

DEPARTMENT OF PLANNING AND ZONING
Division of Inspections & Permits
CUSTOMER ASSISTANCE GUIDE
Visit us on the Web at: www.co.cal.md.us

**THE BUILDING PERMIT PROCESS FOR
SINGLE-FAMILY DWELLINGS**

REVISED MAY 2006

These guidelines apply to:

- (1) Single-family detached dwellings
- (2) Group home for up to 16 residents
- (3) Single-family attached dwellings of two units (Duplex)
- (4) Single-family attached dwellings: Triplex and Fourplex in the Rural Community District only. Maryland law requires *the seal of an architect on construction drawings* for three or more attached residential units.

These guidelines **DO NOT APPLY TO**: additions to structures, decks, residential accessory uses (i.e., sheds, swimming pools, accessory apartments, etc.), and remodeling projects. For these uses, see the Customer Assistance Guides entitled, "ACCESSORY STRUCTURES & ADDITIONS" and "ACCESSORY APARTMENTS".

Contractor's Licensing Requirements

New Residential Construction

The builder must have a Calvert County Residential Contractor's License and Permit Bond in the amount of \$1,000. Property owners may construct their own dwelling on their own property without a license (with proper permits).

As of January 1, 2001, the builder must also be licensed and registered as a Home Builder in the State of Maryland. A license number will be required before any permit application will be accepted. To inquire about this, please contact the Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, 16th Floor, Baltimore, MD 21202, Phone 410-576-6573, Toll Free 877-259-4525, Fax 410-576-6573.

Home Improvement Work

Builders must have a Maryland State Home Improvement License. Property owners may complete home improvements on their own property (with proper permits) without obtaining a License.

Note: No building, grading, electrical or plumbing permits shall be approved if a zoning violation is pending on the property. See Section 1-7.01.G of the Zoning Ordinance.

STEP 1 - APPROVAL OF WATER AND SEWER/SEPTIC SYSTEMS

Private Well and/or Septic: If the project involves a private well and/or septic system, the Health Department will need to review the development proposal. Applications must be made to:

Calvert County Health Department, Environmental Health Division
County Services Plaza, Suite 100, 150 Main Street, Prince Frederick, MD 20678
Phone: 410-535-3922

Health Department staff will review the application for compliance with their regulations. Health Department "perc" test approval (actual permit, not receipt) and/or one survey plat stamped by the Health Department will be required prior to proceeding to Step 2.

County water and/or sewer: If building a new structure which will be served by County water and/or sewer or making improvements which will increase water and sewerage usage, the Water and Sewerage Division will need to review the proposed construction. Applications must be made to:

Water and Sewerage Division, Calvert County Services Plaza, Suite 205,
150 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1600 ext. 2329

The water and sewer connection fees are to be paid prior to issuance of the permit. The Health Department must also sign the application approved by the Water and Sewerage Division prior to proceeding to Step 2.

Private water system: If the property is in the Chesapeake Ranch Estates or Chesapeake Beach town limits, community approval of connection to the water system is required. If this information is not provided, the Division of Inspections and Permits will not process applications until received. See contact information below. Health Department approval of the septic system is also required prior to proceeding to Step 2 (see above).

Chesapeake Ranch Estates Property Owners Assoc.
395 Clubhouse Drive
Lusby, MD 20657
410-326-3182

Chesapeake Beach Town Hall
8200 Bayside Road
Chesapeake Beach, MD 20732
410-257-2230

STEP 2 - INFORMATION REQUIRED FOR A BUILDING PERMIT

1. A completed Application for Health Department/Zoning Approval and/or Building Permit.
2. A grading permit application.
3. Approval of Water and Sewer/Septic Systems as completed in Step 1.
4. A fully engineered plot plan (6 copies).

