



**MAYOR AND CITY COUNCIL OF LAUREL  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

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Application No. \_\_\_\_\_  
EnerGov No. \_\_\_\_\_  
Date Filed \_\_\_\_\_  
PC Meeting \_\_\_\_\_  
Recommendation \_\_\_\_\_  
M&CC Mtg. \_\_\_\_\_  
Decision \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Planner Assigned \_\_\_\_\_  
Zoning Sign Issued \_\_\_\_\_

## ***Neo-Traditional Overlay Application***

**APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY. APPLICATION WILL NOT BE PROCESSED UNLESS ALL ITEMS IN THE CHECKLISTS ARE ADDRESSED.\***

COMMERCIAL  
 RESIDENTIAL

AMENDED  
 PRELIMINARY  
 FINAL

\*Check all that apply.

### **1. SUBJECT PROPERTY**

Project Name \_\_\_\_\_

Street Address \_\_\_\_\_

Zoning \_\_\_\_\_ Lot No. \_\_\_\_\_ Block \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Tax Identification Number/s \_\_\_\_\_

### **2. APPLICANT**

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephones: Work \_\_\_\_\_ Home \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### **3. PROPERTY OWNER**

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephones: Work \_\_\_\_\_ Home \_\_\_\_\_

### **4. ENGINEER/SURVEYOR**

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Work \_\_\_\_\_

## 5. PROJECT DESCRIPTION NARRATIVE

## 6. NEO-TRADITIONAL OVERLAY CHECKLIST

**The following items MUST be included on the Site and Landscape Plan (Section 20-2.2 Unified Land Development Code (ULDC).**

**\*Check off each item in Applicant Column as it applies to the Plan. If *not applicable*, please explain why in detail\***

<p>The following items <b>MUST</b> be included on the Site and Landscape Plan (Section 20-2.2 Unified Land Development Code (ULDC)).</p> <p><b>*Check off each item in Applicant Column as it applies to the Plan. If <i>not applicable</i>, please <u>explain why</u> in detail*</b></p>	
	<p><b>Submitted/S hown</b></p> <p>Applicant Staff Use</p>
<p>A. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing, and site location map.</p>	
<p>B. North arrow, scale (1"=30'), date.</p>	
<p>C. Topography of the site (Minimum five (5) foot contours).</p>	
<p>D. Slopes of fifteen (15) percent or greater.</p>	
<p>E. Land within 100-year flood plain.</p>	

**6. NEO-TRADITIONAL OVERLAY CHECKLIST**

F. Signature Blocks for final plans.



**City of Laurel Planning Commission**

**Approved:** \_\_\_\_\_  
**Date**

**Chairman**

**Secretary**



**DATE RECEIVED BY DPW:** \_\_\_\_\_ **DATE RETURNED TO ECD:** \_\_\_\_\_

**DPW REVIEWER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DPW DIRECTOR (OR DESIGNEE):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **APPROVED W/COMMENTS:** \_\_\_\_\_ **REVIEWED:** \_\_\_\_\_ **REJECTED:** \_\_\_\_\_

**G. EXISTING Site Conditions. Locate ALL:\***

1. Structures with existing setbacks.
2. All parking and truck loading areas, showing access and egress.
3. Location and type of all recreational facilities.
4. Outdoor storage, if any.
5. All existing drains, culverts, retaining walls and fences.
6. Location and species of all landscaping.
7. Public water facilities.
8. Fire and other emergency zones, including the location of fire hydrants.

**\* All existing structures and physical features to be removed are to be shown as such.**

**H. PROPOSED Site Conditions. (Locate all proposed):**

1. All structures with setbacks. Exterior elevations of all proposed structures showing the height.
2. Explanation of use of the proposed structure.
3. Location of all parking and truck loading areas, showing access and egress.
4. Outdoor storage, if any.
5. Provision for pedestrian access.
6. Location, height, and style of all refuse enclosures.

