



HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING

3430 Court House Drive ■ Ellicott City, Maryland 21043 ■

410-313-2350

Lynda D. Eisenberg, AICP, Director

FAX 410-313-3467

February 6, 2025

MP Business Park LLC
attn: Karen Watsic
2560 Lord Baltimore Drive
Baltimore MD 21244

RE: SDP-25-005 Montpelier Research Park, Parcels E-4D, E-4E, and E-4F
Flex Buildings

Dear Ms. Watsic:

The Subdivision Review Committee has determined the above referenced plan to be **technically complete**, subject to the ProjectDox plan markups and attached conditions. You may submit the electronic original drawings to the Department of Planning and Zoning for signature once the comments have been complied with. Confirmation of resolution of comments from those agencies listed must accompany your electronic submission. If you have any questions regarding a specific comment, please contact the review agency prior to submitting the electronic original site development plan.

Howard County Department of Planning and Zoning requires site development plans to be signed electronically. Additional information on the 'Electronic Signature Process' can be found on our website at <https://www.howardcountymd.gov/planning-zoning/development-process-and-procedures>.

COMPLETION OF DEVELOPER'S AGREEMENTS AND PAYMENT OF FEES

1. Submission of a Developer's Agreement to the Department of Public Works, Real Estate Services Division, and posting of financial surety for water and sewer construction, storm drains, SWM construction and maintenance, and landscaping.

Once the cost estimates are approved by the Development Engineering Division and/or this Division, the information will be forwarded to Real Estate Services, DPW. RES, DPW will contact you regarding requirements for preparation of a Developer's Agreement. Real Estate Services requires a minimum of three (3) weeks to execute the agreement(s). This should be anticipated by the developer in scheduling submittal of the electronic original.

2. Payment to the Department of Public Works, Real Estate Services Division of the balance of the Department of Public Works, Engineering Review Fee. The fee is based on the final construction cost estimate approved by DPZ, Development Engineering Division.
3. Submission of the SDP digital information shall be submitted to DPZ for the purpose of early assignment of new street addresses at the same time as submission of your DPW, Developer's Agreement documents or a minimum of 3 weeks prior to submission of the electronic SDP plan original. Please see the digital information requirements contained under Submission of the electronic Site Development Plan Original for this letter.

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The above conditions must be complied with prior to submission of the electronic site development plan originals and within **180 days*** of this letter (**on or before August 5, 2025**). The Department of Public Works will provide a written receipt indicating the above conditions have been met. The receipt from Real Estate Services must accompany the submission of the electronic site plan originals.

SUBMISSION OF SITE DEVELOPMENT PLAN ELECTRONIC ORIGINAL

Once all of the above requirements have been completed, the electronic original site development plan and submission materials may be uploaded to ProjectDox with the following:

1. You will be required to execute a Developer's Agreement which will include **\$18,070.00** of surety to ensure the completion of your landscaping obligations for this project. This Department will perform an inspection to verify installation of the required plant materials. The inspection fee required for this project is **\$180.70**.

This fee must be paid to **SAP acct number 1000000000-3000000000-PWPZ000000000000-432105** at the time the electronic plan originals are submitted for signatures (check payable to the Director of Finance).

2. Print fee for final signed mylar Site Development Plan originals.
(Per print sheet) **Fee \$5.00** (24 x 36)
3. A distribution fee of **\$3.00** per plan sheet must accompany the original drawings. Additional print orders may also be submitted at this time with the electronic originals. After distribution is complete, the original SDP will be held by the DPZ.
4. Submission of an accurate 1"=100' scale reduction of the SDP indicating all the proposed commercial buildings with building identification references and public or private streets with approved street names.
[Note - required only when there are multiple buildings]
5. Submission of a digital description of the property meeting the following County standards:

THE FOLLOWING INFORMATION SHALL BE SUBMITTED TO DPZ FOR THE PURPOSE OF EARLY ASSIGNMENT OF NEW STREET ADDRESSES AT THE SAME TIME AS SUBMISSION OF YOUR DPW, DEVELOPER'S AGREEMENT DOCUMENTS TO DPW, REAL ESTATE SERVICES DIVISION OR A MINIMUM OF 3 WEEKS PRIOR TO SUBMISSION OF THE SITE DEVELOPMENT PLAN ORIGINAL. This information is required prior to submission of the site development plan original to allow early assignment of new street addresses for entry in the County's GIS system to assist the Department of Inspections, Licenses and Permits for permit purposes. However, please note that if any of the digital file information changes between the time of this early submission and when the site development plan original is submitted, a second updated version must be resubmitted at the time of the site development plan original submission.