5. One copy of the subdivision record plat creating the lot. If the property is not in a subdivision, a copy of the current deed and any supporting deeds demonstrating that the property was legally created. This information may not be required for subdivisions recorded prior to 1967 and not subsequently modified.
6. A road access permit is required for all entrances onto any public road. Occupancy Permit will be withheld until the driveway entrance is complete, inspected, and approved.
 - a. For County roads, a Calvert County Road Access Permit application, available from the Division of Inspections and Permits, must be submitted.
 - b. For State roads, contact the State Highway Administration Access Control Division:

 Joe Katzenburger, State Highway Administration Highway Access Permit Division,
 P.O. Box 717, 707 North Calvert Street, Baltimore, MD 21203
 Phone: (800) 876-4742

7. Construction Drawings:

One (1) complete set for residential showing overall dimensions, size, and location of doors and windows, outside elevations, wall section view (from footing to roof structure), floor plans and foundation and framing plans. Plans shall be drawn to a minimum scale of 1/4 inch = 1 foot.

Permit Package Checklist

<u>Information Required</u>		<u># of Copies</u>
<input type="checkbox"/>	Building Permit Application	1
<input type="checkbox"/>	Grading Permit Application	1
<input type="checkbox"/>	Road Access Permit Application	1
<input type="checkbox"/>	Health Department Approval	1
<input type="checkbox"/>	Private (Community) Water System Approval (if applicable)	1
<input type="checkbox"/>	Plot Plan Drawing	6
<input type="checkbox"/>	Record Plat (Note: if the lot is recorded on a plat larger than 8 1/2" x 14", a photocopy of the lot and all notes and conditions will be accepted.)	1
<input type="checkbox"/>	If no record plat exists, the current deed & any supporting deeds demonstrating that the property was legally created.	1
<input type="checkbox"/>	Soil Conservation Service notes and certification	2
<input type="checkbox"/>	Enlargement of Site (1" = 50' scale for plans submitted at 1" = 100' or smaller)	1
<input type="checkbox"/>	Sight Distance Certification	1
<input type="checkbox"/>	Stormwater Management Waiver or Variance (if required)	2
<input type="checkbox"/>	Forest Conservation Worksheet (if clearing more than 40,000 square feet)	1
<input type="checkbox"/>	Construction Drawings (minimum scale: 1/4" = 1')	1

Other Considerations/Information That May Be Required

1. If the property is in the Chesapeake Ranch Estates, White Sands, Drum Point, or within the Chesapeake Beach or North Beach town limits, written community approval is required on the plat prior to submittal to the Division of Inspections and Permits. See the contact information below.

Chesapeake Ranch Estates Property Owners Assoc. 395 Clubhouse Drive Lusby, MD 20657 410-326-3182	White Sands Civic Association PO Box 57 Lusby, MD 20657 410-586-8201
Drum Point Property Owners Association 401 Lake Drive Lusby, MD 20657 410-326-6148	Chesapeake Beach Town Hall 8200 Bayside Road Chesapeake Beach, MD 20732 410-257-2230
North Beach Town Hall P.O. Box 99 8916 Chesapeake Avenue North Beach, MD 20714 (301) 855-6681	

2. If the proposed construction is located within a Town Center, review the appropriate Town Center Ordinance to see if architectural review is required. If required, applicant must submit an Architectural Review Application and obtain architectural approval from the Town Center Architectural Review Committee and Planning Commission before a building permit package can be reviewed by the Department of Planning & Zoning.

Contact: Department of Planning and Zoning, Calvert County Services Plaza,
Suite 304, 150 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1600, ext. 2356

3. If Board of Appeals approval is required or has been received, a copy of the approved decision and plat/drawing must be submitted.
4. If the property is located within the Chesapeake Bay Critical Area, refer to the Critical Area Form for additional required information and procedures. Submittal of the Critical Area Form may not be required for construction of new single-family dwellings if all pertinent information (such as impervious surface calculations, disturbance of steep slopes, etc.), is included on the plat or with the permit package.
5. If the property is in the Flood Hazard Area, see Customer Assistance Guide entitled, "Permit Requirements for Construction in the Floodplain".
6. Forest Conservation Requirements: See Customer Assistance Guide entitled, "The Forest Conservation Act" for further details, as well as Section 8-3 of the Calvert County Zoning Ordinance.
7. See the Calvert Soil Conservation Service Office for the Calvert County Sediment and Erosion Control Guidelines.