<b>6. NEO-TRADITIONAL OVERLAY CHECKLIST</b>		
7. Location, design and construction materials of all proposed site improvements, including drains, culverts, retaining walls and fences.		
8. Fire and other emergency zones, including the location of fire hydrants.		
I. A computation of the parking requirements and spaces to be provided (See Design Standards below).		
J. A computation of the total area of the lot; the building floor area for each type of proposed use; the building coverage and greenspace.		
K. Location and identification of uses, access points, zoning and other similar information on the properties, lots, tracts, or parcels adjacent and adjoining the Project area.		
L. Location, size and design and construction materials of all proposed signs.		
M. Location and proposed development of all buffer areas, including existing vegetative cover.		
N. General landscaping plan and planting schedule.		
O. Location, design and type of all lighting facilities.		
P. Location, size and type of all stormwater management facilities.		
Q. Legend explaining all symbols used.		
R. General notes area.		
S. Revisions box.		
T. Appropriate fees submitted with the application. (See Fee Schedule)		
<b>Additional Regulations</b>		
A. Parking Area Design Standards		
1. Measurement Units must follow <i>Sec. 20-16.3</i> of the ULDC.		
2. Schedule of Parking Requirements, by use, must follow <i>Sec. 20-16.5</i> of the ULDC.		
3. Required landscaping for parking lots must follow <i>Sec. 20-16.4(d)</i> of the ULDC.		
4. Total number of handicap parking spaces shall be in accordance with <i>Sec. 20-16.4(e)</i> of the ULDC.		
B. Landscaping Regulations:		
1. All landscaping must be in accordance with the <i>Article I Division 15</i> of the ULDC.		
C. Forest Conservation: Must be in accordance with <i>Article V</i> of the ULDC.		
1. Disturbance greater than 40,000 square feet requires the following-		
a. Forest Stand Delineation (FSD)		a. _____
b. Forest Conservation Plan (FCP)		b. _____
<b>Submission Requirements:</b>		
1. Completed application and applicable fee submissions.		
2. Copy of plans are required (24" x 36" only).		
3. Copy of application and Statement of Justification.		
4. Electronic copy of Site & Landscape Plan (AutoCAD Format).		
5. Two (2) mylar originals for final approval signatures.		

Once all of the Final Site and Landscape Plans are approved by the Planning Commission, the applicant may be required to submit the following plans and file for applicable permits with the Department of Economic and Community Development in order to begin construction:

**Sediment and Erosion Control Plans**  
**Storm Water Management Plans**

**Grading Plans**  
**Building Plans**

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**APPLICANT:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

<b>Fees</b> (please fill out, check fee schedule)	<b>Amount</b>	<b>Account #</b>	<b>Date Paid</b>	<b>Initial</b>
Filing Fee		10-43105		
Zoning Sign \$30 each <i>X</i> _____ signs =	\$	10-43105		
Legal Advertisement Deposit	\$250.00	10-20203		
Transcript Deposit	\$250.00	10-20203		
Fee-in-lieu of open space (Residential only)				
<b>Total:</b>				

**FOR STAFF USE ONLY**

<b>Other Zoning Application(s):</b> (i.e. Variances/Special Exceptions, Special Approvals)	<b>Proposed</b>	<b>Required</b>

<b>Previous Application(s):</b>	<b>Approved/Denied</b>

### **Referrals to Other Agencies:**

## See Overlay Application Agency Notification List

A referral to \_\_\_\_\_ has been made. Date Referred: \_\_\_\_\_

**Staff Comments:** \_\_\_\_\_

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## **STAFF REVIEW**

O = Omission noted      C = Applicable information included in application      N/A = Not Applicable

## Sec. 20-6.12. - Neo-Traditional Overlay areas.

(a) *Purpose and intent.* It shall be the purpose and intent of Neo-Traditional Overlay areas (N-TO) to be an alternative form of development designed to:

- (1) Create additional development opportunities for creativity and siting of neighborhood design, which emulates certain aspects of traditional towns and neighborhoods by a site and landscape development plan reviewed and approved similarly to the process of a map amendment.
- (2) Enhance present and future neighborhoods within the City of Laurel, and to allow the provision of various housing opportunities, which are typified by reduced front lawns with the majority of parking provided for out of sight in rear alleys and service areas.
- (3) Creates residential environments typified by tree-lined streets, houses with front porches, and traditional town/row houses with specific architectural details emulating their historic counterparts.
- (4) Fences and walls shall be included in a comprehensive design plan, as well as signs, directional signs, and lighting fixtures proposed in conjunction with the proposal.
- (5) Allow for increased, consolidated, or comprehensively designed plans for neo-traditional proposals, which shall provide for the various design aspects of dwellings and amenities planned for the development.
- (6) Circulation through a neo-traditional development shall include a complete sidewalk system, which connects all aspects of the proposed area, including access to public spaces and recreational amenities.
- (7) The conditions and restrictions of such an overlay are considered an optional form of development, which is in addition to the land uses and restrictions contained within the base zoning of the R-55 Zoning District, or other districts that may be designated by the Mayor and City Council in the future.
- (8) Acknowledge that the development and approval of any Neo-Traditional Overlay Zone is unique and specific to a unique parcel or groups of parcels that is conditioned upon meeting the objectives and specific goals of using such an overlay option.
- (9) Increase the attractiveness of the City for the potential of the development, stabilization, and improvement of its neighborhoods by increasing home ownership opportunities.
- (10) The Mayor and City Council is not obligated to approve any form of optional development if it concludes that the proposal does not meet with the purpose and intent of these regulations. Approvals within any overlay do not usurp or diminish the jurisdiction of the City's Historic District Commission, if the overlay is located within their jurisdiction. Uses provided for within the City's R-55 zoning category for other than residential uses may be declined for consideration within a proposal for the neo-traditional option.
- (11) Setbacks, of any type, will not be waived, modified, or amended unless alternate methods will provide equal or superior protection to surrounding uses.
- (12) To conclude that the use of this overlay option does not diminish, modify, or in any way alter the applicant's right to development their property using the conventional base zone affixed to the property.
- (13) Neo-traditional overlay areas may be included for consideration within or an element of certain revitalization overlay areas, such as the RO-4, Revitalization Overlay for existing multifamily and attached housing areas, and the RO-6, the Patient River revitalization and M-X-T -- Mixed Use -- Transportation Oriented zone option.