Digital SDP Submissions

- A digital file is required for use only to develop maps for the county's 911, fire, police and sheriff agencies.
- **911 REQUIRES THIS FILE AT THE TIME THE SDP IS APPROVED SO THAT THE INFORMATION CAN BE PUT INTO THEIR SYSTEM AS QUICKLY AS POSSIBLE — IN THE EVENT THERE IS AN ON-SITE EMERGENCY DURING CONSTRUCTION.**
- AutoCAD dwg is the required format for submissions.

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- Use **NAD 83 feet** as coordinate system.
- Please provide at least two North-East coordinate reference points.
- Do not rotate drawing. North should be straight up.
- All nodes should snap together. No overshoots or undershoots. No circles at property corners.
- All lines must be entered using coordinate geometry, not digitized.
- Please do not send elements other than those outlined below. (No north arrow, notes, vicinity map, etc.)
- Set up layers as described in the following table (geometry colors are the developer's choice):

No.	Description	Geometry Type
1	Building footprints	Polygon
2	Parking lots paved	Polygon
3	Parking lots unpaved	Line
4	Road edge of pavement	Polygon
5	Sidewalks	Line
6	Pathways	Line
7	Fire department / Siamese connection	Point
8	Hydrant locations	Point
9	Fence lines	Line
10	Driveways paved	Line
11	Driveways unpaved	Line
12	Recreational areas (tennis courts, ball fields, tot lots, etc.)	Polygon
13	Swimming Pools	Polygon
14	Road Names	Text
15	Trails	Line
16	Lot Labels	Text
17	Road Centerlines	Line

Note: Recommended Font = Simplex, Height = 16.0, Width Factor = 1

This information is to be emailed to Carrie Vogel at cvogel@howardcountymd.gov; and Sam Margolis at smargolis@howardcountymd.gov. The file should be named with the subdivision title and the DPZ file number.

If you have any questions, please contact Carrie Vogel in Planning and Zoning at (410) 313-4420 or email cvogel@howardcountymd.gov.

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6. Submission of digital storm drain system and stormwater management data:

THE FOLLOWING INFORMATION SHALL BE SUBMITTED TO THE DEPARTMENT OF PUBLIC WORKS (DPW) FOR THE PURPOSE OF INCORPORATION INTO THE COUNTY'S GIS ASSET MANAGEMENT SYSTEM. This information is required prior to the submission of the SDP original to allow early incorporation of new storm drain system and SWM infrastructure in the County's GIS system for asset management and State reporting. However, please note that if any of the digital file info changes between the time of this early submission and when the site development plan original is submitted, a second updated version must be resubmitted at the time of the site development plan original submission.

Digital Storm Drain System and Stormwater Management Data Submissions

- PDF of the final plans
- GIS geodatabase, GIS shapefiles, or AutoCAD dxf with associated completed Excel file are the required formats for submissions. **See www.howardcountymd.gov/SWM for templates.**
- Use NAD 83 feet as coordinate system.
- Do not rotate drawing. North should be straight up.
- All nodes should snap together. No overshoots or undershoots.
- All lines must be entered using coordinate geometry, not digitized.
- Please do not send elements other than those outlined below. (No north arrow, notes, vicinity map)
- If using AutoCAD, set up layers as described in the following table (geometry colors are the developer's choice:

AutoCAD Format			
No.	Layer's Name	Description	Geometry Type
1	BMP	BMP Point Locations	Point
2	BMP Labels	BMP Unique ID Labels	Text
3	BMP Drainage Area	BMP Drainage Area Polygons	Polygon
4	Outfall	Outfall Point Locations	Point
5	Outfall Labels	Outfall Unique ID Labels	Text
6	Outfall Drainage Area	Outfall Drainage Area Polygons	Polygon
7	Manholes	Manhole Point Locations	Point
8	Manhole Labels	Manhole Unique ID Labels	Text
9	Inlets	Inlet Point Locations	Point
10	Inlet Labels	Inlet Unique ID Labels	Text
11	Pipes	Pipe Lines	Line
12	Pipe Labels	Pipe Unique ID Labels	Text
13	Easements	Easement Polygons	Polygon

Note: Font = Simplex, Height = 16.0, Width Factor = 1

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This information is to be emailed to Christine Lowe at cslowe@howardcountymd.gov. The file should be named with the subdivision title and DPZ file number. If you have any questions, please contact Christine Lowe of the Department of Public Works at 410-313-0522 or cslowe@howardcountymd.gov.

