



## ONLINE Detailed Site Development Plan - Design Checklist

Calvert County Department of Planning & Zoning - 150 Main Street, Suite 360, Prince Frederick, MD 20678  
 Phone: (410) 535-2348, (410) 535-1600 ext. 2356 - MD Relay: (800) 735-2258, Fax: (410) 535-3092  
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All file names should use the format: Project Name, Project Number, Version, Brief Description  
 (*Project Name SPI2025-123456 Plan 2\_Maps*) **Note: Naming convention now requires a space, not an underscore, before & after Project #.**

The information identified on this **Site Plan** Design Checklist must appear in the site plan drawings or 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.** Items required for DSDP also apply to Redline and Revision Plan submissions.

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	Typical Notes Appendix - apply the notes that are pertinent to this project as listed on the Appendix. <b>LIST PENDING</b> .							
The items in this section are REQUIRED on ALL plans. If they do not apply, mark the n/a box.								
1	Professional(s) responsible for preparation of the plan, as applicable. <b>Current Maryland Seal required.</b>							
2	Engineer: name, address, telephone number, signature, and expiration date. (P.E.)							
3	Landscape Architect: name, address, telephone number, signature, and expiration date. (R.L.A.)							
4	Architect: name, address, telephone number, signature, and expiration date. (A.I.A.)							
5	Land Surveyor: name, address, telephone number, signature, and expiration date. (P.L.S.)							
6	Forester: name, address, telephone number, signature, and expiration date.							
7	MD DNR qualified professional (for forestry plans): name, address, telephone number, signature, and expiration date. (Q.P.)							
8	Project name and file number as assigned by Planning & Zoning.							
9	Applicant's Information: name, address							
10	Owner's Information: name, address							
11	Developer/Contract Purchaser's Information (if applicable): name, address							
12	Date of preparation.							
13	Scale of drawings: either 1" = 30', 1" = 50' or 1" = 100'. Other scales may be accepted where deemed appropriate by the Planning Commission or its designated representative				scale:			
14	Sheet size: either 18" wide x 24" long or 24" wide x 36" long				size:			
15	North arrow.							
16	Plan legend.							

Project Name:		Project Number:		Appl	n/a	P&Z
17	Index of Sheets. Each sheet shall be numbered and shall show its relationship to the total number of sheets.					
18	Tax map, block and parcel numbers.					
19	Vicinity map - must include the Source of information. If using the ADC map, provide proof of permission and a # for use.					
20	The title block should be on the bottom right had corner of the plan, and include the Site Plan Name and the City or Postal Area. The Planning & Zoning Project Number should be shown above the title block.					
21	Complete outline survey of the property boundary showing all courses, distances, area, and tie-ins to all adjacent road intersections.					
22	A chart showing acreage tabulation: lots, open space, public rights-of-way, private lanes, recreation area, widening strips, total.					
23	Information as required on the Site Development Stormwater Plan.					
24	The following information about ALL adjacent properties:					
25	Adjacent property "take-off" lines					
26	Owners name, tax map, parcel number, deed reference and land use.					
27	Existing and proposed Topography, including contour intervals of 2' or less.					
28	Show all slopes of 15-25% and 25% or greater.					
29	Location and dimensions of the following <b>existing and proposed</b> site improvements. <i>Note: Dimensions shall be in feet and bearings in degrees and minutes. Lot sizes shall be shown in square feet where lot size is less than one (1) acre, and in acres and decimal parts for larger lots.</i>					
30	Show all property lines.					
31	Building Restriction Lines and minimum lot widths (if used to determine front Building Restriction Lines), setbacks from floodplains, water bodies, wetlands and front roadways.					
32	Labels for all property lines, lot lines, rights of way, etc.					
33	Driveways and Alleyways.					
34	Rights-of-way existing and proposed, identify if the road <i>is county, state or private</i> .					
35	Any existing roads, structures, utilities, historical or cultural features.					
36	Structures, facilities and outdoor storage areas, including uses and dimensions. For existing, indicate which are to be retained and which are to be removed or altered.					
37	Legal restrictions such as zoning boundaries, town center district/subarea boundaries, and existing covenants.					
38	Public road dedication/widening.					
39	Total road/right-of-way area.					
40	Total open space area, identify the designation.					
41	Total number and size of buildings and/or dwelling unit by type.					
42	Location of proposed limits of disturbance and total disturbed area.					
43	Labels for radii, arcs, points of tangency, central angles and lengths of curves.					
44	Typical pavement sections.					
45	Entrance/sight distance certification and plan.					

