



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, in accordance with the County's fee schedule must be received in order for the Department to initiate the review process. A digital copy must also be submitted of the final site plan or record plat projected in Maryland State Plane Coordinate System NAD83 feet in a DWG format or referenced TIFF and a PDF copy.**

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: Dave Mathers, ext. 1146 or Brian Soper, Department of Environmental Programs, (410) 632-1220, ext. 1147.

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: Joy Birch, ext. 1161 or Brian Soper, Department of Environmental Programs, (410) 632-1220, ext. 1147.

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/14027158>

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: Gary Pusey at the Department of Development Review and Permitting, (410) 632-1200, ext. 1139.

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

Contact: Stuart White, 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. Notations identifying the specific provider service area for public water and sewer must be shown on the site plans.

Contact: Stuart White, 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: Lee Beauchamp, P.E. Water and Wastewater Superintendent, Public Works at 410-641-5251, ext. 2439

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: Stewart White, Environmental Health Specialist, (410) 632-1220, ext.1606; or Ed Lawson, (410) 632-1220, ext. 1605.

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: Jeffrey Fritts, Maryland State Highway Administration at (410) 677-4039

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: Gary Pusey, (410) 632-1200, ext. 1136.

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:

| | |
|---|---|
| <input type="checkbox"/> Administrative Waiver | <input type="checkbox"/> Sketch Plan |
| <input type="checkbox"/> Minor Site Plan/ Subdivision | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Major Site Plan | <input type="checkbox"/> Construction Plans |
| <input type="checkbox"/> Site Plan Revision | <input type="checkbox"/> 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.**

2026
TECHNICAL REVIEW COMMITTEE
YEARLY SCHEDULE

| TRC DEADLINE (4:30 p.m.) | STAFF: PROJECT CONFIRMATION DEADLINE* (Including Outstanding Fee Payments) | TRC AGENDA DISTRIBUTED | STAFF COMMENT DEADLINE (NOON) | TRC PACKET DISTRIBUTION | TRC MEETING (1 p.m.) |
|-------------------------------------|---|-----------------------------------|--|------------------------------------|---------------------------------|
| November 14, 2025 | November 21, 2025 | December 1, 2025 | December 5, 2025 | December 8, 2025 | December 10, 2025 |
| December 12, 2025 | December 19, 2025 | December 29, 2025 | January 9, 2026 | January 12, 2026 | January 14, 2026 |
| January 16, 2026 | January 23, 2026 | January 20, 2026 | February 6, 2026 | February 9, 2026 | February 11, 2026 |
| February 13, 2026 | February 20, 2026 | February 27, 2026 | March 6, 2026 | March 9, 2026 | March 11, 2026 |
| March 13, 2026 | March 20, 2026 | March 27, 2026 | April 2, 2026 | April 6, 2026 | April 8, 2026 |
| April 10, 2026 | April 17, 2026 | April 24, 2026 | May 8, 2026 | May 11, 2026 | May 13, 2026 |
| May 15, 2026 | May 22, 2026 | May 29, 2026 | June 5, 2026 | June 8, 2026 | June 10, 2026 |
| June 12, 2026 | June 18, 2026 | June 26, 2026 | July 2, 2026 | July 6, 2026 | July 8, 2026 |
| July 10, 2026 | July 17, 2026 | July 24, 2026 | August 7, 2026 | August 10, 2026 | August 12, 2026 |
| August 14, 2026 | August 21, 2026 | August 28, 2026 | September 4, 2026 | September 8, 2026 | September 9, 2026 |
| September 11, 2026 | September 18, 2026 | September 25, 2026 | October 9, 2026 | October 13, 2026 | October 14, 2026 |
| October 16, 2026 | October 23, 2026 | October 30, 2026 | November 6, 2026 | November 9, 2026 | November 10, 2026 |
| November 13, 2026 | November 20, 2026 | November 25, 2026 | December 4, 2026 | December 7, 2026 | December 9, 2026 |
| December 11, 2026 | December 18, 2026 | December 24, 2026 | January 8, 2027 | January 11, 2027 | January 13, 2027 |
| January 15, 2027 | January 22, 2027 | January 29, 2027 | February 5, 2027 | February 8, 2027 | February 10, 2027 |
| February 12, 2027 | February 19, 2027 | February 26, 2027 | March 5, 2027 | March 8, 2027 | March 10, 2027 |