7. Submission of a Forest Conservation Data Summary [attached].
8. Payment to the *Director of Finance* for additional originals added to site plan set.
(Fee per sheet) **Fee \$400.00 for first 3 sheets of set**
\$100.00 per sheet after first 3 sheets of set
9. Submission of a receipt from the Real Estate Services Division of the DPW verifying that the required perpetual floodplain easement has been executed.
10. Submission of a receipt from the DPW, Real Estate Services Division, verifying that the required Developer's Agreement has been executed.

In accordance with Section 16.156(m) of the Fifth Edition of the Subdivision and Land Development Regulations, SDP originals must be submitted within **180*** days from the date of this letter (**on or before August 5, 2025**).

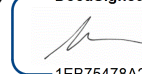
***In accordance with adopted Council Bill No. 51-2016, effective on 10/5/16, if the deadline date is a Saturday, Sunday, or holiday or if the County offices are not open, the deadline shall be extended to the end of the next open County office business day.**

Compliance with all conditions and/or corrections is required before the electronic original will be accepted for signature approval. Payments can be mailed to the Howard County Planning and Zoning, 3430 Court House Drive, Ellicott City, MD 21043 or dropped into the bin labeled 'DPZ' in the George Howard Building lobby. **Please submit a copy of this letter with your payment submission as it will serve as the submission checklist. DPZ staff will contact you once payment is received to review your PDox submission for completion prior to initiating the electronic signatures process. Electronic originals and supporting documentations addressing outstanding comments should be uploaded to the 'Final PDFs for Signature' and the nested support document folder prior to this meeting.**

If you have any questions, please contact Derrick Jones at (410) 313-4330 or email at djones@howardcountymd.gov.

Sincerely,

DocuSigned by:



1EB75478A22B49A...

Anthony Cataldo, AICP, Chief
Division of Land Development

AC/dj

cc: Research
DED
Real Estate Services, DPW
Landscaping Coordinator

Routing for ES Originals Review Email:

Research – Dave Dell, Carrie Vogel
DED – Phil Thompson (same)

DLD – Anthony Cataldo, (Derrick Jones)
SCD – Alexander Bratchie

DILP – Jim Hobson

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FOREST CONSERVATION DATA SUMMARIES

OPTION 1: FEE-IN-LIEU		FOREST CONSERVATION DATA SUMMARY	
File Number:		Project/Subdivision Name:	
Fee-In-Lieu Amount:	Net Tract Area:	Cash Receipt No. *:	
12-digit Watershed Number:			
Comment: Fee-In-Lieu for _____ acres of Reforestation or Afforestation (specify which is applicable)			
* To be completed by DPZ staff			

OPTION 2: EXEMPT/DOI		FOREST CONSERVATION DATA SUMMARY	
File Number:		Project/Subdivision Name:	
12-digit Watershed Number:			
Regulation Section: _____ (provide Regulation reference and a brief description of the applicable exemption or DOI)			

OPTION 3: PREVIOUSLY ADDRESSED (including use of a FC Bank)		FOREST CONSERVATION DATA SUMMARY	
File Number:		Project/Subdivision Name:	
12-digit Watershed Number:			
Comment: Addressed by _____ (provide file number and project/subdivision name)			

OPTION 4: ON-SITE/OFF-SITE PLANTING AND RETENTION		FOREST CONSERVATION DATA SUMMARY	
File Number:		Project/Subdivision Name:	
Net Tract Area <i>Net tract area under review</i>	Area of Floodplain unforested forested total	Existing Forest <i>Forest in net tract area minus floodplain</i>	Cleared Forest All forest cleared including floodplain
Retained Forest <i>Retained forest minus floodplain</i> onsite offsite total	Planted Forest onsite offsite total	Long Term Protection <i>Total amount of forest planed into LTP</i>	Surety Amount Posted <i>Total amount of surety posted</i>
In-Lieu Fees Amount Collected	Forested Stream Buffers Linear Length Acreage	Planted Stream Buffers Linear Length Acreage	Amount of Forest Retained but not within an Easement
12-digit Watershed Number:			