



GENERAL INFORMATION
SITE PLAN REVIEW (SECTION §ZS 1-325)
WORCESTER COUNTY GOVERNMENT CENTER
DEVELOPMENT REVIEW AND PERMITTING
ONE WEST MARKET STREET – ROOM 1201
SNOW HILL, MD 21863-1070
(410) 632-1200
FAX: (410) 632-3008



Projects requiring site plan review may be reviewed by the Department, the Technical Review Committee (TRC) and/or the Planning Commission. Meeting dates and deadlines for submittals are shown on the attached sheet. Any exceptions to the scheduled deadlines must be approved by the Zoning Administrator. **A complete site plan package including the ten (10) sets of site plans, fee, and a digital copy in accordance with the County's fee schedule must be received in order for the Department to initiate the review process.** The fee schedule for major and minor plans is based on different parameters as those described in the paragraphs below:

Administrative Waiver: The Department will review and may approve site plans for commercial and industrial structures that do not exceed 2,500 square feet of gross floor area, more than ten (10) required parking spaces, or constitute a minor conversion of use.

Minor Site Plan: The Technical Review Committee (TRC) will review and may approve site plans for a project, in which the cumulative gross floor area of the building(s) does not exceed a total of 10,000 square feet and the land area devoted to the use, including parking, area of disturbance, etc., does not exceed three (3) acres.

Major Site Plan: The TRC and the Planning Commission will review, and the Planning Commission may approve site plans which exceed the limits of a minor site plan. Major Site Plans are subject to the *Design Guidelines and Standards for Commercial Uses*.

Sketch Plan: The TRC and/or the Planning Commission may review and offer preliminary comments on a sketch plan, subject to additional review on an official application. The review for sketch plans is free of charge.

The Technical Review Committee (hereafter: TRC) consists of the following or their representatives: Zoning Administrator, Building Administrator, Director of Environmental Programs, Natural Resources Administrator, Department of Public Works - Roads Division Superintendent and Water and Wastewater Division Deputy Director, State Highway Administration (SHA), Stormwater Management/Sediment Erosion Control Inspector, Fire Marshal, Critical Area Specialist, Forestry Specialist, and one (1) member of the Planning Commission.

The *Design Guidelines and Standards for Commercial Uses* will apply to site plans with proposed buildings totaling 10,000 square feet of gross floor area or more, building additions exceeding 50% of the gross floor area, and to buildings over 5,000 square feet in gross floor area that abut Samuel Bowen Boulevard. This document has standards which are mandatory, and guidelines which are voluntary. All items listed in this document are able to be waived, provided that the circumstances identified in the document are met and if also found in the *Zoning and Subdivision Control Article*, there are waiver provisions in the respective code section.

Stormwater Management & Sediment and Erosion Control Regulations.

If a project is proposed to disturb 5,000 square feet or greater or to utilize 100 cubic yards or greater of fill material, the project will be subject to the Stormwater Management/Sediment Erosion Control Regulations.

Based upon the extent of the site improvement, a project may be considered exempt, eligible for a waiver, or require Stormwater Management/Sediment Erosion Control Plan approvals. Drainage plans and runoff calculations must be submitted to Bobby Shockley for review and approval. Mr. Shockley can be reached at (410) 632-1220, ext. 1141 for any questions or to schedule an appointment on Wednesdays and Thursdays. Please keep in mind, while Mr. Shockley may recommend a waiver, the Department of Environmental Programs is the approving authority.

Prior to the TRC's review of a site plan, the applicant must obtain Concept Plan Approval. Prior to the Planning Commission's review of a site plan, the applicant must obtain Site Development Plan Approval. Once the project has been reviewed and approved by the Planning Commission, Final Plan approval shall be obtained. **All fees are due upon submittal of plans for review.**

Forest Conservation Regulations.

If a proposed project is associated with a public or private subdivision plan, application for site plan approval, and/or a grading or sediment control permit, the project requires compliance with Forest Conservation regulations. Depending upon the project, the applicant may be required to submit a Forest Stand Delineation and Forest Conservation Plan.

Prior to the TRC's review of a site plan, the applicant must submit a Forest Conservation Application form, pay the review fee, and obtain Forest Stand Delineation approval. Prior to the Planning Commission's review of a site plan, the applicant must also obtain Forest Conservation Plan approval.

Contact: Jessie T. Long, Department of Environmental Programs, (410) 632-1220, ext. 1147, or Dave Mathers, ext. 1146.

Critical Area Regulations.

If the project is located within the boundaries of the Atlantic Coastal Bays Critical Area or the Chesapeake Bays Critical Area, additional requirements may apply. If a project meets parameters, the Critical Area Commission will be notified to review the project as well.

Contact: Jessie T. Long, Department of Environmental Programs, (410) 632-1220, ext. 1147 or Joy Birch, ext. 1161.

Wetlands Regulations.

If a proposed project contemplates disturbance of tidal and non-tidal wetlands and/or associated buffers, the applicant must comply with the regulations imposed by the Maryland Department of the Environment, Water Resources Administration.

Contact: Maryland Department of the Environment: Non-Tidal Wetland Division at (410) 543-6703 or Tidal Wetland Division at (410) 537-3571.

Subdivision Regulations.

If a proposed project involves the subdivision of land, the applicant must comply with Title II, Subdivision Regulations, of the Zoning and Subdivision Control Article found here: <https://ecode360.com/WO1426>

While a site plan review and subdivision plat submittal may be performed concurrently, the site plan must be approved prior to the Department approving the construction plans and/or final plat. Should revisions to the site plan affect the preliminary plat, subsequent review and approvals of a revised preliminary plat may be necessary.

Contact: Cathy Zirkle at the Department of Development Review and Permitting, (410) 632-1200, ext. 1136.

The Department of Environmental Programs in their function as the Local Approving Authority, also reviews subdivisions in accordance with COMAR 26.04.03.

Contact: Kristi Marsh, Environmental Health Specialist, at (410)623-1220, ext. 1606.

Sanitary Service Area Regulations.

If a proposed project is located within a Sanitary Service Area, written verification that sewer capacity and/or water supply is available to serve the proposed project from the Department of Environmental Programs must be submitted to the Department prior to the Planning Commission review of the site plan.

