



Detailed Site Development Plan Submittal Checklist

Calvert County Dept. of Planning & Zoning - 150 Main Street, 3rd Floor, Prince Frederick, MD 20678
 Phone: (410) 535-2348, (410) 535-1600 ext. 2356 MD Relay: (800) 735-2258, Fax: (410) 535-3092
 email: DevRev@calvertcountymd.gov

All file names should use the format: Project Name, Project Number, Version, Brief Description
 ([Lisas Kennel_CSPR-123456_Plan 2_Maps](#))

The information identified on this Detailed Site Development Plan Submittal Checklist must be enclosed with the site plan package prior to the submittals being accepted as a complete package for review. Plans must be clearly legible and of a quality that would permit legible reproduction.

Please check in the "Appl(licant)" column to confirm the information provided on your plans. If something is not applicable to your project, check the "N/A" column. **Do not leave any line(s) blank.**

Site Plan Category (choose one)

In general, Category I Site Plans are larger and have more impact than Category II. Please see the Calvert County Zoning Ordinance, Article 30, for more specific information.

Site Plan Category:		<input type="checkbox"/> Cat. I	<input type="checkbox"/> Cat. II					
Date submitted				Submitted by:				
Project Name:				Project Number:				
						Appl	n/a	P&Z

Please ensure that all requirements from these ZO Articles and/or other checklists are included, if applicable.

A Stormwater Management (SWM): Submit items a, b and c in separate files OR item d alone. Concept Plan must be approved before a project can move forward to Step 2. See *Department of Public Works Forms and Documents page for additional information.*

B a.1. Authorized Concept Stormwater Management Plan, and

C a.2. Site Development Stormwater Management Plan, and

D b. Site Development Stormwater Management Study, and

E c. Site Development Stormwater Management Checklist, **OR**

F d. Stormwater Management Waiver Review Request

H Traffic Impact Analysis Requirements Form (DPW-101) **OR** Traffic Study

I *If new construction of roads is involved*, Road Plan Checklist (DPW form)

1 Site Plan, full sheet set

2 Fees

3 a. Fee Schedules, only include pages that show fee(s) you are paying with this submittal.

4 b. Payment (cash or check only)

5 Appropriate Submittal Checklist (SP-311, this document). Submission is optional, but it is a good reference to ensure all required documents are provided.

6 Appropriate Design Checklist (SP-306). Submission is optional, but it is a good reference to ensure all required items are shown.

Project Name:	Project Number:	Appl	n/a	P&Z
16	County Historic/Cultural History Preservation Form (HIST-750)			
17	PCA Modification/Variance/Waiver Requests			
18	Supporting Maps at 1"=600' scale:			
19	a. Tax map (if zoned FFD or RCD, outline parent tract as of June 29, 1967 and show any conveyances).			
20	b. FEMA map showing outline of the property			
29	Wetland Delineation, ONE of the following:			
30	a. Wetland Delineation Report and Plan (Refer to the Wetland Delineation Checklist ENV-215), OR			
31	b. Approved Waiver Request (ENV-210)			
32	Forest Conservation documents. Package a, b, and c in separate files. Refer to the Forest Conservation Plan Checklists for additional information and resources.			
33	a. Approved Forest Conservation Exemption Request Form (ENV-240)			
34	b. Forest Stand Delineation (FSD) Package, ONE of the following:			
35	Simplified FSD Plan Review (ENV-230), OR			
36	Standard FSD Plan Review (ENV-235)			
37	c. Preliminary Forest Conservation Plan Package			
38	Residential Recreation Area Worksheet, if appropriate.			
39	Calvert County Health Department (CCHD) Environmental Health (EH) Site Plan Approval/Revision Review. CCHD is a state agency that requires hard copy documents and a separate fee to be paid prior to their review. This is the responsibility of the applicant/agent.			
	If any of the following items were submitted at Concept, there is no need to resubmit unless something has changed.			
21	Title History or Deeds, ONE of the following			
22	Subdivision Plat. OR			
23	Title History worksheet with copies of all deeds and plats (required if zoned FFD or RCD)			
7	Previous rulings affecting this project:			
8	Board of Appeals			
9	Architectural Review Board approval			
10	Variances			
11	Rezoning and Map Amendments			
41	<i>If any portion of the project is within the Chesapeake Bay Critical Area :</i>			
42	a. Critical Area Transmittal Form (MDCA-03)			
43	b. Critical Area Worksheet (ENV-901)			
44	<i>If claiming exemption under Article 20. of the Calvert County Zoning Ordinance - Forest Conservation Declaration of Intent (ENV-2-DOI)</i>			
45	<i>If applicable : Family Conveyance Affidavit (must be notarized original, PZ-FAM)</i>			
47	Please see Environmental Forms and/or other forms for additional items.			