



Submittal Package Checklist Concept/Detailed Site Development Plan

Calvert County, MD | Department of Planning & Zoning
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ELECTRONIC SUBMITTAL REQUIREMENTS

All site plan packages are to be electronic submittals.

Provide ONE paper copy of entire submittal package to the office of Planning & Zoning to the attention of the Development Review Coordinator.

PDF submittal packages are to be sent by submittal due date to the Development Review Coordinator via drop box for downloading. Development Review Coordinator will provide a link to upload site plan submittal package upon request.

This naming convention is to be used for all PDF submittal items:
 SPR-2020-1234 PROJECT NAME_DESCRIPTION OF ITEM

	NA	Applicant	P&Z
1. Site Plan drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Site Plan application forms with original or electronic signatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed Fee Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Copies of 4 maps, 8.5" x 11" with the site located on each.			
a. Tax Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. 600 Scale soils map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. USGS or County topo map (may be purchased) from the GIS coordinator, 410-535-1600 ext. 2564	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. FEMA map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. This Site Plan Review Submittal Application Checklist - SPR-104	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Letter with project explanation and summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Building architectural elevation drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Concept (SPR-110) or Detailed Site Development Plan Design Checklist (SPR-105)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. ONE of the following:			
a. Subdivision plat, OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Title history worksheet with copies of all deeds and plats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Board of Appeals order (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Traffic Impact Analysis requirements form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Stormwater Management (SWM): Submit items A & B together or submit item C alone.			
a. CSWM Site Development Plan Submittal Package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Approved CSWM Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Pre-signed SWM Waiver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. ONE of the following:			
a. Wetland Delineation report and plan, OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Waiver (pre-signed by Zoning Officer per CCSO Article 8-2.05.C.e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Cultural Resources Referral Form (DR-103)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Forest Conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Name _____

Planning & Zoning Case No. _____

Package items a, b, and c in a separate package. Refer to the Forest Conservation Plan Checklists for further information. Contact the Environmental Planner at 410-535-1600 ext. 2321.

a. Forest Conservation Pre-Application Review Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Forest Stand Delineation Package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Preliminary Forest Conservation Plan Package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Critical Area Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Residential Recreation Area Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Copies of previous rulings affecting this project:			
a. Board of Appeals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Architectural Review Board approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Rezoning and Map Amendments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Variances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>