Contact: Kristi Marsh, Environmental Health Specialist, (410) 632-1220, ext.1606.

Water and Wastewater Construction Standards.

If a proposed project includes construction of public water and/or sewer infrastructure, the applicant would be required to execute a standard Public Works Agreement and will dedicate utilities constructed to the Water and Wastewater Division of the Department of Public Works for operation. The developer shall also fund an escrow account to cover construction related expenses of the Water and Wastewater Division. Design and construction of water and sewer infrastructure shall follow the Standard Specifications and Details for Water Mains and Sewer Mains as prepared by the Water and Wastewater Division.

Contact: Chris Clasing, P.E., Deputy Director of Public Works at 410-641-5251, ext. 2318.

Septic Regulations.

If a proposed project is to be served by a private septic disposal system or private well, written verification that sewer capacity and/or water supply is adequate to serve the proposed project will be needed from the Department of Environmental Programs. This could also be a determination regarding the status of the soil evaluation which stipulates that there exists adequate sewer capacity to serve the project and/or well location will be acceptable. Information must be received prior to the Planning Commission review of the site plan.

Contact: Kristi Marsh, Environmental Health Specialist, (410) 632-1220, ext.1606.

County Road Regulations

If a proposed project is located on a county road, the applicant may be required to install a commercial entrance in accordance with the minimum required standard as adopted and approved by the County Commissioners. The applicant would be required to post a bond with the County for the installation of this entrance. Upon satisfactory completion of the work and acceptance by the Department of Public Works - Roads Division, all monies will be returned to the applicant. Any roadways developed must follow Section §PW1-206 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland which provides that the County Commissioners shall, from time to time, adopt construction standards by resolution providing for the construction, reconstruction, maintenance and repair of 'County Roads' and 'Other Public Roads' with Worcester County.

Contact: Kevin Lynch, Roads Superintendent, at (410) 632-2244, ext. 2104.

State Highway Administration Regulations

If a proposed project is located on a state highway, the applicant may be required to install a commercial entrance.

Contact: Dan Wilson, Maryland State Highway Administration at (410) 677-4048.

Board of Zoning Appeals

If a proposed project requires approval of the Board of Zoning Appeals for special exception(s), variance(s), etc., these **approval(s) must be obtained from the Board of Zoning Appeals prior to review of the site plan by the Planning Commission**. The Technical Review Committee may review site plans which require relief from the Board of Zoning Appeals only if the Planning Commission has final approving authority.

Contact: Cathy Zirkle, (410) 632-1200, ext. 1136 or Kristen M. Tremblay, AICP, Zoning Administrator, ext. 1131

Other Requirements

Requirements for application submittal are outlined within the County Ordinances. Checklists are made available to applicants that indicate required information for application submittal. All required information shall be shown on reproductions or original drawings. Ink or pencil notations/revisions will not be accepted on prints. **Applicants are urged to schedule an appointment with staff to briefly review the site plan prior to actual submittal in order to determine if it substantially meets the requirements of the pertinent code sections.**

***Incomplete or improperly prepared plans will be rejected. Please include a copy of the completed checklist of fees along with your submission.**

Attached please find relevant excerpts from the Zoning and Subdivision Control Article and the Technical Review Committee (TRC) application criteria. The Ordinance in its entirety may be found at the following link: <https://ecode360.com/WO1426> or a hard copy may be purchased in the Commissioner's office.

Any questions relative to the site plan review or building permit process should be directed to Kristen M. Tremblay, AICP, Zoning Administrator, ext. 1131. Thank you.

Worcester County, Maryland
One West Market Street
Room 1201, Government Center
Snow Hill, MD 21863-1070
(410) 632-1200



OFFICE USE ONLY:

Date Filed: _____

Meeting Date: _____

**APPLICATION TO THE DEPARTMENT – DRP, TECHNICAL REVIEW COMMITTEE,
AND/OR PLANNING COMMISSION**

APPLICATION BEING MADE FOR:

_____ Administrative Waiver	_____ Sketch Plan
_____ Minor Site Plan/ Subdivision	_____ Preliminary Plat
_____ Major Site Plan	_____ Construction Plans
_____ Site Plan Revision	_____ Final Plat

**TO THE DEPARTMENT – DRP, TECHNICAL REVIEW COMMITTEE, AND/OR
PLANNING COMMISSION:**

A request is hereby made for: _____

LOCATION OF PROPERTY:

Tax Map: _____ Parcel: _____ Section: _____ Lot: _____ Block: _____
Physical Address: _____

PROPERTY OWNER INFORMATION:

Owner's Name: _____ Telephone: _____
Address: _____
Signature: _____ Email: _____

APPLICANT INFORMATION:

Applicant's Name: _____ Telephone: _____
Address: _____
Email: _____

ENGINEER, SURVEYOR, OR LAND PLANNER INFORMATION:

Company Name: _____ Telephone: _____
Address: _____
Contact Person & Email: _____
Signature: _____

Company Name: _____ Telephone: _____
Address: _____
Contact Person & Email: _____
Signature: _____

FEE CHECKLIST (REQUIRED) - TO BE PAID AT TIME OF SUBMISSION

***Please check the boxes below for applicable fees and include with your submission. If based on acreage or lots, include amount in checkbox.**