Mailing Address: P.O. Box 657, Prince Frederick, MD

Phone: (410) 535-1521, ext. 3

Location: Kaine Building, Suite 106, 65 Duke Street, Prince Frederick, MD

8. See the Engineering Bureau for roadway construction requirements, stormwater management, and Public Works Agreements

Address: Department of Public Works, Engineering Bureau, County Services Plaza, Suite 202, 150 Main Street, Prince Frederick, MD 20678.
Phone: (410) 535-1600, ext. 2220

STEP 3 - PROCESSING OF THE BUILDING PERMIT APPLICATION

The permit package must be submitted to the Division of Inspections and Permits. The permit package will then be routed to the Department of Planning & Zoning¹, House Numbers, Engineering Bureau, and Soil Conservation Service and then returned to the Divisions of Inspections and Permits.

The Division of Inspections and Permits does not contact the applicant or the builder when the permit is approved. **Application numbers (AP#) are assigned by the Division of Inspections & Permits when the application is accepted. The status of the application can then be checked on-line at:**

www.co.cal.md.us/permlkups/default.aspx

If the permit does not comply with regulations and is not eligible for approval, the appropriate agency will contact the applicant. After corrections have been made, the applicant must submit the corrected application package to the appropriate agency to continue on in the review process as described above.

After the permit has received all necessary approvals, the applicant can pay all necessary fees and bonds for the permit in the Division of Inspections and Permits office. Some occasions may require the submittal of more than one check. Please contact the Division of Inspections and Permits for this information. **THE ACTUAL PERMIT CANNOT BE PAID FOR AND PICKED UP ON THE SAME DAY.** After the payment has been processed, the permit can be picked up or mailed to the applicant within 2 business days.

Contact: Division of Inspections and Permits, Calvert County Services Plaza, Suite 201, 150 Main Street, Prince Frederick, MD 20678. Phone: 410-535-1600, ext. 2515 or 2552.

STEP 4 - INSPECTIONS

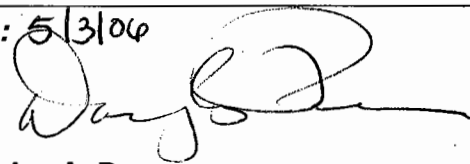
Inspections are required. See the Customer Assistance Guide for inspections procedures.

This publication has been approved by:

Date: 5/31/06



**Gregory A. Bowen, Director
Planning and Zoning**

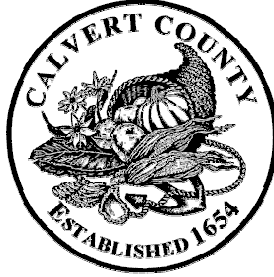


**Douglas A. Parran
County Administrator**

¹ Permits for properties within the Chesapeake Beach town limits are reviewed by town personnel.

**APPLICATION FOR
HEALTH DEPARTMENT/
ZONING APPROVAL
AND/OR
BUILDING PERMIT**

Calvert County Inspections and Permits Division
150 Main Street, Suite 201, Prince Frederick, MD 20678
(410) 535-2155 or (410) 535-2156



Office Use Only

Building A/P # _____
Grading A/P # _____
Received by: _____ Date: _____

To be Completed by Applicant:

Tax ID # _____
Tax Map _____ Grid _____ Parcel _____
Blk _____ Lot _____ Sect _____

Also To be Completed by Applicant:

Property Owner Information	Name:	Phone:
	Mailing Address:	
	City, State & Zip:	E-mail:
Job Location Information	Town or Subdivision:	Deed Reference:
	Premise Address:	Lot Size or Acreage:
	City, State & Zip	
	Directions to site from Courthouse:	
Contractor Information	Company Name:	Phone:
	Mailing Address:	City, State & Zip
	Contractor's Name:	E-mail:
	Calvert County License #:	State License #:

SPECIAL INSTRUCTIONS:

- A. An approved sewerage and water certificate must be obtained prior to issuance of a building permit.
- B. Inspectors shall be notified, 24 hours prior to an inspection, by calling the Inspections & Permits Division at (410) 535-2155
 - 1. Before footings or slabs are poured;
 - 2. Before foundation walls are backfilled;
(Foundation Location Surveys must be submitted and approved for new dwellings prior to calling for a Framing Inspection)
 - 3. Before framed walls are insulated;
(Note: Certifications required for engineered floor and roof systems.)
 - 4. Before interior walls are covered; and
 - 5. Upon completion of building
- C. Permit is good for only 6 months unless under continuous construction.
- D. See information sheets which pertain to your project for other special instructions.
- E. Return this completed application and other required information to the Inspections & Permits Division.

PROPOSED CONSTRUCTION INFORMATION

FLOODPLAIN

Description of Work: _____

Total Square Footage of Proposed Finished Floor Area: _____ Total Square Footage of Proposed Porches, Garages, Decks, Sheds, etc.: _____

Type of Work: New Addition Existing (remodel, repair) Replacement Demolition Fire Restoration

Type of Structure:

Single Family Detached Home Accessory Apartment Modular Home Dbl. Wide Mobile Home
 Single Wide Mobile Home Single Family Attached Home Apartment/Condo Construction Trailer
 Res. Accessory Structure Res. Water Dependent Comm. Water Dependent Comm. Accessory Structure
 Single Wide Mobile Home replaced w/DBL Wide, Modular, Stick Built Commercial Building

# Bldgs:	# Units:	Footing <input type="checkbox"/> Concrete <input type="checkbox"/> Pile <input type="checkbox"/> Caisson <input type="checkbox"/> Other	Estimated Construction Cost: \$
# Kitchens:	# Stories:		
# Full Baths:	Bldg. Height:	Exterior <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Brick	Heat <input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> Electric
# Half Baths:	# Fireplaces:	Walls <input type="checkbox"/> Vinyl <input type="checkbox"/> Other	<input type="checkbox"/> Other
# Rooms: (exclude kitchen & baths)		Interior <input type="checkbox"/> Plaster <input type="checkbox"/> Panel <input type="checkbox"/> Drywall	Equipment <input type="checkbox"/> Air Cond. <input type="checkbox"/> Boiler <input type="checkbox"/> Furnace
		Walls <input type="checkbox"/> Other	<input type="checkbox"/> Heat Pump <input type="checkbox"/> Other
<input type="checkbox"/> Basement <input type="checkbox"/> Slab <input type="checkbox"/> Crawl		Roof <input type="checkbox"/> Flat <input type="checkbox"/> Pitch <input type="checkbox"/> Shed	Is the property in the Critical Area? _____ Board of Appeals Case # _____ Is the Property in a Town Center? _____
Sewerage: <input type="checkbox"/> Public <input type="checkbox"/> Septic Tank Water: <input type="checkbox"/> Public <input type="checkbox"/> Individual Well		Structure <input type="checkbox"/> Other Roof <input type="checkbox"/> Built-up <input type="checkbox"/> Roll <input type="checkbox"/> Shingles Cover <input type="checkbox"/> Other	

Use & Occupancy Permit Requested:

Use & Occupancy Permit with structural modification Use & Occupancy Permit with no structural modification
Complete: Existing Use _____ Proposed Use: _____

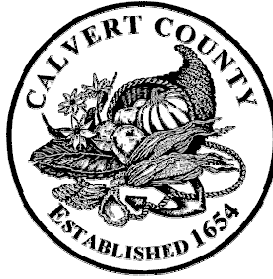
I hereby certify that I have the authority to make this application, that the information given is correct, and that use and construction shall conform to the County Health Regulations, the Building Code and Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.

SIGNATURE OF OWNER OR AUTHORIZED AGENT:	DATE:
PLEASE PRINT NAME:	PHONE:

Check the status of your permit online at: www.co.cal.md.us/permlkups/default.aspx

**APPLICATION FOR
HEALTH DEPARTMENT/
ZONING APPROVAL
AND/OR
BUILDING PERMIT**

Calvert County Inspections and Permits Division
150 Main Street, Suite 201, Prince Frederick, MD 20678
(410) 535-2155 or (410) 535-2156



Office Use Only

Building A/P # _____
Grading A/P # _____
Received by: _____ Date: _____

To be Completed by Applicant:

Tax ID # _____
Tax Map _____ Grid _____ Parcel _____
Blk _____ Lot _____ Sect _____

Also To be Completed by Applicant:

Property Owner Information	Name:	Phone:
	Mailing Address:	
	City, State & Zip:	E-mail:
Job Location Information	Town or Subdivision:	Deed Reference:
	Premise Address:	Lot Size or Acreage:
	City, State & Zip	
	Directions to site from Courthouse:	
Contractor Information	Company Name:	Phone:
	Mailing Address:	City, State & Zip
	Contractor's Name:	E-mail:
	Calvert County License #:	State License #:

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1. Before footings or slabs are poured;
2. Before foundation walls are backfilled;
(Foundation Location Surveys must be submitted and approved for new dwellings prior to calling for a Framing Inspection)
3. Before framed walls are insulated;
(Note: Certifications required for engineered floor and roof systems.)
4. Before interior walls are covered; and
5. Upon completion of building

C. Permit is good for only 6 months unless under continuous construction.

D. See information sheets which pertain to your project for other special instructions.

E. Return this completed application and other required information to the Inspections & Permits Division.

PROPOSED CONSTRUCTION INFORMATION **FLOODPLAIN**

Description of Work:

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Type of Work: New Addition Existing (remodel, repair) Replacement Demolition Fire Restoration

Type of Structure:

<input type="checkbox"/> Single Family Detached Home	<input type="checkbox"/> Accessory Apartment	<input type="checkbox"/> Modular Home	<input type="checkbox"/> DbL Wide Mobile Home
<input type="checkbox"/> Single Wide Mobile Home	<input type="checkbox"/> Single Family Attached Home	<input type="checkbox"/> Apartment/Condo	<input type="checkbox"/> Construction Trailer
<input type="checkbox"/> Res. Accessory Structure	<input type="checkbox"/> Res. Water Dependent	<input type="checkbox"/> Comm. Water Dependent	<input type="checkbox"/> Comm. Accessory Structure
<input type="checkbox"/> Single Wide Mobile Home replaced w/DBL Wide, Modular, Stick Built	<input type="checkbox"/> Commercial Building		

Check the status of your permit online at: www.co.cal.md.us/permlkups/default.aspx

# Bldgs:	# Units:	Footing <input type="checkbox"/> Concrete <input type="checkbox"/> Pile <input type="checkbox"/> Caisson	Estimated Construction Cost: \$
# Kitchens:	# Stories:	<input type="checkbox"/> Other	
# Full Baths:	Bldg. Height:	Exterior <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Brick	Heat <input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> Electric
# Half Baths:	# Fireplaces:	Walls <input type="checkbox"/> Vinyl <input type="checkbox"/> Other	<input type="checkbox"/> Other
# Rooms: (exclude kitchen & baths)		Interior <input type="checkbox"/> Plaster <input type="checkbox"/> Panel <input type="checkbox"/> Drywall	Equipment <input type="checkbox"/> Air Cond. <input type="checkbox"/> Boiler <input type="checkbox"/> Furnace
		Walls <input type="checkbox"/> Other	<input type="checkbox"/> Heat Pump <input type="checkbox"/> Other
<input type="checkbox"/> Basement <input type="checkbox"/> Slab <input type="checkbox"/> Crawl		Roof <input type="checkbox"/> Flat <input type="checkbox"/> Pitch <input type="checkbox"/> Shed	Is the property in the Critical Area? _____ Board of Appeals Case # _____ Is the Property in a Town Center? _____
Sewerage: <input type="checkbox"/> Public <input type="checkbox"/> Septic Tank Water: <input type="checkbox"/> Public <input type="checkbox"/> Individual Well		Structure <input type="checkbox"/> Other	
		Roof <input type="checkbox"/> Built-up <input type="checkbox"/> Roll <input type="checkbox"/> Shingles	
		Cover <input type="checkbox"/> Other	
Use & Occupancy Permit Requested:			
<input type="checkbox"/> Use & Occupancy Permit with structural modification <input type="checkbox"/> Use & Occupancy Permit with no structural modification			
Complete: Existing Use _____ Proposed Use: _____			
I hereby certify that I have the authority to make this application, that the information given is correct, and that use and construction shall conform to the County Health Regulations, the Building Code and Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.			
SIGNATURE OF OWNER OR AUTHORIZED AGENT:			DATE:
PLEASE PRINT NAME:			PHONE:

Updated May 2006

CRITICAL AREA FORM

June 24, 2005

If your property is located within the Critical Area (land within 1,000 feet of the mean high water line of the Chesapeake Bay or Patuxent River, its tributaries, or the landward boundary of tidal wetlands), please complete the following information. Supplying this information will greatly expedite the processing time of your permit.