***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.**

2026
PLANNING COMMISSION
YEARLY SCHEDULE

| PC DEADLINE (4:30 p.m.) | STAFF: PROJECT CONFIRMATION DEADLINE* (Including Outstanding Fee Payments) | STAFF: PACKET ITEM DEADLINE (NOON) | PC AGENDA & STAFF REPORT DISTRIBUTED | REGULAR PC MEETING (1 p.m.) | SPECIAL PC MEETING (Only as Needed) |
|--------------------------------|---|---|---|------------------------------------|--|
| November 14, 2025 | November 21, 2025 | November 25, 2025 | November 26, 2025 | December 4, 2025 | December 11, 2025 |
| December 12, 2025 | December 19, 2025 | December 23, 2025 | December 26, 2025 | December 31, 2025 | January 8, 2026 |
| January 16, 2026 | January 23, 2026 | January 29, 2026 | January 30, 2026 | February 5, 2026 | February 12, 2026 |
| February 13, 2026 | February 20, 2026 | February 26, 2026 | February 27, 2026 | March 5, 2026 | March 12, 2026 |
| March 13, 2026 | March 20, 2026 | March 26, 2026 | March 27, 2026 | April 2, 2026 | April 9, 2026 |
| April 10, 2026 | April 17, 2026 | April 30, 2026 | May 1, 2026 | May 7, 2026 | May 14, 2026 |
| May 15, 2026 | May 22, 2026 | May 28, 2026 | May 29, 2026 | June 4, 2026 | June 11, 2026 |
| June 12, 2026 | June 18, 2026 | June 25, 2026 | June 26, 2026 | July 2, 2026 | July 9, 2026 |
| July 10, 2026 | July 17, 2026 | July 30, 2026 | July 31, 2026 | August 6, 2026 | August 13, 2026 |
| August 14, 2026 | August 21, 2026 | August 27, 2026 | August 28, 2026 | September 3, 2026 | September 10, 2026 |
| September 11, 2026 | September 18, 2026 | September 24, 2026 | September 25, 2026 | October 1, 2026 | October 8, 2026 |
| October 16, 2026 | October 23, 2026 | October 29, 2026 | October 30, 2026 | November 5, 2026 | November 12, 2026 |
| November 13, 2026 | November 20, 2026 | November 24, 2026 | November 25, 2026 | December 3, 2026 | December 10, 2026 |
| December 11, 2026 | December 18, 2026 | December 30, 2026 | December 31, 2026 | January 7, 2027 | January 14, 2027 |
| January 15, 2027 | January 22, 2027 | January 28, 2027 | January 29, 2027 | February 4, 2027 | February 11, 2027 |
| February 12, 2027 | February 19, 2027 | February 25, 2027 | February 26, 2027 | March 4, 2027 | March 11, 2027 |

***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 Planning Commission meeting.**

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

2026
BOARD OF ZONING APPEALS
YEARLY SCHEDULE

| DEADLINE (4:30 p.m.) | DRAFT AGENDA TO STAFF | STAFF CONFIRMATION DEADLINE | BZA NEWSPAPER | BZA POST/MAIL | REGULAR HEARING (6:30 p.m.) | SPECIAL MEETING (Only if Regular is Full) |
|---------------------------------|----------------------------------|--|--------------------------|----------------------|--|--|
| November 12, 2025 | November 14, 2025 | November 17, 2025 | November 19, 2025 | November 26, 2025 | December 11, 2025 | December 17, 2025 |
| December 10, 2025 | December 12, 2025 | December 15, 2025 | December 17, 2025 | December 23, 2025 | January 8, 2026 | January 14, 2026 |
| January 14, 2026 | January 16, 2026 | January 20, 2026 | January 21, 2026 | January 28, 2026 | February 12, 2026 | February 18, 2026 |
| February 11, 2026 | February 13, 2026 | February 17, 2026 | February 18, 2026 | February 25, 2026 | March 12, 2026 | March 18, 2026 |
| March 11, 2026 | March 13, 2026 | March 16, 2026 | March 18, 2026 | March 25, 2026 | April 9, 2026 | April 15, 2026 |
| April 15, 2026 | April 17, 2026 | April 20, 2026 | April 22, 2026 | April 29, 2026 | May 14, 2026 | May 20, 2026 |
| May 13, 2026 | May 15, 2026 | May 18, 2026 | May 20, 2026 | May 27, 2026 | June 11, 2026 | June 17, 2026 |
| June 10, 2026 | June 12, 2026 | June 15, 2026 | June 17, 2026 | June 24, 2026 | July 9, 2026 | July 15, 2026 |
| July 15, 2026 | July 17, 2026 | July 20, 2026 | July 22, 2026 | July 29, 2026 | August 13, 2026 | August 19, 2026 |
| August 12, 2026 | August 14, 2026 | August 17, 2026 | August 19, 2026 | August 26, 2026 | September 10, 2026 | September 16, 2026 |
| September 9, 2026 | September 11, 2026 | September 14, 2026 | September 16, 2026 | September 23, 2026 | October 8, 2026 | October 14, 2026 |
| October 14, 2026 | October 16, 2026 | October 19, 2026 | October 21, 2026 | October 28, 2026 | November 12, 2026 | November 18, 2026 |
| November 10, 2026 | November 13, 2026 | November 16, 2026 | November 18, 2026 | November 25, 2026 | December 10, 2026 | December 16, 2026 |
| December 16, 2026 | December 18, 2026 | December 21, 2026 | December 23, 2026 | December 30, 2026 | January 14, 2027 | January 20, 2027 |
| January 13, 2027 | January 15, 2027 | January 19, 2027 | January 20, 2027 | January 27, 2027 | February 11, 2027 | February 17, 2027 |
| February 10, 2027 | February 12, 2027 | February 16, 2027 | February 17, 2027 | February 24, 2027 | March 11, 2027 | March 17, 2027 |

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 ornamental 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: _____

If contours greater than 2 feet in the SRA, must be shown on site plans: _____

Water Main Location: _____ Wastewater Main Location: _____

EDU Chart? _____ Environmental Programs Approval? _____

Amendment to Water and Sewerage Plan required? Shared facility needed? _____

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 Facades:

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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ENVIRONMENTAL PROGRAMS

Worcester County

Burn Permits
Plumbing & Gas Permits
Well & Septic

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ONE WEST MARKET STREET, ROOM 1306
SNOW HILL, MD 21863
TEL: 410-632-1220 / FAX: 410-632-2012

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



DEPARTMENT OF ENVIRONMENTAL PROGRAMS

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

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FOREST CONSERVATION
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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



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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 _____