Check	Acres	Development Review and Permitting:		Check	Acres	Department of Environmental Programs Site Plan Reviews:	
Below	Lots#	Site Plan Reviews:		Below	Lots#	*Please confirm amounts for EP by calling 410-632-1220	
		Sketch Plan	No Fee			Sketch Plan	No Fee
		Administrative Review	\$50			Public Water & Sewer	\$60
		Minor Site Plan	\$300			Public Water & Private Sewer	\$85
		Major Site Plan	\$450 base fee, plus \$35 per acre			Private Water & Public Sewer	\$85
Site Plan Revisions and Extensions:						Private Water & Sewer	\$150
		<i>Less than 25% of site</i>	\$150			Subdivision Plat Review:	
		<i>More than 25% of site</i>	\$150 base fee, plus \$35 per acre			Public Water & Sewer, 5 lots or less	\$100
		3rd and Subsequent Review	\$100 per review			Private Water & Sewer, 5 lots or less	\$180
		Site Plan Extension Request	\$150			Public Water & Sewer, 6 lots or more	\$200
Subdivision Reviews:						Private Water & Sewer, 6 lots or more	\$150 first 5 lots, plus \$25 per add'l lot
		Sketch Plan	No Fee			Property Line Revision/Septic Area/Ag Lot	\$150
		Minor Subdivision Plat	\$250			Forest Conservation & Critical Area Program Reviews:	
		Preliminary Plat	\$350 base fee, plus \$15 per lot over 5 lots			Declaration of Intent (Forestry)	\$50
Construction Plan Reviews:						Forest Conservation OR Critical Area Plans:	
		Minor Subdivision (less than 5 lots, if required)	\$150			Minor Site Plan	\$100
		Major Subdivision (60 to 20 lots)	\$150 base fee, plus \$10 per lot			Major Site Plan	\$200 base fee, plus \$25 per acre
		Revisions	25% of original fee			Minor Subdivision	\$100
Final Plat:						Major Subdivision	\$200 base fee, plus \$25 per lot
		Final Plat	\$350 base fee, plus \$10 per lot over 5 lots			Revisions:	
Plat Revisions:						<i>Less than 25% of site</i>	\$150
		<i>Less than 25% of site</i>	\$150			<i>More than 25% of site</i>	\$150, plus \$35 per acre
		<i>More than 25% of site</i>	\$150 base fee, plus \$5 per lot			FIRE MARSHAL REVIEW FEE IS A FLAT \$100 FOR MAJOR OR MINOR PROJECTS**	
Total Amount of Fees Submitted:							

2023
TECHNICAL REVIEW COMMITTEE
YEARLY SCHEDULE

TRC DEADLINE	STAFF: PROJECT CONFIRMATION DEADLINE* (Including Outstanding Fee Payments)	TRC AGENDA DISTRIBUTED	STAFF COMMENT DEADLINE	TRC PACKET DISTRIBUTION	TRC MEETING
December 14, 2022	December 29, 2023	December 30, 2022	January 6, 2023	January 9, 2023	January 11, 2023
January 13, 2023	January 26, 2023	January 27, 2023	February 3, 2023	February 6, 2023	February 8, 2023
February 10, 2023	February 23, 2023	February 24, 2023	March 3, 2023	March 6, 2023	March 8, 2023
March 10, 2023	March 30, 2023	March 31, 2023	April 6, 2023	April 10, 2023	April 12, 2023
April 14, 2023	April 27, 2023	April 28, 2023	May 5, 2023	May 8, 2023	May 10, 2023
May 12, 2023	June 1, 2023	June 2, 2023	June 9, 2023	June 12, 2023	June 14, 2023
June 16, 2023	June 29, 2023	June 30, 2023	July 7, 2023	July 10, 2023	July 12, 2023
July 14, 2023	July 27, 2023	July 28, 2023	August 4, 2023	August 7, 2023	August 9, 2023
August 11, 2023	August 31, 2023	September 1, 2023	September 8, 2023	September 11, 2023	September 13, 2023
September 15, 2023	September 28, 2023	September 29, 2023	October 6, 2023	October 6, 2023	October 11, 2023
October 13, 2023	October 26, 2023	October 27, 2023	November 3, 2023	November 6, 2023	November 8, 2023
November 9, 2023	November 30, 2023	December 1, 2023	December 8, 2023	December 11, 2023	December 13, 2023
December 15, 2023	December 28, 2023	December 29, 2023	January 5, 2024	January 8, 2024	January 10, 2024
January 12, 2024	February 1, 2024	February 2, 2024	February 9, 2024	February 12, 2024	February 14, 2024

***Projects must have obtained all required preliminary approvals, including the payment of any outstanding review fees prior to this date in order to remain on the agenda for the upcoming TRC meeting.**

2023
PLANNING COMMISSION
YEARLY SCHEDULE

PC DEADLINE	STAFF: PROJECT CONFIRMATION DEADLINE* (Including Outstanding Fee Payments)	STAFF: PACKET ITEM DEADLINE (NOON)	PC AGENDA & STAFF REPORT DISTRIBUTED	REGULAR PC MEETING	SPECIAL PC MEETING
December 14, 2022	December 23, 2022	December 29, 2022	December 30, 2022	January 5, 2023	January 12, 2023
January 13, 2023	January 20, 2023	January 26, 2023	January 27, 2023	February 2, 2023	February 9, 2023
February 10, 2023	February 17, 2023	February 23, 2023	February 24, 2023	March 2, 2023	March 9, 2023
March 10, 2023	March 17, 2023	March 30, 2023	March 31, 2023	April 6, 2023	April 13, 2023
April 14, 2023	April 21, 2023	April 27, 2023	April 28, 2023	May 4, 2023	May 11, 2023
May 12, 2023	May 19, 2023	May 25, 2023	May 26, 2023	June 1, 2023	June 8, 2023
June 16, 2023	June 23, 2023	June 29, 2023	June 30, 2023	July 6, 2023	July 13, 2023
July 14, 2023	July 21, 2023	July 27, 2023	July 28, 2023	August 3, 2023	August 10, 2023
August 11, 2023	August 18, 2023	August 31, 2023	September 1, 2023	September 7, 2023	September 14, 2023
September 15, 2023	September 22, 2023	September 28, 2023	September 29, 2023	October 5, 2023	October 12, 2023
October 13, 2023	October 20, 2023	October 26, 2023	October 27, 2023	November 2, 2023	November 9, 2023
November 9, 2023	November 17, 2023	November 30, 2023	December 1, 2023	December 7, 2023	December 14, 2023
December 15, 2023	December 22, 2023	December 28, 2023	December 29, 2023	January 4, 2024	January 11, 2024
January 12, 2024	January 19, 2024	January 25, 2024	January 26, 2024	February 1, 2024	February 8, 2024
February 16, 2024	February 23, 2024	February 29, 2024	March 1, 2024	March 7, 2024	March 14, 2024

***Projects must have obtained all required preliminary approvals, including the payment of any outstanding review fees prior to this date in order to remain on the agenda for the upcoming TRC meeting.**

PLEASE NOTE: SPECIAL MEETINGS ARE SCHEDULED BY THE PLANNING COMMISSION ONLY WHEN DEEMED NECESSARY

2023
BOARD OF ZONING APPEALS
YEARLY SCHEDULE

DEADLINE	DRAFT AGENDA TO STAFF	STAFF CONFIRMATION DEADLINE	BZA NEWSPAPER	BZA POST/MAIL	REGULAR HEARING	SPECIAL MEETING
December 14, 2022	December 16, 2022	December 19, 2022	December 21, 2022	December 28, 2022	January 12, 2023	January 18, 2023
January 11, 2023	January 13, 2023	January 17, 2023	January 18, 2023	January 25, 2023	February 9, 2023	February 15, 2023
February 8, 2023	February 10, 2023	February 13, 2023	February 15, 2023	February 22, 2023	March 9, 2023	March 15, 2023
March 15, 2023	March 17, 2023	March 20, 2023	March 22, 2023	March 29, 2023	April 13, 2023	April 19, 2023
April 12, 2023	April 14, 2023	April 17, 2023	April 19, 2023	April 26, 2023	May 11, 2023	May 17, 2023
May 10, 2023	May 12, 2023	May 15, 2023	May 17, 2023	May 24, 2023	June 8, 2023	June 14, 2023
June 14, 2023	June 16, 2023	June 20, 2023	June 21, 2023	June 28, 2023	July 13, 2023	July 19, 2023
July 12, 2023	July 14, 2023	July 17, 2023	July 19, 2023	July 26, 2023	August 10, 2023	August 16, 2023
August 16, 2023	August 18, 2023	August 21, 2023	August 23, 2023	August 30, 2023	September 14, 2023	September 20, 2023
September 13, 2023	September 15, 2023	September 18, 2023	September 20, 2023	September 27, 2023	October 12, 2023	October 18, 2023
October 11, 2023	October 13, 2023	October 16, 2023	October 18, 2023	October 25, 2023	November 9, 2023	November 15, 2023
November 15, 2023	November 17, 2023	November 20, 2023	November 22, 2023	November 29, 2023	December 14, 2023	December 20, 2023
December 13, 2023	December 15, 2023	December 18, 2023	December 20, 2023	December 27, 2023	January 11, 2024	January 17, 2024
January 10, 2024	January 12, 2024	January 15, 2024	January 17, 2024	January 24, 2024	February 8, 2024	February 14, 2024

PLEASE NOTE: SPECIAL MEETINGS ARE SCHEDULED BY THE BOARD OF ZONING APPEALS ONLY WHEN DEEMED NECESSARY.

TECHNICAL REVIEW COMMITTEE **APPLICATION CRITERIA**

In accordance with the Rules of Procedure of the Technical Review Committee (TRC) as approved by the Planning Commission, an application can be rejected if the following components are not submitted by the specified deadline date for the corresponding meeting.

1. SITE PLAN REVIEW PACKET (SECTION ZS 1-325) must include, but is not limited to the following information:

- Site Plan **Application**;
- **Ten (10) sets** of the site plan packet;
- **Fees** (including environmental programs, critical area & forestry review fees);
- Current conditions plan including any existing infrastructure (i.e. wells, septic systems, public utilities/facilities, man-made improvements, environmental features, etc.);
- Site plan illustrating the proposed development;
- Type, size, and location of construction activity;
- Entrance detail;
- Landscape plan;
- Lighting plan;
- Building elevations and floor plans (not sealed by an architect but with dimensions of all walls and square footage of use areas);
- Approved concept SWM/SEC Plan (see requirements attached);
- Critical area information, if applicable (all items set forth in NR 3-109(d) for an Environmental Report & Critical Area Site Plan);
- Forestry information (Forest Conservation Application, approved Forest Stand Delineation, preliminary Forest Conservation Plan, existing woods line, forestry application worksheet);
- Confirmation of adequate water supply and wastewater treatment facilities noting source, sewage flow allocation breakdown by use in chart form, location, type, size, etc. (if facilities are off-site pertinent information should be included with the submittal to connect to on-site development);
- An itemized list of conditions of approval by others, such as County Commissioners, Planning Commission, Technical Review Committee, Board of Zoning Appeals, Shoreline Commission, etc., and;
- An itemized list of requests for all waivers (if applicable).

2. SUBDIVISION PLAT (PRELIMINARY) must include, but is not limited to the following information:

- **Preliminary plat**;
- **Ten (10) sets** of the subdivision plat packet; and
- **Fees** (including environmental programs, critical area & forestry review fees);
- An itemized list of any conditions of approval by others, such as County Commissioners, Planning Commission, Technical Review Committee, Board of Zoning Appeals, Shoreline Commission, etc.;

- Approved wetland plan / delineation and copies of associated permits from the appropriate governing agency;
- Approved location of private septic areas (testing must be completed, and location, size and configurations of SRA's must be approved by Dept. of Environmental Programs);
- Well location;
- Public water and wastewater treatment plant locations - spray areas, drain fields, etc.;
- An approved Forest Stand Delineation/Worksheet, and preliminary Forest Conservation Plan;
- Critical area information, if applicable (all items set forth in NR 3-109(d) for an Environmental Report & Critical Area Site Plan);
- An Approved Concept SWM/SEC Plan including what BMP's are to be used;
- Type and location of fire suppression system;
- DRAFT copy of the Declaration and Covenants for the subdivision; and
- An itemized list of requests for all waivers (if applicable).

3. CONSTRUCTION PLANS must include, but is not limited to the following information:

- **Ten (10) sets** of construction plans; and
- **Fees;**
- Location, sizes, depths, type, etc. of all infrastructure - roads, water, sewer, SWM, and fire suppression;
- Copy of approved SWM/SEC Plan;
- Illustration and description of limits of forest conservation easements as shown on the forest conservation plan;
- Illustration of other easements, including, but not limited to, conservation easements, access, utilities, sewage reserve areas, drainage, etc.; and
- Critical area information and reports (buffers, notes).

SITE PLAN REVIEW CHECKLIST (§ZS 1-325)

Information below must be provided on the site plan – DO NOT fill out this form.