Owners Name: _____ Address: _____

Phone: _____ Tax ID _____ Tax Map _____ Parcel _____ Lot _____ Block _____ Section _____

IDA _____ LDA-3 _____ LDA _____ RCA _____ Total square footage of property: _____

1. Purpose of the permit:
2. Total square footage of disturbance for the project:
3. Will any of the proposed disturbance occur within the 100 ft. buffer adjacent to a tidal waterway or wetland?
Yes ___ No ___
4. Do trees cover at least 15% of the property? Yes ___ No ___
(Calculate: size of property _____ x 15% = _____ / 400 = _____ = approximate number of 6' tall and 1 1/2" caliper or larger trees required to meet the 15% tree cover requirement)
5. What is the square footage of the area of tree cover to be removed? _____ sq. ft.
6. Is the proposed building site on slopes of 15% or greater? Yes ___ No ___ (If yes, this information should be shown on the plat. Any development on 15% or greater slopes will require a variance from the Board of Appeals.)
7. Identify on the plat any waterways and wetlands which may be adjacent to or on the property. (This includes both tidal and non-tidal rivers, bays, creeks, streams, marshlands, swamps, bogs, etc.)
8. Identify on the plat and give the square footage of the impervious areas on the property. (Impervious areas are surfaces through which water cannot seep. For example, house, garage, shed, pool, or driveways which are constructed with concrete, asphalt, or CR 6 stone, etc. Wooden decks are not included unless there is no spacing between the boards, they are covered, enclosed, or have an impervious surface underneath.)

Total square footage of existing impervious area = _____

Square footage of proposed impervious area = _____

Note: *Lots under 1/2 acre may not have impervious area in excess of 25% of total lot area.*

Lots over 1/2 acre may not have impervious area in excess of 15% of total lot area.

If the recorded plat for this property indicates the impervious area limit to be different than indicated above, we will be required to use that amount.

9. In addition, if the property is in the IDA designation, then Section 8-1.02.F.2 "Stormwater" of the Calvert County Zoning Ordinance will need to be addressed.

ADDITIONAL INFORMATION REQUIRED FOR WATER DEPENDENT PROJECTS:

10. What type of water dependent project are you proposing?

- A. Private Pier yes
- B. Community Pier yes
- C. Revetment yes
- D. Marsh Creation yes
- E. Other

How many feet of shoreline exist on site?

11. The drawings/plats to be submitted with the building permit application must include the following:

- A. Show both existing and proposed water dependent facilities on the plat.
- B. Show the lateral lines and adjacent properties shorelines - must stay 25 feet from each lateral line
- C. Show harbor line if applicable (See Harbor Line map in the office of Planning and Zoning.)

12. A County Building Permit Application must be submitted with the following additional information if proposing a water dependent project which meets the requirements of the State of Maryland Pier and Piling Notification Form.

- A. A copy of the completed State of Maryland Pier and Piling Notification Form
- B. A copy of the approval letter from the State
- C. A completed County grading permit or grading exemption form if applicable

13. A County Building Permit Application must be submitted with the following additional information if proposing a water dependent project which does not meet requirements in #12 above.

- A. Copy of State approval(s)
- B. Copy of Federal approval letter(s)
- C. A completed County grading permit or grading exemption form if applicable

I hereby certify that I have the authority to make this application and the information given is correct.

DATE: _____

SIGNATURE: _____

(property owner or
authorized agent)

See the Calvert County Zoning Ordinance and the Calvert County Critical Area Program for additional information and requirements.

Total Lot Size- 29,900 s.f.

This lot is 45% wooded

No trees to be removed for proposed addition

Proposed area of disturbance= 300 s.f.

No slopes greater than 15% to be disturbed



- Wooded Area

Impervious Area: (allowed 15% - 4,485 s.f.)

Existing: Proposed:

House - 1,225 s.f. Addition= 300 s.f.

Garage= 574 s.f.

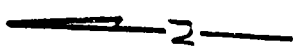
Porch = 100 s.f.

Driveway= 610 s.f.

Shed = 225 s.f.