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46	Approximate location of existing and proposed sidewalks.					
47	Water-related facilities.					
48	Location and height of retaining walls and fences.					
49	Location and nature of existing and proposed wells, both in use and abandoned.					
50	Clustered mailbox location					
51	All survey monuments and benchmarks with their descriptions.					
52	Requirements and location for Recreational and Open Space facilities. Identify type and proposed use.					
53	Recreation area, identify all required and proposed elements.					
54	Specify what improvements or recreation facilities will be provided.					
55	Easements, existing and proposed.					
56	Types of road surfaces to be provided.					
57	Septic recovery area (10,000 sq ft for residential lots)					
58	A reference to any land offered for dedication or reservation for parks, schools, widening of roads, or other public uses. All open space, focal points, recreation areas and revertible parcels (when applicable)					
59	Location of existing and proposed signage.					
60	Location of fire lane and fire lane signs.					
61	Environmental Requirements					
62	For projects in or near the Chesapeake Bay Critical Area (overlay zone):					
63	Complete Critical Area Worksheet					
64	Complete Critical Area Transmittal Form					
65	Relevant Critical Area details (such as: buffer impacts, existing canopy and clearing, IDA 10% pollution reduction, etc.					
66	Natural features:					
67	Location of existing natural features such as tree lines, wetlands, centerline of streams and floodplain (for concepts: use best available information). Include a note citing the information source.					
68	NRPA-1 or NRPA-2 and 10-foot setback.					
69	Location and label of soil types. Table including symbol, name, hydrologic group, K factor, and hydric rating.					
70	Location of proposed tree line.					
71	All information required by the Calvert County Forest Conservation Program including the requirements listed in the Zoning Ordinance and in the Maryland Forest Conservation Technical Manual. See Forest Conservation checklists for additional information.					
72	The items in this section are <b>Optional at Concept</b> and Required at Detailed Site Development Plan					
73	Building footprint including area and dimensions.					
74	Total impervious surface area (before and after construction)					

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75		Total building gross floor area. Identify each use per CCZO Land Use charts				
76		Total number of parking spaces. Identify each use per CCZO Table 6-2.				
77		Total road/right-of-way area.				
78		Type of power to be used for any manufacturing processes, as applicable.				
79		Type of waste or by-product to be produced by any manufacturing processes.				
80		Proposed method of storage and disposal of wastes or by-products.				
81		Entrance/sight distance certification and plan.				
82		Loading areas.				
83	Landscape plan					
84		a. Professional responsible for landscape plan: name, address, telephone number and signature				
85		b. Separate sheet or drawing devoted to landscape plan.				
86		c. Existing trees utilized in required landscape plan.				
87		d. Indicate the existing vegetation that will be retained and removed.				
88		e. Indicate Limits of Grading (LOD) and/or Limit of Clearing (LOC).				
89		f. Plant schedule: CCZO requires native plants indigenous to Maryland region.				
90		i. Key.				
91		ii. Botanical name.				
92		iii. Common name.				
93		iv. Quantity.				
94		v. Spacing (on center-o.c.)				
95		vi. Size.				
96		vii. Method (for root preparation).				
97		viii. Remarks.				
98		g. Provide construction and planting details and show at illustrative scales.				
99		h. Plants to be identified on the landscape plan by name and by key.				
100		i. Location of existing and proposed buffer areas.				
101		j. Screening.				
102		i. Type and materials of screening.				
103		ii. Dimensions of the screening.				
104	Utility Information:					
105		Community water and sewerage facilities (The policies and requirements of the Water & Sewerage Plan shall be met.)				
106		Location and size of storm drains, sanitary sewers, culverts, water course and all appurtenances thereof, water mains and fire hydrants.				
107		Separate sheet showing utility line profiles.				
108		Location of trash receptacles, screening & HVAC				
109		Typical cross-sections and centerline profiles for each proposed road (shown on <u>Road Plans</u> ).				

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110	Location of existing and proposed signage.					
111	Signature/approval blocks, in the lower RIGHT corner near the title blocks					
112	a. Department of Public Works signature/approval block.					
113	b. Department of Planning & Zoning signature/approval block, running the length of the page, above the DPW block, for other agency's use.					
114	c. Place a note at the top of the blank space indicating the ordinance and approval date that the project is being submitted for approval under. For example: <b>Calvert County Zoning Ordinance, as Amended, 3-1-2025</b>					
115	Construction sequence and timing schedule.					
116	A note that the contractor must notify the Department of Inspections & Permits at least 48 hours PRIOR to the start of construction.					
117	Health Department Approval					
118	Percolation tests must be performed and septic recovery areas must be shown on the DSDP and approved by the Department of Environmental Health prior to preliminary <b>approval</b> of any lot regardless of size.					