

Chesapeake Bay Foundation

**Worksheet
for
Citizen Development Opposition Requests**

Criteria for CBF Engagement

CBF is unable to become engaged or take positions on most development related issues or projects because of limited resources. Exceptional circumstances must exist to warrant our involvement. Accordingly one or more of the following criteria should apply:

- The project will generate large impacts or have regional effects
- The project impacts unique or special environmental resources or features of regional or statewide significance
- Approval of the project will create a damaging precedent with the potential for widespread application
- Approval of the project or aspects of it represent an egregious violation of law, regulations, or adopted policy

In cases where CBF is not able to become engaged in a development issue or project directly, CBF staff can provide advice on technical questions and on how to organize your community and present your views.

Worksheet completed by:

Name

Phone No.

Project and Site Analysis

(Please consult your local planning and zoning department as needed to provide information for completing this worksheet)

(*) Asterisks denote essential minimum information

Project Applicant: _____

Name of Project: _____

General Location: _____

***Type of Development Proposed:** (check all that apply)

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Institutional | <input type="checkbox"/> Mixed Use |

Scale of Site:

_____ Lot Size (total acres)

_____ Total acres of the lot currently undeveloped

***Project Features:**

_____ Total acres to be developed (buildings, parking, sidewalks, etc.)

_____ Total number of units (Residential only)

_____ Square feet of commercial space

Comments: _____

***“Paper Work”:** The developer is seeking approval for a . . .? (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Special Exception | <input type="checkbox"/> Preliminary Subdivision Plan |
| <input type="checkbox"/> Final Subdivision Plan | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Request for Water & Sewer Service |
| <input type="checkbox"/> Building Permit | <input type="checkbox"/> Use and Occupancy Permit |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Site Plan |

Comments: _____

Have any steps in the approval process already occurred or have been scheduled? (Check and complete those that apply.)

- An application or plans have been filed
- Planning Commission or Board of Appeals has held a public information meeting, or is scheduled to do so by or on: _____
- Planning Commission or Board of Appeals has held public hearing, or is scheduled to do so by or on: _____
- Planning Commission or Board of Appeals has made a decision and recommendation to the County Commissioners or Council, or is scheduled to do so by or on: _____
- County Commissioners or Council have held a public information meeting, or is scheduled to do so by or on _____
- County Commissioners or Council have held a public hearing, or is scheduled to do so by or on _____

Site Designations:

Comprehensive Plan designation: _____

Description: _____

Existing zoning designation: _____

Description: _____

Critical Area designation: (check those that apply) RCA LDA IDA

Description: _____

Is the project located in a Smart Growth Area? _____ (yes) _____ (no)

Existing Natural Features: (approximate total acres of each as applicable)

_____ Within Critical Area

_____ Wetland

_____ Floodplain

_____ +15% sloped terrain

_____ Highly Erodible Soils, High watertable Soils

_____ Significant natural resources lands

_____ Forest Cover

_____ Endangered Species

Comments: _____

Project Impacts: (approx. total acres of each)

_____ Grading _____ *Environment/Natural Features

Comments: _____

Infrastructure Impacts: Needs to be added/extended/expanded (check all that apply)

- Roads
- Schools
- Sewer
- Water
- Police
- Fire
- Stormwater
- Transit

Comments: _____

Community Impacts: (check all that apply)

- Request for visual buffers
- Community Improvements
- Traffic

Comments: _____

Conclusions

***Issues:** What major issues have you identified?

***Goals:** What position are you taking on the project? What is your desired outcome?

Relate to County Policy: What specific county policies support your position?

***Points of Influence in Development Process** (meetings, hearings, review and comment opportunities and their scheduled or approximate dates):

Your General Strategy:
