



Site Plan Design Checklist

Calvert County, MD | Department of Planning & Zoning
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The information (where applicable) identified on the following Site Plan Design Checklist must appear in the site plan drawings or be enclosed with the site plan package prior to being accepted and distributed to the reviewing agencies by the Department of Planning & Zoning.

Please check each box under the "Applicant" column to verify each item has been included in the site plan drawings and/or package.

Project Name:	Applicant	P&Z
1. Site Plan must be clearly legible and of a quality that would permit legible reproduction.	<input type="checkbox"/>	<input type="checkbox"/>
2. Project name and file number assigned by P&Z	<input type="checkbox"/>	<input type="checkbox"/>
3. Applicant's Information: Name, address, telephone number, signature	<input type="checkbox"/>	<input type="checkbox"/>
4. Owner's Information: Name, address, telephone number, signature	<input type="checkbox"/>	<input type="checkbox"/>
5. Developer/Contract Purchaser's Information (if applicable): Name, address, telephone number, signature	<input type="checkbox"/>	<input type="checkbox"/>
6. Professionals responsible for preparation of the site plan. Maryland seal required.		
a. Engineer: Name, address, telephone, signature, seal	<input type="checkbox"/>	<input type="checkbox"/>
b. Landscape architect: Name, address, telephone number, signature, seal	<input type="checkbox"/>	<input type="checkbox"/>
c. Architect: Name, address, telephone number, signature, seal	<input type="checkbox"/>	<input type="checkbox"/>
d. Land surveyor: Name, address, telephone number, signature, seal	<input type="checkbox"/>	<input type="checkbox"/>
e. Forester: Name, address, telephone number, signature, seal	<input type="checkbox"/>	<input type="checkbox"/>
f. MD DNR qualified professional (for forestry plans): Name, address, telephone number, signature, seal	<input type="checkbox"/>	<input type="checkbox"/>
7. Department of Public Works signature/approval block	<input type="checkbox"/>	<input type="checkbox"/>
8. Date of preparation	<input type="checkbox"/>	<input type="checkbox"/>
9. Scale of drawings: either 1" = 40'; a larger scale such as 1" = 3' or 1" = 2'; or another convenient scale approved by the Department of Planning & Zoning prior to submittal	scale: <input type="checkbox"/>	<input type="checkbox"/>
10. Number of sheets	sheets <input type="checkbox"/>	<input type="checkbox"/>
11. Sheet size: either 18" wide x 24" long; 24" wide x 36" long; or another convenient size approved by the Department of Planning & Zoning prior to submittal	size <input type="checkbox"/>	<input type="checkbox"/>

12. 1 ¼" margin on left edge of drawings	<input type="checkbox"/>	<input type="checkbox"/>
13. North arrow	<input type="checkbox"/>	<input type="checkbox"/>
14. Plan legend	<input type="checkbox"/>	<input type="checkbox"/>
15. Index of sheets	<input type="checkbox"/>	<input type="checkbox"/>
16. Tax map, block, and parcel numbers	<input type="checkbox"/>	<input type="checkbox"/>
17. Construction sequence and timing schedule	<input type="checkbox"/>	<input type="checkbox"/>
18. A note that the contractor must notify the Division of Inspections & Permits at least 48 hours prior to the start of construction.	<input type="checkbox"/>	<input type="checkbox"/>
19. Vicinity map- must include:		
a. Scale 1" to 1 mile, or another convenient size approved by the Department of Planning & Zoning prior to submittal	scale	<input type="checkbox"/>
b. Location of property with respect to surrounding property and streets		<input type="checkbox"/>
c. Key streets and highways within 1 mile		<input type="checkbox"/>
d. North arrow		<input type="checkbox"/>
20. Legal restrictions such as zoning boundaries, town center district/subarea boundaries, existing covenants, building restriction lines, and buffers.	<input type="checkbox"/>	<input type="checkbox"/>
21. For critical areas, floodplains, wetlands, or adjacent streams: do ONE of the following:		
a. Provide a statement that NONE of the land features listed in item 20 impact this property; OR	<input type="checkbox"/>	<input type="checkbox"/>
b. Include on the site plan boundaries of: the Chesapeake Bay Critical Area, the 50' buffer zone (natural vegetative buffer) from wetlands and USGS blue line streams, and the 10' building restriction line from non-tidal floodplains and natural vegetative buffers surrounding wetlands and streams.	<input type="checkbox"/>	<input type="checkbox"/>
22. All survey monuments and benchmarks with their descriptions	<input type="checkbox"/>	<input type="checkbox"/>
23. The following information about all adjacent properties:		
a. Adjacent property "take-off" lines	<input type="checkbox"/>	<input type="checkbox"/>
b. Owners	<input type="checkbox"/>	<input type="checkbox"/>
c. Deed reference	<input type="checkbox"/>	<input type="checkbox"/>
d. Land use	<input type="checkbox"/>	<input type="checkbox"/>
24. Topography:		
a. Origin and date of original topography	<input type="checkbox"/>	<input type="checkbox"/>
b. Existing topography	<input type="checkbox"/>	<input type="checkbox"/>
c. Proposed topography (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
d. Contour intervals of 2' or less	<input type="checkbox"/>	<input type="checkbox"/>
e. Slopes of 25% or greater (or 15% or greater in the Critical Area) and identification of those soils designated as unstable	<input type="checkbox"/>	<input type="checkbox"/>

