



St. Mary's County Department of Land Use and Growth Management

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CONCEPT SITE PLAN REVIEW CHECKLIST

Control Number _____ Project _____

Applicant _____ Surveyor/Engineer _____

Address _____

Zoning _____ TM _____ BK _____ Parcel _____

Date _____ Reviewer _____ TEC Date _____

I. Required Supporting Information

Yes	No	Na	Standard	Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concept Site Plan Application Form	CZO§60.5.2.a
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre- Development Conditions Plan	CZO§60.5.2.a.(4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Development Sketch Plan	CZO§60.5.2.a.(5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Either a three dimensional architectural sketch for the entire proposed development site or four sections throughout the site (one each, generally facing north, south, east, and west) showing existing and proposed grade and massing of structures, landscaping, and existing vegetation to remain	CZO§60.5.2.a.(6)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deed to evidence applicant ownership, including certificate of title	CZO§60.5.2.a.(1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If leased provide an executed lease agreement	CZO§60.5.2.a.(1).(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule 70.5 Summary Information on Development Impact	CZO§70.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variances to regulations requested, with written response to criteria for variance, contained in section 24 of the Comprehensive Zoning Ordinance.	CZO§24.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conditional Use Approval	CZO§24

II. Title Information

Yes	No	Na	Standard	Reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale (1" =100'preferable) and identify properties with 200 ft perimeter of site	CZO§60.5.2.a
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of original	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use and Growth Management Control Number placed immediately above the title information block	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Name (include "Concept Site Plan " in plan title)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax Map, Block, Parcel	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning and Zoning Overlay	

Notes

Yes	No	Na	Standard	Reference
			Vicinity Map	<i>CZO§60.5.2.a.(3)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale 1-2000 preferred	<i>CZO§60.5.2.a.(3).(a)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,000' Critical Area Boundary, if applicable	<i>CZO§60.5.2.a.(3).(b)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow	<i>CZO§60.5.2.a.(3).(c)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of Site	<i>CZO 60.5.2.a.(3)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Names and Numbers of adjoining roads	<i>CZO 60.5.2.a.(3)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streams and other bodies of water	<i>CZO 60.5.2.a.(3)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Landmarks	<i>CZO 60.5.2.a.(3)</i>
			Pre Development Sketch Plan	<i>CZO§60.5.2.a.(4)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Predevelopment sketch site plan on a separate sheet showing natural & built environment	<i>CZ) 60.5.2.a.(4)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of the property showing all bearings and distances drawn to scale	<i>CZO§60.5.2.a.(4).(a)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography Minimum of 5' contours (Cite Source)	<i>CZO§60.5.2.a.(4).(b)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of all adjacent property owners	<i>CZO§60.5.2.a.(2)</i>
			Existing Environmental Features	<i>CZO§60.5.2.a.(4).(c)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streams	<i>CZO§60.5.2.a.(4).(c).(i)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands	<i>CZO§60.5.2.a.(4).(c).(ii)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flood Plain	<i>CZO§60.5.2.a.(4).(c).(iii)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils	<i>CZO§60.5.2.a.(4).(c).(viii)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steep Slopes	<i>CZO§71.7.3</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly Erodible soils	<i>CZO§71.7.4</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Habitat Protection Areas	<i>CZO§71.8</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specimen Trees	<i>CZO§60.5.2.a.(4).(c).(v)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forest Conservation Requirements	<i>CZO§75</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fields and Farmland	<i>CZO§60.5.2.a.(4).(c).(vi)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary Drainage Patterns with flow direction arrows	<i>CZO§60.5.2.a.(4).(c).(vii)</i>
			Existing Built Features	<i>CZO§60.5.2.a.(4).(d)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roads	<i>CZO§60.5.2.a.(4).(d).(i)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking	<i>CZO§60.5.2.a.(4).(d).(ii)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pedestrian and bicycle circulation	<i>CZO§60.5.2.a.(4).(d).(iii)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structures	<i>CZO§60.5.2.a.(4).(d).</i>

				(iv)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historic Sites	CZO§60.5.2.a.(4).(d). (v)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Areas	CZO§60.5.2.a.(4).(d). (vi)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fences	CZO§60.5.2.a.(4).(d). (vii)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recreation Areas	CZO§60.5.2.a.(4).(d). (viii)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Open Space	CZO§60.5.2.a.(4).(d). (ix)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Easements	CZO§60.5.2.a.(4).(e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Overlay Zones	CZO§60.5.2.a.(4).(e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Required Buffers	CZO§60.5.2.a.(4).(e)

Landscaping and Buffer Yards

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Landscaping plans, showing percentage required	CZO§60.5.2.a.(5).(e). (xi) CZO§ 63.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buffer Yards: sized and spaced to achieve effect as depicted in 63.4.3 Type "A", "B", or "C", plan shall have required plant type and size.	CZO§ 63.4 Schedule. 63.3.a Schedule 63.3.b

Notes:

Yes	No	Na	Standard	Reference
			Proposed Development Sketch Plan	CZO§60.5.2.a.(5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate Sketch of the lot drawn to scale	CZO§60.5.2.a.(5).(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limits of Proposed Grading on the Site	CZO§60.5.2.a.(5).(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Topography at 5' contours	CZO§60.5.2.a.(5).(c)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Features as shown on the pre-development plan	CZO§60.5.2.a.(5).(d)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Drainage Patterns with flow direction arrows	CZO§60.5.2.a.(5).(d)
			Existing Features that will remain and Proposed Built Features	CZO§60.5.2.a.(5).(e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roads	CZO§60.5.2.a.(5).(e).(i)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking	CZO§60.5.2.a.(5).(e).(ii)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed pedestrian and bicycle circulation	CZO§60.5.2.a.(5).(e).(iii)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed access to public rights of way	CZO§60.5.2.a.(5).(f)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historic Sites	CZO§60.5.2.a.(5).(e).(v)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structures	CZO§60.5.2.a.(5).(e).(iv)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fences	CZO§60.5.2.a.(5).(e).(vii)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recreation Areas	CZO§60.5.2.a.(5).(e).(viii)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Open Space	CZO§60.5.2.a.(5).(e).(ix)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Siting of water and Sewerage Facilities	CZO§60.5.2.a.(5).(e).(x)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Landscaping Plan	CZO§60.5.2.a.(5).(e).(xi)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed easements, overlay zones, and required buffers	<i>CZO§60.5.2.a.(5).(g)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Areas (including square footage of structures)	<i>CZO§60.5.2.a.(5).(e).(vi)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In addition to these requirements, if the proposed project is in the Critical Area, please use the Critical Area Checklist.	

Notes:



CONCEPT EROSION AND SEDIMENT CONTROL AND STORMWATER MANAGEMENT PLAN PREPARATION CHECKLIST

The Concept Erosion and Sediment Control and Stormwater Management plan shall be submitted to the St. Mary's County Department of Land Use and Growth Management for distribution to the review agencies through the Technical Evaluation Committee (TEC), and shall include natural resources mapping, erosion and sediment control locations, ESD locations, concept narrative, and where applicable, geotechnical testing. SMSCD and/or DPW&T may require additional information at this phase; however, at a minimum, the Concept Plan shall include the following:

1. Plan location of all site resources shown as indicated in the MDE SWM Design Manual table 5.1 for local jurisdictions and DPW&T Format Guidelines.
2. Field verification from the project engineer of the natural resource map. Ref: MDE SWM Design Manual, Sup 1 section 5.1.3, pg. 5.11
3. Include appropriate photographs of the natural resources.
4. Proposed limits of clearing and grading.
5. Existing and proposed drainage area maps with drainage area sizes listed.
6. Location and dimensions of proposed impervious areas (buildings, roadways, parking, and sidewalks).
7. Location of existing and proposed utilities.
8. Preliminary locations of erosion and sediment control practices.
9. Preliminary location of ESD practices, and sizing calculations based on each drainage area as well as the overall site area.
10. Suitability factors for each ESD practice chosen.
11. Include stable conveyance of stormwater at potential outfall locations.
12. A narrative that supports the concept and describes how the design will achieve the following:
 - a. Natural resources protection, enhancement, and preservation.
 - b. Maintenance of natural flow patterns.
 - c. Reduction of impervious areas through better site design, alternative surfaces, and nonstructural practices.
 - d. Integration of erosion and sediment controls into the stormwater strategy.
 - e. Implementation of ESD planning techniques and practices to the MEP.
13. Geotechnical testing of site soils to identifying highly erodible soils. (If appropriate)
14. Delineation of vegetative buffer strips along water bodies.
15. Delineation of long or steep slopes (steeper than 15%).

**CONCEPT EROSION AND SEDIMENT CONTROL AND STORMWATER MANAGEMENT PLAN
PREPARATION CHECKLIST**

- ___ 16. Discharges to Chesapeake Bay, to impaired waters or to waters with an established Total Maximum Daily Load (TMDL)
 - ___ a. Protection measures for discharges.
 - ___ b. Time limits of discharges.
- ___ 17. Evaluation and designation of stabilization requirements.
- ___ 18. The scope of the Concept Erosion and Sediment Control plan is to be clearly defined and fully identified in the title block. All Concept Plan sheets are to be numbered chronologically with a Concept SWM E&S#.
- ___ 19. Plans are to be legible and shall include: scale (1"=50' maximum), two foot contour intervals, legends, north arrow. All plan sheets must be the same size with a maximum size of 24"x36". Include a site specific vicinity map to scale. Include road name(s), nearest intersections and distance to. Include enough detail on the vicinity map so that someone unfamiliar with the site can quickly locate it in the field.
- ___ 20. All Concept Plans submitted for review shall contain one (1) set of folded prints for each review agency. The narrative and any accompanying data including this completed checklist should be included on the concept plan sheets, but optionally can be included on a separate 8 1/2"x11" document.
- ___ 21. If the Concept Plan is presented on three or more sheets, provide a composite-overall drawing showing how the individual sheets tie together. Match lines and matching sheet numbers are to be included on each sheet.
- ___ 22. Show property lines and names of all adjacent property owners.
- ___ 23. Plans must include topographic data sufficiently adequate to show existing conditions adjacent to the site and downstream of all concept sediment controls. This shall be a **minimum** 50 foot adjacent strip upstream, and a **minimum** 100 foot downstream, or as otherwise needed to clearly reflect existing conditions.
- ___ 24. **The following certification shall be included on all Concept Erosion and Sediment Control Plans and shall be signed at time of plan submittal. Include on the first sheet and do not alter the wording.**

CONSULTANTS CERTIFICATION

"I certify that this Concept Erosion and Sediment Control and Stormwater Management Plan represents all significant natural resources based on my personal knowledge of the site, and that this plan was prepared in accordance with the requirements of the review agencies. I have reviewed this Concept Plan with the owner/developer".

Signature _____

MD License # _____

Print Name _____

Date _____

*(Include seal, company name, address and phone number if not included elsewhere on plan).

With concept stormwater management, and erosion and sediment control approval from all applicable review and approval agencies, the project may proceed to the site development phase.