General Information:

Date Submitted: _____ Date Reviewed: _____
Type of Plan (major, minor, admin): _____ Fee: _____
Tax Map: _____ Grid: _____ Parcel: _____ Section: _____ Lot: _____
Tax District: _____ Zoning District: _____
Location (N/S/E/W): _____
Name of Project: _____
Type of Development (construction, redevelopment, expansion, conversion, etc.): _____

Proposed Use: _____

Property Owner: _____
Address: _____
Phone/Email: _____
Developer: _____
Address: _____
Phone/Email: _____
Engineer/Surveyor: _____
Address: _____
Phone/Email: _____
Legal Counsel: _____
Address: _____
Phone/Email: _____

Site Data:

Size of Parcel: _____ Area of Disturbance (acres or sq. ft.): _____
Property Lines with metes, bounds and dimensions (Y/N): _____
Elec. Format in Maryland State Plane Coordinate System required? ___ Provided? ___
Vicinity Map (Y/N): ___ North Arrow: ___ Legend: ___ Topography: _____
Scale 1" = 50' or larger? _____ Tax Account ID No.: _____
Setbacks: Front _____ Side _____ Rear _____
Owner, tax map, parcel, zoning, use of adjoining properties identified? _____

Structures and Exterior Use Areas:

Existing/Proposed: _____ Gross Floor Area: _____ # stories: _____
Height: _____ Type of Construction/Basic Materials: _____
Use: _____ Sq. Ftg. Per Use: _____
Existing/Proposed: _____ Gross Floor Area: _____ # stories: _____

Height: _____ Type of Construction/Basic Materials: _____
Use: _____ Sq. Ftg. Per Use: _____

Elevations (front/rear/side): _____ Floor Plans: _____
Screening of utility areas? _____ Refuse Removal w/screen: _____
Litter receptacles at building: _____
Significant structures within 100' of property line: _____
Shoreline protection setback: _____ Agricultural protection setback: _____
Declaration of Consolidation required/ provided? _____

Traffic Circulation:

Road Name: _____ Arterial/Collector? _____
Type of Road (public/private): _____ County or State: _____
Width of Road Frontage: _____ Width of Right-of-Way: _____
Road Dedications Required? If so, width: _____
Aisleway width standards met? _____
Location, type and size of access points: _____
Separation distance per §ZS 1-319: _____ Standards Met? _____
Distance to neighboring entrances: _____
Interparcel connectors provided? _____ Clear sight triangles provided? _____
Pedestrian walkways/bike paths provided? _____
No. Bike Racks required? _____ No. Bike Racks provided? _____
Parking:
Use: _____ Calc. (min/max): _____ Required: _____
Use: _____ Calc. (min/max): _____ Required: _____
Use: _____ Calc. (min/max): _____ Required: _____
Total Parking Required: _____ No. Handicap Spaces: _____
Total Parking Provided: _____ No. Handicap Spaces: _____
Method of Parking Space demarcation: _____
Type of Surface Treatment: _____
15' from roadway: _____ 6' from residential property line/use: _____
Loading Spaces: Calculation: _____ Required: _____ Provided: _____
Stacking spaces: Required: _____ Provided: _____

Environmental Features:

Existing Conditions Sheet provided? _____
Non-tidal wetlands: Map #: _____ Proposed Area of disturbance (if any): _____
Location illustrated (Y/N): _____ Delineation verified: _____
MDE Approval granted? _____ License No. _____
Tidal wetlands: Map #: _____ Proposed Area of disturbance (if any): _____
Location illustrated (Y/N): _____ Delineation verified: _____
ACOE Approval granted? _____ License No. _____
Floodplain: Panel and Map Number: _____ Date: _____

Designation: _____ Base Flood Elevation: _____ Location Illustrated (Y/N): _____
Show the Limits of Moderate Wave Action (LIMWA): _____
Does the property impact a waterbody on the state's impaired waters list? _____
Does the waterbody have an established TMDL? _____ If yes, what is it? _____

Is the property subject to:

Critical Area Law (Atlantic/Chesapeake)? _____ If yes, boundary illustrated? _____
Designation? _____ Buffer Management Area? _____
Forest Conservation Law? _____ If yes, approved plan? _____ Plan No. _____
Recording Ref. _____ Area shown on all sheets? _____ Signs illustrated? _____
Other easements, public/private maintenance? _____
Stormwater Management Concept Plan Approval /Date: _____
Site Development Plan Approval/ Date: _____
Sediment Erosion Control Plan Approval/Date: _____
4 sets received (Y/N)? _____ Bond amount? _____
15' Maintenance Easement illustrated? _____ Waiver granted? _____
Ponds screened or ornamentally planted? _____
Drainageways (location, width, easements, type, deed reference): _____

Landscaping:

Key Environmental Features Identified:

Significant trees: _____ Forested Areas: _____ Critical Habitat: _____
Parking Area Landscaping: # trees required: _____ # trees proposed: _____
Shrubs provided? _____ Islands at 8' by 20'? _____ Planting area at end of each row? _____
Parking space intervals met? _____ Impervious surface 4' from base of tree note? _____
Min. Tree Size Met? _____ 75% Native Species? _____
Plant List with all info provided per §ZS 1-322(d)(5)? _____
Installation and Maintenance plan? _____ Water source for plantings? _____
Inspection & Maintenance form submitted? _____ Bond Amt.: _____
Does the project require **screening**? _____ Provided? _____

- Major subdivisions, two-family, multi-family and townhouse developments, manufactured and mobile home parks and RPC's – required where adjoining the A-1 and A-2 Districts and along any arterial or collector road.
- Campgrounds shall be screened where adjoining any district.
- Uses permitted in the C-2, C-3 and I-1 Districts – required where adjoining the A-1, A-2, E-1, V-1, RP and R Districts. For I-1 – also required along any arterial or collector road.
- Uses permitted in the I-2 District – required where adjoining all districts other than I-2 and along any arterial or collector road.

Does the project require **buffering**? _____ Provided? _____

- Major subdivisions, two-family, manufactured and mobile home parks and RPC's – required where adjoining the RP District.

- For multi-family and townhouse developments – required where adjoining the E-1, V-1 and R Districts.
- Uses permitted in the C-1 District – required where adjoining all R and RP Districts.
- Uses permitted in the I-1 District – required where adjoining the C Districts.

Does the project require *landscaping*? _____ Provided? _____

- Required throughout the site to soften visual impact and for aesthetics.
- Commercial, commercial marine and industrial development – required along any arterial or collector road.