f. Existing and proposed grades	<input type="checkbox"/>	<input type="checkbox"/>
25. Natural features:		
a. Location of existing natural features such as wooded areas, wetlands, and streams	<input type="checkbox"/>	<input type="checkbox"/>
b. Location of floodplains and the Flood Plain district boundaries	<input type="checkbox"/>	<input type="checkbox"/>
c. Location of significant mineral resources	<input type="checkbox"/>	<input type="checkbox"/>
d. Location of My, SrE, ErE, and hydric soils	<input type="checkbox"/>	<input type="checkbox"/>
26. Location and dimensions of the following existing and proposed site improvements, in feet and decimals of feet:		
a. Distances and bearings of all boundary lines of the site to be developed	<input type="checkbox"/>	<input type="checkbox"/>
b. Total lot area	<input type="checkbox"/>	<input type="checkbox"/>
c. Total disturbed area	<input type="checkbox"/>	<input type="checkbox"/>
d. Lots	<input type="checkbox"/>	<input type="checkbox"/>
e. Roads and streets	<input type="checkbox"/>	<input type="checkbox"/>
f. Centerline of all proposed and adjoining streets with their right-of-way widths and names	<input type="checkbox"/>	<input type="checkbox"/>
g. All radii, arcs, points of tangency, central angles, and lengths of curves	<input type="checkbox"/>	<input type="checkbox"/>
h. Typical pavement sections	<input type="checkbox"/>	<input type="checkbox"/>
i. Public road dedication/widening	<input type="checkbox"/>	<input type="checkbox"/>
j. Driveways	<input type="checkbox"/>	<input type="checkbox"/>
k. Entrance/Sight distance certification and plan	<input type="checkbox"/>	<input type="checkbox"/>
l. Parking areas	<input type="checkbox"/>	<input type="checkbox"/>
m. Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>
n. Water-related facilities	<input type="checkbox"/>	<input type="checkbox"/>
o. Loading areas	<input type="checkbox"/>	<input type="checkbox"/>
p. Location of outdoor storage areas	<input type="checkbox"/>	<input type="checkbox"/>
q. Easement	<input type="checkbox"/>	<input type="checkbox"/>
r. Drainage easement	<input type="checkbox"/>	<input type="checkbox"/>
s. Culverts	<input type="checkbox"/>	<input type="checkbox"/>
t. Storm drains	<input type="checkbox"/>	<input type="checkbox"/>
u. Retaining walls and fences	<input type="checkbox"/>	<input type="checkbox"/>
v. Utilities (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>
w. Location and nature of water supply and sewage disposal facilities	<input type="checkbox"/>	<input type="checkbox"/>
x. Location and nature of existing wells, both in use and abandoned	<input type="checkbox"/>	<input type="checkbox"/>
y. Fire protection		

