



# Conceptual Site Plan Development Checklist

**Calvert County, MD | Department of Planning & Zoning**  
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Check each row below under either "Yes" or "N/A" (not applicable) to verify that the information requested is included on every plan sheet that requires it, as shown in the columns to the right. The Department of Planning and Zoning will check each row under "P&Z" to verify the same.

## CONCEPTUAL SITE PLAN PAGES

<input type="checkbox"/>	Plan Sheet No. 1.0, "Concept Site Plan - Cover Sheet" (PS1)
<input type="checkbox"/>	Plan Sheet No. 2.0, "Concept Site Plan - Existing Conditions and Environmental Features" (PS2)
<input type="checkbox"/>	Plan Sheet No. 3.0, "Concept Site Plan Layout" (PS3)
<input type="checkbox"/>	Plan Sheet No. 4.0, "Concept Site Plan – Grading Plan" (PS4)
<input type="checkbox"/>	Plan Sheet No. 5.0, "Concept Stormwater Management Plan" (PS5)
<input type="checkbox"/>	A completed and signed copy of the Department of Public Works, Conceptual Stormwater Management Plan Checklist must also be included with this application.

## BASIC REQUIREMENTS

YES	N/A	P&Z	REQUIRED INFORMATION	PS1	PS2	PS3	PS4	PS5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. All Plan Sheets Must be the Same Size (18" x 24" or 24" x 36")	X	X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Title Blocks (located in the right hand bottom corner or vertically along the right edge of the sheets) as described below: a. Plan Sheet Block to include: Plan Sheet, Name, and Number (as indicated above) b. Project Title Block to include: Project Name, Project Location (Address of Site), and Election District c. Project Reference Block, to include: Date Drawn, Date and Purpose of Revisions, and County Assigned Case File Number d. Surveyor/Engineer Block to include: Standard Certification and Seal of the Land Surveyor Registered in the State of Maryland Responsible for the Project with License Number and Expiration Date, Company Name, Address, Phone Number and E-mail Address e. DPW Statement block for stamp	X	X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Concept Plan Certification I certify that the attached Concept Site Plan represents all significant natural resources based on my personal knowledge of the site and that the plan contains all of the 'Required Information' as specified in the Calvert County Concept Site Plan Application and Checklist and I have reviewed this Concept Site Plan with the owner/developer/applicant. Print Name: _____ Title: _____ Maryland professional license number and expiration date: _____ Signature: _____	X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Vicinity Map (1" = 2000' or smaller scale) including Major Roads, Property Boundaries, Waterways, Landmarks, North Arrow, etc.	X				

YES	N/A	P&Z	REQUIRED INFORMATION	PS1	PS2	PS3	PS4	PS5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. General Information Notes	X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. North Arrow On Each Plan Sheet	X	X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Legends And/Or Keys For Each Plan Sheet	X	X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Plans Shall Be Legible With A Maximum Scale Of 1" = 50'	X	X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Index Of Plan Sheets – If Multiple Pages Are Required For Any Plan, Each Page Shall Be Identified (Concept Site Plan Layout 3.0, 3.1, 3.2, Etc.) Wth Match Lines Provided On Each Sheet	X	X	X	X	X

**PROPERTY INFORMATION**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Legal Description (Tax Map, Parcel Number Deed and Plat References) for Each Parcel in the Application	X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Subdivision Name (if applicable) Lot/Block/Section (May Be Included in Project Title Block) for Each Parcel in the Application	X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Original Parcel Information: Recording Reference and Date of First Deed	X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Size (sq. ft. or acres) of Existing Parcels and Total Project Area	X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Parcel Ownership and Authorized Signatory	X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Applicant/Contract Purchaser Information and Authorized Signatory (If Different Than Current Owner)	X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. All Common and Adjoining Property Boundaries & Legal Descriptions (Parcel/Owner, Plat & Deed Recording References)		X	X	X	X

**ZONING**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Concept Site Plan Shall Display the Following Information (May Be Included in a Data Table): a. State and County Zoning Districts/Sub-districts and/or Overlay Districts (if applicable) b. Amount of Land Area in Each Zoning District c. If Residential or Mixed-Use, the Conventional and Maximum Permitted Density for Each District d. The Existing Water and Sewer Category e. The Existing Growth Tier Category (if Residential Development is proposed) f. Proposed Method of Water and Sewer Service g. Priority Funding Area	X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Delineate Zoning Boundaries, Including County/State Overlay Districts (Critical Areas, Historic Districts, APDs, Growth Tiers, etc.) on Plan Sheets		X	X		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Adjacent Property Zoning. Also Indicate Developed or Undeveloped (If Developed, Specify Current Land Use)	X				

