



# Site Plan Review Submittal Package Checklist

Calvert County, MD | Department of Planning & Zoning  
 150 Main Street, Prince Frederick, MD 20678  
 Phone: (410) 535- 2348 | (410) 535-1600 ext. 2356  
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The following are instructions for 15 sets of site plan application packages to bring to your appointment with the Development Review Coordinator in Planning & Zoning. If your project requires state critical area review, please contact P&Z for submittal requirements.

Please note this checklist is for only the copies necessary for county review. The applicant must submit State Highway Administration (SHA) requirements separately. SHA may be contacted at 410-545-0300.

Please check off in the "applicant" column to acknowledge each component has been included.

## SUBMITTAL REQUIREMENTS

**Package items 1-5 into 15 individual complete packages for distribution. Submit 1 PDF of all items listed.**

Project Name:		Applicant	P&Z
1. Site plan drawings folded to 9" x 11" or rolled	15 copies	<input type="checkbox"/>	<input type="checkbox"/>
2. Site plan application forms with original or electronic signatures	15 copies	<input type="checkbox"/>	<input type="checkbox"/>
3. Copies of 4 maps, 8.5" x 11", with the site located on each.			
a. Tax map	15 copies	<input type="checkbox"/>	<input type="checkbox"/>
b. 600-scale soils map	15 copies	<input type="checkbox"/>	<input type="checkbox"/>
c. USGS or County topo map (may be purchased from the GIS coordinator, 410-535-1600 ext. 2564)	15 copies	<input type="checkbox"/>	<input type="checkbox"/>
d. FEMA map	15 copies	<input type="checkbox"/>	<input type="checkbox"/>
4. This Site Plan Review Submittal Application Checklist, SPR-104	15 copies	<input type="checkbox"/>	<input type="checkbox"/>
5. Letter with project explanation and summary	15 copies	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Provide 3 additional copies of items 2-5 and package them into 3 additional packages for distribution. This will result in 3 "info" sets minus the plan drawings.</b>			
7. Check payable to Calvert County Treasurer: \$100 (for under 5,000 new sq. ft.) or \$400 (for traffic flow impact and/or 5,000 or more new sq. ft.)	1 check	<input type="checkbox"/>	<input type="checkbox"/>
8. Check payable to Calvert County Health Department: \$50. Required for all site plan submittals.	1 check	<input type="checkbox"/>	<input type="checkbox"/>
9. Building architectural elevation drawing	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
10. Site plan design checklist	1 copy	<input type="checkbox"/>	<input type="checkbox"/>

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11. ONE of the following:			
a. Subdivision plat, OR	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
b. Title history with copies of all deeds and plats	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
12. Board of Appeals order (if any)	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
13. Traffic impact analysis requirements form, signed by DPW	3 copies	<input type="checkbox"/>	<input type="checkbox"/>
14. IF the waiver is not signed on the TIA form (requirement #12): include a traffic study	2 copies	<input type="checkbox"/>	<input type="checkbox"/>
15. Stormwater Management (SWM): Submit items A and B together or submit item C alone.			
a. SWM Site Development Plan Submittal Package	2 copies	<input type="checkbox"/>	<input type="checkbox"/>
b. Approved SWM Concept Plan	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
c. Pre-signed SWM Waiver	2 copies	<input type="checkbox"/>	<input type="checkbox"/>
16. ONE of the following:			
a. Wetland delineation report and plan, OR	1 COLOR copy	<input type="checkbox"/>	<input type="checkbox"/>
b. Waiver (pre-signed by Zoning Officer per CCZO Article 8-2.05.C.e)	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
17. Cultural Resources Referral Form (DR-103)	2 copies	<input type="checkbox"/>	<input type="checkbox"/>
18. Forest Conservation			
<b>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.</b>			
a. Forest Conservation Pre-Application Review Form	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
b. Forest Stand Delineation Package	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
c. Preliminary Forest Conservation Plan Package	1 copy	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Additional Items</b>			
19. Critical Area Application	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
20. Residential Recreation Area Worksheet	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
21. Copies of previous rulings affecting this project:			
a. Board of Appeals	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
b. Architectural Review Board approval	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
c. Rezoning and Map Amendments	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
d. Variances	1 copy	<input type="checkbox"/>	<input type="checkbox"/>
<b>For staff use only:</b>			
Checked by:		Owner & agent notified by:	
Date accepted by TEG:		Date comments due at TEG:	