Water and Wastewater Facilities:

Well Location: _____ Septic Disposal Area: _____

If on public water and sewer: EDU's required: _____ EDU's existing: _____

Water Main Location: _____ Wastewater Main Location: _____

EDU Chart? _____ Environmental Programs Approval? _____

Amendment to Water and Sewerage Plan required? _____

Lighting:

Plans are required for multi-family, townhouse, commercial and industrial developments.

Typical lighting statement provided? _____ Location of lights identified? _____

Proposed Height of Freestanding poles: _____

Freestanding Type: _____ Watts/Lumens: _____

On-building Type: _____ Watts/Lumens: _____

Full cut-off fixtures? _____ Angle of light projection: _____

Signs:

Road Frontage: _____ Building/Unit Frontage: _____

Freestanding Signage allowed: _____ Requested: _____

On-building Signage allowed: _____ Requested: _____

Electronic messaging signs; meet additional requirements? _____

Method of illumination, if any: _____

20% landscaping provided at base? _____

Miscellaneous:

Recreation/Open Space Areas: _____

Utility Lines: _____

Location, height, type of fencing/walls: _____

Board of Zoning Appeals (Y/N): _____ If yes, Case No.: _____ Date: _____

Request: _____

Section(s): _____ Approved/Denied: _____

Conditions: _____

OTHER RELEVANT CODE SECTIONS

**Please see the following for more information: <https://ecode360.com/14020239>*

The following list is not comprehensive in nature but captures the general categories of the *Zoning and Subdivision Control Article* that are applicable to most site plan reviews:

- §ZS 1-305 Lot requirements generally.
- §ZS 1-306 Access to structures.
- §ZS 1-317 Commercial development, industrial development and industrial parks.
- §ZS 1-319 Access and traffic circulation requirements.
- §ZS 1-320 Off-street parking areas.
- §ZS 1-321 Off-street loading areas.
- §ZS 1-322 Landscaping, buffering and screening requirements.
- §ZS 1-323 Exterior lighting.
- §ZS 1-324 Signs.
- §ZS 1-325 Site plan review.
- §ZS 1-326 Classification of highways.
- §ZS 1-327 Additional setbacks from drainage ditches and stormwater management facilities.

**Please keep in mind that the project may also be subject to the *Design Guidelines and Standards for Commercial Uses*.*

CHECKLIST FOR
'DESIGN GUIDELINES AND STANDARDS FOR COMMERCIAL USES'

Project Name: _____
Type of Development: _____

These requirements are mandatory when:

- Subject to site plan review, §ZS 1-325;
- Project does not involve multi-family or townhouse development;
- Cumulatively totals 10,000 square feet in gross floor area or more;
- Change in occupancy as determined by the *International Building Code*;
- Is a building addition of 25% or more:
 - Except where addition is 500 square feet or less; and
 - Applicable to anything over 2,500 square feet regardless of percentage.

Waivers:

Authority to grant waiver (Dept/ TRC/ PC)? _____
Has the applicant provided a list of requested waivers by section? _____
Do the reasons provided meet the circumstances required to grant a waiver? _____

Building Design:

Does project identify the architectural tradition of the project? _____
If so, what is it? _____

What is the roof form? _____ What is the roof pitch? _____

Does roof exhibit 2 or more of the features listed in (b)(2)? _____ If so, which features? _____

Has a flat roof been provided? _____

If so, does the parapet meet the requirements of Section 8(b)(5)A? _____

Does the parapet vary in height by 2' or more on each module? _____

Does this project involve a drive-thru or other ancillary canopy area? _____

If so, is the roof style, pitch, and details consistent with main structure? _____

Have all mechanical areas been screened from view? _____

Does development meet height requirements in Section 7(b)(2)? _____

Does the project incorporate items from the listed materials in Section 9(b)(3)? _____

Does it cover at least 75% of the exterior surface area? _____

Does the project have an exposed concrete or block foundation? _____

If so, has it been painted neutral? _____ Does it exceed 10 inches in exposure? _____

Maximum 2 primary colors provided: _____

Maximum 2 secondary colors provided: _____

Public Facades:

How many public façades are there? _____

(any façade located 100' or less from a property line and per definition in Section 3)

Does the façade have a definable base, body and cap? _____

Is the body portion at least 50% of the total building height? _____

Are there symmetrical design elements within each section of the façade? _____
Is there a repeating pattern including 3 design elements listed in Section 13(b)(1)? _____
If so, what are they? _____
Do they repeat every 30'? _____ Does at least one repeat horizontally? _____
Has trim or other elements been used to define the floors of the building? _____
Does the building width exceed 60' without a recess or projection? _____
If required, is the depth at least 2-3% of façade width? _____
Does it extend at least 12' or 20% of façade width? _____
For buildings over 200' long:
Has it been physically or visually separated by modules? _____
Do the modules have a façade plane change of at least 10' in depth? _____
Is there a roofline or other major visual change? _____
List the two details as required by Section 10(b)(1)E: _____

What detail or massing component has been repeated at least three times per Section 10(b)(1)F:

Windows and Doors:

What is the proposed use? _____
What is the % required at ground level? _____ provided? _____
Has a minimum of 20% been provided above 15'? _____
What is the total window surface area (cannot exceed 40%): _____
Do ground level windows have at least a 2' min. base? _____
Do ground level windows have min. 3' views to interior of building? _____
(may apply to window displays associated with interior fitout permits)

Side and Rear Façades:

Same building materials as public façades? _____
Mechanical and utility equipment screened from view? _____
Rear façades facing residential use, residential zoning or public right-of-way: landscape screen provided (may include berm of 3' in height or less)? _____
Are service areas out of view? _____ Within buildings or screened? _____
Landscaping required? _____ Landscaping provided? _____
Min. 20' separation for outdoor storage/ trash/ loading, etc.? _____

Miscellaneous:

Vending or newspaper machines: Inside the building? _____ If not, are they screened with landscaping? _____
Shopping cart storage: Solid enclosure provided? _____ Is screening min. 4' in height? _____
Consistent with building façade? _____
Outdoor display or sale areas: permanently defined? _____ Consistent with building façade? _____
Mechanical equipment illustrated on site plans and architectural drawings? _____ Screening provided? _____
Outparcels or pad sites: consistent façade on all sides? _____ Access via service road? _____

Building Placement & Outdoor Spaces:

Buildings and land disturbance kept out of sensitive areas? _____
Do the buildings meet the setbacks as required under Section 6(b)(2)A? _____
Have the buildings been aligned with the road or travelway per Section 6(b)(2)B? _____
Are multiple buildings clustered to define outdoor spaces? _____
Are there subtle landscape transitions between built areas and natural forest (if applic.)? _____
Have the natural or landscaped areas on the site been coordinated with those on adjacent properties? _____

Guideline: Structures should be oriented lengthwise in an east-west direction.

