



# CALVERT COUNTY DEPARTMENT OF PLANNING & ZONING

150 Main Street  
Prince Frederick, MD 20678  
Phone: (410) 535-2348 • (301) 855-1243

## Bay Restoration Fund – Onsite Sewage Disposal System (OSDS) Pre-Application for Financial Assistance\*

General Information: Individual forms must be completed for each proposed project for which MDE grant funds are being requested.

Applicant Name: \_\_\_\_\_

Mailing Address: Street: \_\_\_\_\_ Town/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Project Street Address: Street: \_\_\_\_\_  
City / State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Location\*\*: Tax ID: \_\_\_\_\_ Tax Map # \_\_\_\_\_ Parcel: \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Contact Mailing Address: Street: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Facility Type: Individual Residential - Yes / No Other \_\_\_\_\_

Dwelling Use/Features:  Full-time Principal Residence  New Construction  Renovation  No Alteration  
(Check all that apply)  Seasonal / weekend use \_\_\_\_\_ **Number of Bedrooms**  Rental

Prioritization Factors: **Current septic tank** is:  Metal  Concrete  Unknown or Other  N/A - New home  
 Project is a new system  an upgrade  a repair of an existing failing system  
 This property is located within the Chesapeake Bay Critical Area  
 This property is within Lusby's Mill Creek Watershed  Not sure

Access Approval:  Property Owner grants Health Department and County staff and approved contractors the right to enter onto the property to perform a site assessment, to inspect the work permitted and to perform 5-year maintenance and sampling.

**Note to Applicant:** Upgrade costs pertain only to the cost of the engineering, inspection, maintenance contract, remote monitoring for the first five years and costs of adding a nitrogen removal system. All other necessary sewage disposal system costs including conventional tank, distribution network, or effluent dispersal method replacements encountered or required by the local approving authority during the unit installation and post-installation landscaping restoration are to be paid by the property owner/applicant. All applicants are required to have and maintain an actively operating service monitoring system for five (5) years after installation.

**Property Owner Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Please note, this is only a Pre-Application and the completion of this form does not guarantee the availability of funds to the applicant or commit the applicant to receiving a nitrogen-removing OSDS. Funds are contingent upon grant funding. Properties with zoning violations shall not be considered for funding.**

\*\* To obtain Project Location data, go to Maryland's Real Property Data Search at [http://sdatcert3.resiusa.org/rp\\_rewrite/](http://sdatcert3.resiusa.org/rp_rewrite/) and select Calvert County & enter project's street address. (11-2009)

<b>Office Use Only:</b> Date Received _____ Watershed _____ Board of Appeals # _____ Building Permit # (AP#) _____
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# Application Instructions for the Bay Restoration Fund Grant

## – Calvert County –

The following are instructions for completing the “**Bay Restoration Fund – Onsite Sewage Disposal System (OSDS) Pre-Application for Financial Assistance**” form. The information below corresponds to the items listed on the application:

- Applicant Name:** Last name and first name of the legal owner of the property. Use the name listed on the tax records.
- Mailing Address:** The owner of the property. Please provide the mailing address and include the street, city, state and zip code information.
- Applicant Phone:** The best phone number to contact the owner or applicant.
- Project Address:** Street or Premise address as indicated on the tax records; include street address number, city, state and zip code.
- Project Location:** Provide the tax identification number (it will begin with an 01, 02 or 03). Provide the Tax Map number; parcel number Section and Lot number(s) (if applicable).
- Contact Person:** Person to contact – if it’s the same as the applicant, please state so.
- Contact Mailing:** Contact person’s street, city, state and zip code mailing address. This is where we will mail appropriate documents.
- Contact Phone:** The Contact’s best phone number.
- Facility Type:** If the house is a single family house, indicate yes. If not, please explain if the house is a multi-family or apartment, etc.
- Dwelling Use:** Is the house your primary residence? Is it occurred full-time or used primarily on the weekend or for short terms (summer, weekend etc)? This will be confirmed with tax record information. Is this application for a new proposed house or one currently under construction (New Construction) or is the house being renovated? If there is no new construction (new or renovation), check **No Alteration**. Indicate the number of bedrooms and if the house is a rental (full time or seasonal), please check **Rental**.
- Prioritization:** The grant requires that properties be prioritized based on location and the need to be upgraded. Please note the type of current septic tank – metal, concrete or other. If the application is for a new home system, check off “N/A New Home.” If the property is in the Critical Area (1,000’ from the Chesapeake Bay, the Patuxent River and its tributaries), check off **Chesapeake Bay Critical Area**; let us know if this will be an **upgrade** of an existing older system, or a **repair or replacement of a failing or failed system**; if the property is in the Mill Creek Watershed – if you are unsure, we’ll fill this out. Check the box that will allow us access on to your property so it can be evaluated.
- Signature:** Finally, the property owner or designated contact must sign and return the form. This will be the first step in being considered for the grant.

### Sign & Mail the Application to:

Calvert County Dept of Planning & Zoning  
Attn: Bay Restoration Fund Grant  
150 Main Street  
Prince Frederick MD 20678

After the application has been received Health Department and Planning & Zoning staff will visit your property and prepare a site evaluation. That information will be used for bidding your property during the Request for Proposal (RFP) process. Not all properties will be funded and applying does not guarantee or assure funding. Properties with zoning violations are not eligible for the grant.