(b) *Types and location of Neo-Traditional Overlay Areas.*

- (1) Neo-Traditional Overlay Areas may be considered in areas currently zoned for R-55 residential uses.
- (2) They may also be also be included as an option or element of proposals with the RO-4 and RO-6 Revitalization Overlay areas, as provided for in the article.
- (3) Neo-traditional overlay areas must contain a minimum of five (5) acres for consideration.
- (4) Placement that involves consolidation of existing properties that result in demolition within the jurisdiction of the City's Historic District Commission is specifically discouraged, except in possible locations within the RO-6, and M-X-T -- Mixed Use -- Transportation Oriented zone option.

(c) *Development standards for all neo-traditional overlay areas.*

- (1) It shall be the intent of all overlay options that the purpose and intent be met before this optional form of development can be approved. Provisions of additional amenities or the modification of certain development standards shall be based on the conclusion of the Mayor and City Council by this article,

that the proposed development sufficiently meets the intent of this option. The following elements contained within conventional residential/commercial/industrial development regulations for modification, among others, may be considered:

- Building height.
- Density or intensity (with a maximum level of eight (8) units per acre if proposed within an R-55 Zone).
- More density is possible if this option is proposed in conjunction within or an element of revitalization overlay area where the base density of properties is higher than the R-55 Zone.
- Lot size and coverage or other area regulations.
- Landscaping, tree preservation, or preservation of natural area.
- Screening, fencing, berms, or other features intended for noise attenuation or visual impact.
- Traffic circulations, traffic generation, site design, refuse disposal areas and utility structures.
- Adequate public facilities.
- Waivers or modifications **cannot** be granted for street and alley widths, as currently provided for in this chapter for reasons of public safety, and access of public services.

(2) The provision of amenities and other factors which are deemed to exceed conventional development may include, but not be limited to the following:

- Architectural design and details or proposed buildings and parking structures.
- Building materials.
- Innovative designs for mixed residential complexes.
- Under grounding of utilities on site and in the adjacent public right-of-way.
- Public or scenic spaces, including plazas, fountains or water features and public sculpture or murals, including neighborhood parks and the siting of building oriented to these features.
- Upscale attached or detached housing.
- Provision for transit facilities, such as bus shelters which are designed to be integrated with neighborhood amenities.
- Enhanced landscaping features which promotes the intent of neo-traditional development.

(d) Process for the consideration of a development proposal within any Revitalization Overlay area or M-X-T Zone.

(1) Applicants submitting a proposal for development utilizing the Neo-Traditional Overlay shall submit a plan in accordance with the City Zoning Regulations for Site and Landscape Plans. In addition, the plan(s) shall contain the following:

- A traffic and circulation plan.
- Plan for re-subdivision (for consolidations).
- A specific plan for the uses and their design.
- A phasing schedule, if a multi-phase development is planned.
- Other studies or plans deemed necessary by the Department of Community Planning and Business Services, as recommended to the Planning Commission.

(2) After review of a completed application or proposal, the Department of Community Planning and Business Services shall prepare a technical staff report, analyzing the compliance of the applicant's proposal with the intent and purpose of utilizing Neo-Traditional Overlay areas. The report shall be transmitted to the Planning Commission, who shall hold a public hearing for recommendation to the Mayor and City Council. The requirements for notifying the public of such proposals, including sign posting, shall be the same as that required by the City Zoning Regulations for Zoning map amendment applications.

(3) Upon receipt of the recommendation of the Planning Commission and staff technical report, the Mayor and City Council shall schedule a review of the proposal and schedule two (2) public hearings on such proposal, including a specific notification to Prince George's County, the Maryland-National Capital Park and Planning Commission, if included within an annexation area annexed within five (5) calendar years, and the Maryland Department of State Planning in all cases. After the second public hearing, the Mayor

and City Council may approve, reject, or modify the development request for the Neo-Traditional Overlay option.

- (e) *Neo-Traditional Overlay Area map.* The placement, location, and distinction of all overlay zones shall in accordance with the location of these areas within as approved by the Mayor and City Council within the R-55 Zoning District, containing a minimum of five (5) acres, or by inclusion within a specific proposal for revitalization overlay area, as stated herein.