Entries, Section 11:

Does each principal building or use have a customer entrance space? _____
How many entry spaces are required? _____
Which three features are included? _____

Has a pedestrian path been provided to each entrance, public space, and parking lot? _____

Community Spaces, Section 19:

required: _____ # provided: _____
Size? _____ Seating provided? _____
Min. two other features: _____

Parking:

Adequate vehicle stacking along driveways? _____ # vehicle stacking to nearest access point? _____
Do access points and driveways line up? _____ Interparcel connectors provided? _____
Traffic calming techniques utilized? _____ If so, what types? _____
Has wayfinding information been provided? _____ If so, what kind? _____
Parking lots of 100 spaces or more: Are they visually segmented into smaller lots? _____
Are they equally divided? _____
If commercial structure is 40,000 square feet or greater: Has 50% of the parking been provided to the sides and rear of the buildings? _____
Located 15' from roadway? _____ Does 15' area provide 1 tree per 25'? _____

Guidelines:

- Where 100 or more spaces are required, supply should not exceed 5% minimum.
- Parking areas are encouraged to be located to rear and sides of buildings.
- Encourage incorporation of stormwater management techniques into parking lot design.

Pedestrian and bicycle circulation:

Have 5' wide sidewalks provided along road frontage? _____ Lighting provided? _____ 10' wide landscape buffer provided? _____
Road demarcation of pedestrian routes provided, and type? _____
Bike lanes provided within internal driveways? _____ demarcated? _____

Internal sidewalks:

Min. 5' wide from public sidewalk to all bldg entrances? _____
Landscaping 3' in width on each side or 6' on one side? _____ Shade trees 30' on center provided? _____ Does landscaping extend min. 50% length of sidewalk? _____
Access points from sidewalk to parking lot provided? _____

Walkways within parking area required? _____ Provided? _____ If required, provided every other bay? _____

Building sidewalks provided along façades with customer entrances:

60% of façade: canopy, arcade, etc. extending 5' over sidewalk? _____ Landscaping 6' on outside? _____ Shade trees 30' on center provided? _____ Does landscaping extend min. 50% length of sidewalk? _____

40% of façade: 6' foundation landscaping provided? _____ 5' sidewalk provided? _____ Shade trees 30' on center provided? _____ Does landscaping extend min. 50% length of sidewalk? _____

Seating required every 100' along customer entrance façades:

required: _____ # provided: _____ spacing met? _____ covered? _____

Landscaping:

In addition to the regulations contained in §ZS 1-322, the following standards apply:

Does plan address all items listed in Section 17(b)(6)? _____

Have existing trees been protected and incorporated into the site design? _____

Are the edges of the site heavily landscaped and screened from adjoining noncommercial or nonindustrial uses? _____

Does the property front on an arterial or collector highway? _____ Has 35' buffer been provided, except where exempt? _____

Have 10' wide buffer planting areas been provided along property lines? _____

Facades without parking, service area or customer entrance: 10' wide foundation landscape buffer provided? _____

Drive-thru:

Between building and public right-of-way, 8' wide landscape buffer required _____

Visible from public right-of-way, 5' wide landscape buffer required _____

Exterior Lighting:

In addition to the regulations contained in §ZS 1-323, the following standards apply:

Fixtures of consistent design throughout the development? _____

Building and site lighting used as architectural element? _____

Freestanding poles located 10' from perimeter property lines and outside of perimeter plantings? _____

Signage:

In addition to the regulations contained in §ZS 1-324, the following standards apply:

Are messages ten or less syllables or symbols per sign? _____

Are sign materials and finishes compatible with façade? _____

Are on-building signs integrated into building design? _____



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Burn Permits
Plumbing & Gas Permits
Well & Septic

Community Hygiene
Beach Monitoring
Soil Evaluations

Plat and Plan Review Submittal Form

Please fill out the information below and check to appropriate fee. Plans cannot be reviewed until correct fees have been collected.

Property owner _____

Property location _____

Tax Map _____ Parcel _____ Lot _____ Tax Account ID# _____

Submitted by: _____ Date _____

Please check one of the following options below:

Plat and Plan Reviews

____ **Plat Review** – 5 Lots or less – Public water and sewer = \$75

____ **Plat Review** – 5 Lots or less – Private water and sewer = \$180

____ **Plat Review** – 6 Lots or more – Public water and sewer = \$200

____ **Plat Review** – 6 Lots or more – Private water and sewer = \$150 for first 5 lots, plus \$25 per additional lot

____ **Plat/Plan Review** – property line revision/septic area/Ag lot= \$120

Technical Review Committee (TRC)

____ Commercial Construction Plan Review, public water and sewer = \$60

____ Commercial Construction Plan Review, public water and private sewer= \$85

____ Commercial Construction Plan Review, private water and private sewer = \$100

____ Sketch Plan Review, no fee

Plan re-submittal

____ This plat/plan is a revised version showing changes requested by Environmental Programs-- \$25



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LAND PRESERVATION PROGRAM
STORMWATER MANAGEMENT
SEDIMENT AND EROSION CONTROL
SHORELINE CONSTRUCTION
AGRICULTURAL PRESERVATION
ADVISORY BOARD

WELL & SEPTIC
WATER & SEWER PLANNING
PLUMBING & GAS
CRITICAL AREAS
FOREST CONSERVATION
COMMUNITY HYGIENE

STORMWATER MANAGEMENT PLAN REVIEW

FEE SCHEDULE

(1) Single Family Dwellings:

- A. \$3.00 per 1,000 square feet of disturbance, with a minimum fee of \$150.00
- B. Revisions to approved plans: \$75.00

(2) Agricultural Structures and Uses:

- A. \$2.00 per 1,000 square feet of disturbance/stormwater design area, with a minimum fee of \$300.00.
- B. Revisions to approved plans: \$150.00 base fee, plus \$50.00 per hour beyond the first hour of review.