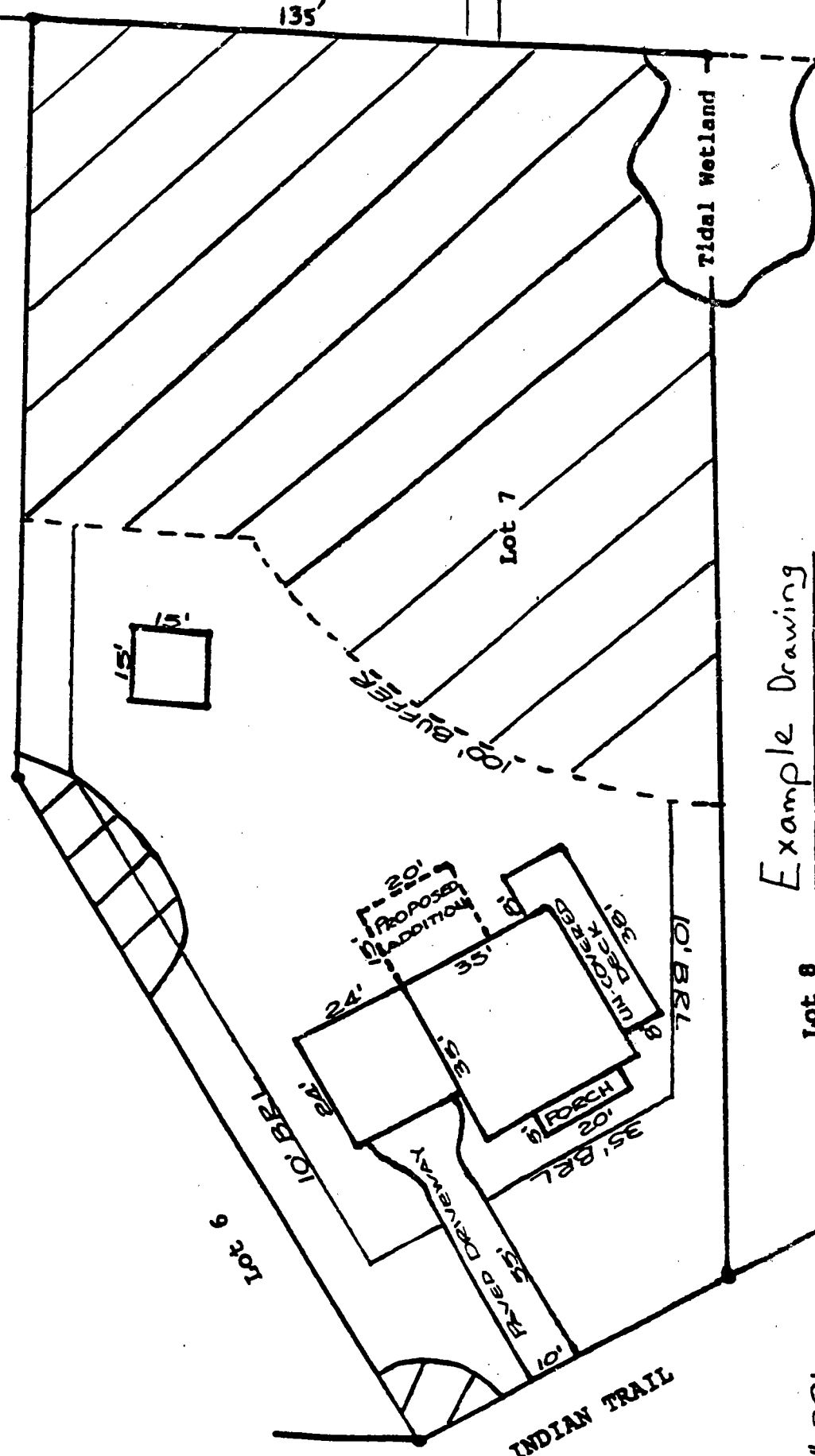
TOTAL = 2,734 s.f.

Total impervious area for entire lot= 3,034 s.f. or 10.1%



FALCON CREEK

135'



Tidal Wetland

Lot 7

Lot 6

INDIAN TRAIL

Example Drawing

Lot 8

1"=30'