



Site Plan Application Waiver Requests and Referrals to Other Agencies

If the applicant is requesting a **waiver** from the following County review requirements, the request must be made in writing. First, complete any applicable worksheet, and attach a written explanation for the waiver request. Send directly to the staff person listed.

If you need assistance, please phone ahead for an appointment, or leave a detailed message and indicate if you are trying to meet an imminent site plan submittal deadline.

If you receive a waiver, it must be included with your site plan application submittal. The usual format is an agency signature applied directly to your written request, but e-mail from the agency is acceptable.

Wetland Delineation, Forest Conservation Plan, Forest Stand Delineation	Complete Forest Conservation Worksheet and call Planning & Zoning: Christine Finamore, 410-535-1600 x2321
Critical Area Form	Planning & Zoning: Planning & Zoning, John Swartz, 410-535-1600 x2238
Traffic Impact Analysis	Complete TIA Form and call Public Works: John "JR" Cosgrove, 410-535-1600 x2238
Storm water Management	Call: Engineering Bureau, Public Works; 410-535-2204
Grading Exemption	Call: Soil Conservation, 410-535-1521

Planning Commission Administrator (PCA): The Calvert County Zoning Ordinance in Article 4 and Article 6 cites design conditions, which require approval from the PCA. Such approval should be obtained prior to submittal of the site plan application. Otherwise, if denied by the PCA, redesign will be necessary. Planning & Zoning, Carolyn Sunderland, 410-535-1600 x2380.

Board of Appeals: The Zoning Ordinance Cites instances where a reduction to setbacks may be granted by the PCA, or by the Planning Commission. Otherwise, reductions in setbacks may only be granted through a Variance by the Board of Appeals. The Board of Appeals application process for **Variations** and **Special Exceptions** requires a "Project Referral Form" to be signed by the appropriate Planning & Zoning staff person. *Again, please call ahead and allow time for assistance with your board of Appeals application prior to the deadline.* Planning & Zoning, Ashleigh Goedeke, 410-535-1600 x2559.