(3) Multi-Family, Commercial, Industrial and Institutional Structures and Uses:

- A. \$3.00 per 1,000 square feet of disturbance/stormwater design area, with a minimum fee of \$600.00.
- B. Revisions to approved plans: \$175.00 base fee, plus \$50.00 per hour beyond the first hour of review.

(4) Waivers: \$150.00 flat fee.

Effective 7/1/2019

Map _____ Lot _____
Parcel _____ LOD _____ Bond _____



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REQUIREMENTS FOR STORMWATER MANAGEMENT CONCEPT PLAN

Project Title _____ Review Date _____

- _____ 1. Check based on the Total Area of Disturbance/Stormwater Design Area
(Submission will not be accepted without payment of fees at time of submittal)
- _____ 2. Narrative that supports the concept plan and describes how ESD will be implemented to the MEP
- _____ 3. Project Data – Tax map, Parcel and Lot, Street and Development
- _____ 4. Location Map/Appropriate Scale/North Arrow/Legend
- _____ 5. DNR Forest Conservation Plan or Statement
- _____ 6. Location and Description of Property Line, Monuments and Onsite Benchmarks
- _____ 7. Existing Vegetation and Names and Existing Natural Features
- _____ 8. All Wetlands, Wetlands buffers, 100 Year Flood Plain or Disclaimer and Natural Drainage Patterns
- _____ 9. Topography Existing and Proposed, includes F.F. elevations
- _____ 10. Surface area to be Graded/Disturbed
- _____ 11. Limits of Disturbance Areas to be Protected
- _____ 12. Location and Description of all Utilities Existing and Proposed i.e. Water/Well, Sewer/Septic, Telephone, Gas, Electric, Cable and Stormwater, etc.
- _____ 13. Location and Description of Soils according to USDA/NRCS Soil Survey/Worcester County
- _____ 14. Name, Address and Telephone Number of Landowner, Applicant and Developer
- _____ 15. Limits and Descriptions of all Easements and Right of Ways Existing/Proposed
- _____ 16. Critical Area Limits, Designations and Buffers or Disclaimer
- _____ 17. Building Setback Lines
- _____ 18. Preliminary estimates of Stormwater Management Requirements; The selection and location of ESD Practices to be used and the location of all points of discharge from the site.
- _____ 19. The anticipated location of all proposed impervious areas, buildings, roadways, parking, sidewalks, and other site improvements
- _____ 20. Plan shall be signed, dated and sealed by a Professional Engineer

Map _____ Lot _____
Parcel _____ LOD _____ Bond _____



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REQUIREMENTS FOR STORMWATER MANAGEMENT SITE DEVELOPMENT PLAN

Project Title _____ Review Date _____

- ____ 1. All information provided in the concept plan review with comments addressed
- ____ 2. Final site layout and acreage and total site impervious area
- ____ 3. Delineated drainage areas at all points of discharge
- ____ 4. Stormwater volume requirements for ESD targets and quantity control
- ____ 5. The location and size of ESD practices used to the MEP and all nonstructural, alternative surfaces, and micro-scale practices used
- ____ 6. Hydrology analysis for runoff rates, storage volumes, and discharge velocities
- ____ 7. Stormwater design details and specifications
- ____ 8. Discharge calculations demonstrating stable conveyance of runoff off site
- ____ 9. A narrative to support the site development design and demonstrate that ESD will be achieved to the MEP
- ____ 10. Preliminary erosion and sediment control plans showing LOD, sensitive areas, buffer, and forests that are to be preserved, proposed phasing of construction sequencing, proposed practices, and stabilization techniques

Sequence of Construction including:

- A. The following statement: "Contact the Worcester County Department of Environmental Programs at 410-632-1220 to schedule a pre-construction meeting at least 48 hours prior to commencing any site work. **Failure to do so may result in an immediate "Stop Work order."**
- B. A detailed description of how stormwater BMP's will be constructed/phased and protected during project construction.

____ 11. **STORMWATER MANAGEMENT SUPERVISION AND CERTIFICATION NOTE:**

The contractor and owner shall provide supervision and certification of all construction of stormwater management practices that provide infiltration and filtering, by a professional engineer duly licensed in the State of Maryland.



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REQUIREMENTS FOR STORMWATER MANAGEMENT FINAL PLAN

Project Title _____ Review Date _____

- _____ 1. All information provided in the Concept and Site Development Plans with all comments addressed
_____ 2. A Stormwater Management report that:

- A. *Must be designed using the 2007 Maryland Design Manual, Volumes I & II*
- B. Will contain a letter of transmittal
- C. Will contain the following at minimum
 - 1. A title sheet
 - 2. A table of contents
 - 3. A list of figures and tables
 - 4. A body of report which will contain
 - a) An introduction/narrative
 - b) Methodologies used
 - c) An analysis
 - d) A summary
 - e) Conclusions
- D. Appendices which must include all background information used in the stormwater management analysis. The background information shall be sufficient to facilitate a straight forward review and will typically include drainage area maps and soil type maps. All made land will have soil borings of five (5) feet minimum to identify soil types, land use maps, drainage area computations runoff curve number computations, time of concentration computations elevation-storage computations, TR-55 and TR-20 worksheets (for Delmarva Peninsula) schematic diagrams, any and all hydraulic computations. All computer input computations shall be included as part of the appendices. Schematic diagrams showing reach lengths, curve numbers, drainage areas and structure locations, will included as part to the appendices.

_____ 3. Operation and maintenance plans for all Stormwater BMPs

_____ 4. Inspection Schedule

_____ 5. Estimated construction cost for Stormwater BMPs

_____ 6. **The following statements must be included on Plan:**

-All phases of stormwater management calculations, structure design and construction will adhere to current Maryland standards and specifications for stormwater management and the stormwater management plan for this site.

-All information set forth in this plan accurately conveys this site's conditions to the best of my knowledge.

-All structural devices for stormwater management will be protected by proper soil erosion and sediment control devices until all contributing areas have passed final stabilization inspection.

**Upon completion of the project, an as-constructed survey, Notice of Construction Completion (NOCC), and letter of certification must be submitted to the department, except individual single family dwellings. Once review is complete and approved, a certificate of occupancy can be issued.*

Date _____ Applicant Signature _____