**EXISTING MAN-MADE FEATURES TO BE REMOVED OR RETAINED**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Location of Existing Utilities Infrastructure and Easements		X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Location of All Existing Ancillary Structures Located on or Adjacent to the Site (Including but Not Limited To; Septic/Septic Recovery Areas, Wells, Storage Tanks, Pools, Towers, Fencing, Retaining Walls, Signage, Lighting, Cemeteries, Old Railroad Beds, Etc.		X	X	X	X

YES	N/A	P&Z	REQUIRED INFORMATION	PS1	PS2	PS3	PS4	PS5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Location of Existing/Proposed Impervious Areas (Including Buildings, Roadways, Parking Facilities, Sidewalks and Other Site Improvements, Etc., Where Applicable)		X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Location of Known Road Entrances		X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. All Other Existing Easements/Right-Of-Ways Affecting the Property (Including but Not Limited to On-Site or Adjacent Ingress/Egress, Drainage, Maintenance, Shared Driveways/Parking, Etc.) Also Provide the Right-Of-Way Width and Ownership			X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Location of All Existing Stormwater Management, Storm Drainage, and Surface Drainage Structures and/or Easements.		X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. All Existing Structures and Historical or Cultural Features (Indicate Whether They Are to Be Removed or Retained)			X	X	
<b>EXISTING NATURAL/ENVIRONMENTAL FEATURES</b>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Critical Area Buffers/Setbacks, if Applicable		X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Water Bodies (Bay/Rivers/Creeks/Streams, Ponds) and Associated Buffers/Setbacks		X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Soils, Soil Type and Hydrologic Soils Group				X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Tidal and Non-Tidal Wetlands (including Wetlands of Special State Concern and Associated Buffers/Setbacks)		X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Delineation of 100 Year-Floodplain (Including Floodplain Elevation and Classification, if Applicable) and Required Setbacks		X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Existing Forested Areas and Forested Areas to be Retained After Development		X	X	X	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Any Designated Rare, Threatened or Endangered Species Habitat		X			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Steep Slopes (25% or Greater, 15% or Greater in the Critical Area)		X	X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Location and Identification of Any Significant Mineral Resources		X			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Existing Topography (2-ft. Contours Minimum)			X	X	X
<b>PROPOSED DEVELOPMENT/ENGINEERING</b>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Concept Site Plan shall display the Following Information: (may be included in a Data Table) <ul style="list-style-type: none"> <li>a. Total Proposed Lotted Area</li> <li>b. Total Number of Proposed Lots/Units by Type</li> <li>c. Total Proposed Disturbed Area</li> <li>d. Total Impervious Surface Area (pre and post construction)</li> <li>e. Total Proposed Floor Area (gross and net) per Story and by Anticipated Use</li> <li>f. Total Number of Parking Spaces Required (based on sq. ft. of anticipated)</li> <li>g. Total Number of Parking Spaces Proposed (based on sq. ft. of anticipated use)</li> </ul>	X				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Proposed Topography (2-ft. contour minimum)				X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Approximate Location of Proposed Limits of Disturbance (LOD)			X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Show all proposed lot dimensions and acreages, including any modifications to existing property lines.			X	X	X

YES	N/A	P&Z	REQUIRED INFORMATION	PS1	PS2	PS3	PS4	PS5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Show required building restriction lines (BRLs) and setbacks.			X		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Anticipated location (footprints, alignments and dimensions/widths) of all <u>proposed</u> impervious areas (including but not limited to; buildings, roadways, driveways, travelways, parking facilities, loading zones, sidewalks and other site improvements. Indicate if proposed right-of-ways will be public or private.			X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Ancillary/Accessory Structures (Residential Development, building footprints to show proposed decks, pools, garages, accessory apartments, sheds, driveways on all proposed buildable lots.)			X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Show location of well and location/configuration of septic system (if applicable)			X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Show location and size of proposed water and/or sewer lines (if applicable)			X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Show Proposed Common Area, Open Space and/or Recreation Areas, included proposed and required (if applicable) acreages.			X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Indicate any areas of proposed Forest Retention Area (FRA) and/or Afforestation.			X	X	X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Generally show areas/configurations required for to meet any landscaping and Amenities requirements including; Streetscape, Buffer and/or Screening required along roadways and adjacent properties.		X			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Preliminary location, type and sizing calculations of all ESD practices				X	X