street name plates shall be of metal construction all corners shall be rounded; the lettering shall be of standard proportion and spacing in accordance with one of the alphabets used by the U.S. Bureau of Public Roads. The plates shall be horizontal. The lower edge of the name plate shall be seven (7) feet above the ground level or curb. The name plate shall be attached to the standard by rust-proof metal fasteners.

**806.3** The standard shall be rust-proof metal and shall be of sufficient length to permit the same to be embedded in the ground a distance of not less than three (3) feet. The standard shall be embedded in a concrete base not less than twelve (12) inches in diameter for a depth of not less than three (3) feet below the surface of the ground.

**ARTICLE 9: IMPROVEMENT GUARANTEES**

**900 CONTRACTS**

Before the Planning Commission shall cause its approval to be endorsed upon the final plat of any subdivision (except in the case of minor subdivisions wherein the Commission imposes no condition or conditions for the approval of the plat), and as a prerequisite for the approval thereof:

**900.1** Required improvements shall be completed, inspected, and accepted by the Town Engineer, Town Council and other proper authorities; or

**900.2** The subdivider shall enter into a written agreement with the Town, in a manner and form approved by the Town Attorney, wherein the subdivider shall agree:

**900.2.1** to construct or cause to be constructed, at the subdivider's own expense, all streets, curbs, sidewalks, fire hydrants, drainage facilities, street signs, monuments, water and sewerage facilities, and other improvements shown on said final plat when required to do so by the Planning Commission in accordance with the final plats, as finally approved, and in strict accordance with the standards and specifications of the Town;

**900.2.2** to maintain at the subdivider's own cost the said streets, curbs, sidewalks, fire hydrants, drainage facilities, street signs, monuments, water and sewerage facilities, and other improvements, until the same are accepted by legal action by the Mayor and Council;

**900.2.3** to obtain the easements and releases required when any street, drainage facility, or other improvement wherein a subdivision abuts or traverses land of persons other than the person holding legal title to the lands of the subdivision, at the subdivider's own cost, and to obtain from the owner of the lands so abutted or traversed full releases from all damages which may change in grade, construction, or otherwise, the street, drainage facility, or other improvement, and such releases shall insure to the benefit not only of the owner of the subdivision but to the Town as well.

**901 GUARANTY**

**901.1** To assure the Town that the subdivider will install at his own expense all improvements mentioned in Section 900.21 above as required by the Planning Commission in strict accordance with the final plats, as finally approved, and with the standards, regulations, and specifications of the Town, and that said improvements will be maintained by the owner until accepted by the Town, the owner shall furnish to the Town cash or bond with such surety as the Town Council shall approve in an amount sufficient to cover the cost, as estimated by the Town Engineer, of the construction and installation of the aforesaid improvements, until the same shall be accepted by the Town.

**901.2** The improvement guaranty shall be conditioned upon:

**901.2.1** The subdivider constructing and installing, or causing to be constructed or installed, in strict accordance with the final plat, as finally approved, and with the Town standards and specifications, the streets, curbs, side walks, fire hydrants, drainage facilities, street signs, monuments, water and sewerage facilities, and other improvements shown on said final plat, as the Planning Commission may require or order to construct or install.

**901.2.2** The subdivider maintaining at his own cost the said streets, curbs, sidewalks, fire hydrants, drainage facilities, street signs, monuments, water and sewerage facilities, and other improvements, until the same are accepted by the Town for public use.

**901.2.3** The faithful performance by the owner of the contract provided for in these regulations.

## Appendix 1A. Plan Review Agencies

Pursuant to Article 5, the Development Administrator may request review comments from one or more of the following agencies:

- a. Boonsboro Mayor and Council
- b. Boonsboro Park Board
- c. Washington County Health Department
- d. Washington County Engineering Department
- e. Maryland State Highway Administration
- f. Boonsboro Municipal Utilities Commission
- g. Allegheny Power
- h. Verizon Telephone Company
- i. Antietam Cable Television
- j. Maryland Department of the Environment
- k. Maryland Water Resources Administration
- l. Washington County Soil Conservation District
- m. Maryland State Fire Marshall
- n. Boonsboro First Hose Company
- o. Boonsboro Rescue Company
- p. Washington County Planning & Zoning Commission
- q. Town Engineer
- r. Washington County Board of Education

## Agency List

Elmer Weibley, District Manager  
Washington County SCS  
1260 Maryland Avenue Ste. 101  
Hagerstown, MD 21740

Roderick A. MacRae, Director  
Environmental Health Division  
1302 Pennsylvania Ave.  
Hagerstown, MD 21740

Terrance P. McGee, P.E.  
Washington Co. Engineering  
80 West Baltimore St.  
Hagerstown, MD 21740-6003

Allegheny Power Co.  
Attn: Charles Barger  
10802 Bower Ave.  
Williamsport, MD 21795

Board of Education  
Attn: Dennis McGee  
P.O. Box 730  
Hagerstown, MD 21740

Antietam Cable TV  
Attn: Gary Davis  
1000 Willow Circle  
Hagerstown, MD 21740

SHA – Access Permits  
Attn: John Wolford  
P.O. Box 717  
Baltimore, MD 21203-0717

Agency List

Verizon – Engineering Dept.  
Attn: Kathie Muth  
1710 Underpass Way  
Hagerstown, MD 21740

Richard Parks, P.E.  
Hyder Engineers  
201 S. Cleveland, Ste. 304  
Hagerstown, MD 21740