i. Size of water lines	<input type="checkbox"/>	<input type="checkbox"/>
ii. Location of water storage tank	<input type="checkbox"/>	<input type="checkbox"/>
iii. Location of fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>
iv. Location of fire department connection (sprinkler)	<input type="checkbox"/>	<input type="checkbox"/>
v. Location of fire lane and fire lane signs	<input type="checkbox"/>	<input type="checkbox"/>
z. Cemeteries, railroad beds, etc.	<input type="checkbox"/>	<input type="checkbox"/>
aa. Structures and facilities (existing and proposed)		
i. Location	<input type="checkbox"/>	<input type="checkbox"/>
ii. Use	<input type="checkbox"/>	<input type="checkbox"/>
iii. Dimensions	<input type="checkbox"/>	<input type="checkbox"/>
iv. Height	<input type="checkbox"/>	<input type="checkbox"/>
v. Indication as to which are to be retained and which are to be removed or altered	<input type="checkbox"/>	<input type="checkbox"/>
vi. Footprint and elevations (front, side, and rear) of all proposed buildings and structures	<input type="checkbox"/>	<input type="checkbox"/>
27. Stormwater management design, repost, or waiver. Contact Calvert County Engineering (410-535-1600 ext. 2619) for more information.	<input type="checkbox"/>	<input type="checkbox"/>
28. Location and type of open area and/or recreation area and facilities	<input type="checkbox"/>	<input type="checkbox"/>
a. Open space	<input type="checkbox"/>	<input type="checkbox"/>
b. Active or passive	<input type="checkbox"/>	<input type="checkbox"/>
c. If active, identify type or proposed use:	<input type="checkbox"/>	<input type="checkbox"/>
d. Recreation area	<input type="checkbox"/>	<input type="checkbox"/>
e. Active or passive	<input type="checkbox"/>	<input type="checkbox"/>
f. Specify what improvements or recreation facilities will be provided.	<input type="checkbox"/>	<input type="checkbox"/>
29. Landscape plan		
a. Professional responsible for landscape plan: Name, address, telephone, signature	<input type="checkbox"/>	<input type="checkbox"/>
b. Separate sheet or drawing devoted to landscape plan	<input type="checkbox"/>	<input type="checkbox"/>
c. Existing trees utilized in required landscape plan	<input type="checkbox"/>	<input type="checkbox"/>
d. Indicate the existing vegetation that will be retained and removed.	<input type="checkbox"/>	<input type="checkbox"/>
e. Indication of Grading Limit Line or Limit of Disturbance (LOD).	<input type="checkbox"/>	<input type="checkbox"/>
f. Plant schedule: CCZO 6-5.02 requires native plants indigenous to Maryland region.		
i. Key	<input type="checkbox"/>	<input type="checkbox"/>
ii. Botanical name	<input type="checkbox"/>	<input type="checkbox"/>
iii. Common name	<input type="checkbox"/>	<input type="checkbox"/>

iv. Quantity	<input type="checkbox"/>	<input type="checkbox"/>
v. Spacing (on center- o.c.)	<input type="checkbox"/>	<input type="checkbox"/>
vi. Size	<input type="checkbox"/>	<input type="checkbox"/>
vii. Method (for root preparation)	<input type="checkbox"/>	<input type="checkbox"/>
viii. Remarks	<input type="checkbox"/>	<input type="checkbox"/>
g. Provide construction and planting details and show at illustrative scales	<input type="checkbox"/>	<input type="checkbox"/>
h. Plants to be identified on the landscape plan by name and by key	<input type="checkbox"/>	<input type="checkbox"/>
i. Location and nature of existing and proposed buffer areas	<input type="checkbox"/>	<input type="checkbox"/>
j. Screening		
i. Type and material of screening	<input type="checkbox"/>	<input type="checkbox"/>
ii. Dimensions of the screening	<input type="checkbox"/>	<input type="checkbox"/>
30. Forest conservation plan (per CCZO Article 8-3).	<input type="checkbox"/>	<input type="checkbox"/>
31. Signage is to be addressed via separate architectural review and sign application showing: type, location, setbacks, design, dimensions and materials.	<input type="checkbox"/>	<input type="checkbox"/>
32. Lighting: Refer to CCZO Article 6-6 for Lighting Regulations and Plan Submission.	<input type="checkbox"/>	<input type="checkbox"/>
33. Site Plan shall display the following information:		
a. Total lot area	<input type="checkbox"/>	<input type="checkbox"/>
b. Total building ground coverage	<input type="checkbox"/>	<input type="checkbox"/>
c. Total impervious surface area (before and after construction)	<input type="checkbox"/>	<input type="checkbox"/>
d. Total building gross floor area. Identify each use per CCZO Land Use charts.	<input type="checkbox"/>	<input type="checkbox"/>
e. Total number of parking spaces. Identify each use per CCZO Table 6-2.	<input type="checkbox"/>	<input type="checkbox"/>
f. Total road area	<input type="checkbox"/>	<input type="checkbox"/>
g. Total open space area	<input type="checkbox"/>	<input type="checkbox"/>
h. Total number and size of buildings and/or dwelling unit by type	<input type="checkbox"/>	<input type="checkbox"/>
i. Maximum number of employees for which each individual building was designed	<input type="checkbox"/>	<input type="checkbox"/>
j. Type of power to be used for any manufacturing processes	<input type="checkbox"/>	<input type="checkbox"/>
k. Type of waste or by-product to be produced by any manufacturing processes	<input type="checkbox"/>	<input type="checkbox"/>
l. Proposed method of storage and disposal of wastes or by-products	<input type="checkbox"/>	<input type="checkbox"/>
m. Utility conveyance plan	<input type="checkbox"/>	<input type="checkbox"/>