

**DEPARTMENT OF PLANNING AND ZONING
CUSTOMER ASSISTANCE GUIDE**

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GRADING PERMIT EXEMPTION PROCEDURES

REVISED MAY 2006

WHAT QUALIFIES FOR AN EXEMPTION?

1. Total disturbed area does not exceed 5,000 square feet AND/OR
2. Total volume of cut and fill does not exceed 100 cubic yards (which is approximately 7 dump truck loads).
3. All excavated material will remain on site.
4. The activity will not occur within the 100-foot Critical Area Buffer¹ (or expanded buffer), the 50-foot buffer for non-tidal wetlands and/or the 50-foot buffer for streams outside the Critical Area.

Projects that do not meet one or more of the above criteria require a Grading Permit.

EXEMPTION APPLICATION REQUIREMENTS

The Grading Permit Exemption application is attached to this Guide. A sketch is required as part of the application. The sketch does not have to be drawn to scale, but must indicate the distance between the location of the activity and buildings, roads, steep slopes (>10%), open water, wetlands and direction of overland water flow. The sketch must also show the tree cover and indicate the amount of tree cover to be removed. Other information may be necessary on some projects.

The exemption application requires several reviews and signatures in the following sequence before a permit exemption can be issued:

1. Applicant's signature.
2. Submittal to the Division of Inspections & Permits
3. Department of Planning & Zoning review and signature of approval.
4. Calvert Soil Conservation District (SCD) review and signature of approval.
5. Issuance of the Grading Permit Exemption by Inspections & Permits.

STEPS FOR APPLYING FOR GRADING PERMIT EXEMPTION ONLY (no building permit²):

Step 1: It is recommended that you speak to your Soil Conservation District (SCD) representative prior to submitting the Grading Permit Exemption application.

¹ The 100-foot Critical Area Buffer is a naturally vegetated area extending 100' landward from tidal waters, wetlands, or tributaries. The Buffer may be expanded for adjacent steep slopes (>15%) and erodible soils. See Critical Area regulations for more information.

² Note: If you are applying for a building permit, submit your Grading Permit Exemption application at the same time.

Step 2: Complete the application and submit it to the Division of Inspections and Permits. They will forward it to the Department of Planning and Zoning, where it is reviewed for compliance with the above criteria and the Zoning Ordinance. If Planning and Zoning is unable to approve the application, a staff member will contact you. If approved, the application will be forwarded to Calvert SCD.

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/permikups/default.aspx

Step 3: Calvert SCD will review and verify that the project qualifies for Grading Exemption. If it does not, you will be contacted. If it meets all Calvert SCD requirements, they will sign the Exemption application and return it to the Division of Inspections and Permits for issuance.

Step 4: Contact the Division of Inspections and Permits to obtain the Exemption. There are no fees or inspections required.

NOTE: The exemption is void if the project exceeds the limits stated on the application or the applicant has not accurately disclosed the nature or location of the activity.

This publication has been approved by:

Date: 5/31/00

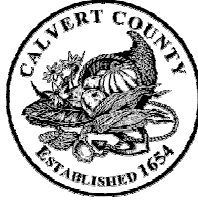


**Gregory A. Bowen, Director
Planning and Zoning**



**Douglas A. Parran
County Administrator**

**Application for
GRADING
EXEMPTION**



Office Use Only

Building A/P # _____
 Grading AP# _____
 Received by I&P: _____ Date: _____
 Scanned By: _____ Date: _____

Calvert County Inspections & Permits Division, County Services Plaza, 150 Main Street, Suite 201, Prince Frederick, MD 20678
 (410) 535-2155 (410) 535-2156 (410) 535-1600 (301) 855-1243 Fax (410) 414-3283

Property Owner Information	Name: _____ <input type="checkbox"/> Non-Profit Organization					
	Phone: ()		Mobile #:()		E-mail: _____	
	Mailing Address: _____		City _____		State _____ Zip _____	
Property Location Information	Town: _____		Town Center <input type="checkbox"/> Yes <input type="checkbox"/> No		District <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	
	Lot Size/Acreage: _____					
	Subdivision Name: _____					
	Commercial Center Name: _____				Unit #: _____ Suite #: _____	
	Premise Address: _____		City _____		State _____ Zip _____	
Directions to site from Courthouse: _____						
Additional Property Information	<i>Tax ID#, Map, Parcel, Block, Lot, and Section can be found on-line at Maryland Real Property Data Search</i>					
	Tax ID# _____		Map _____	Parcel _____	Block _____	Lot _____
	Floodplain <input type="checkbox"/> Yes <input type="checkbox"/> No	Wetlands <input type="checkbox"/> Yes <input type="checkbox"/> No	Critical Area (CA) <input type="checkbox"/> Yes <input type="checkbox"/> No	Steep Slopes ≥25% (≥15% in CA) <input type="checkbox"/> Yes <input type="checkbox"/> No		Forest Retention Area (FRA) <input type="checkbox"/> Yes <input type="checkbox"/> No
	Streams <input type="checkbox"/> Yes <input type="checkbox"/> No	Road Access <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Private		Agricultural Preservation District <input type="checkbox"/> Yes <input type="checkbox"/> No	Historic District <input type="checkbox"/> Yes <input type="checkbox"/> No	County Project <input type="checkbox"/> Yes <input type="checkbox"/> No
	Site Plan (SPR) # _____		PRJ # _____		Architectural Review case # _____	
	Board of Appeals case # _____					
Contractor Information	Company Name: _____					
	Mailing Address: _____		City _____		State _____ Zip _____	
	Contact Name: _____					
	Phone: ()		Mobile #:()		E-mail: _____	

This is an application for a grading permit exemption. It does not exempt you from other federal, state or local permits that may be required for the proposed activity. A sketch is required as part of this application. The sketch must indicate the distance between the location of the activity and buildings, roads, steep slopes (>10%), open water, wetlands and direction of overland water flow. On slopes 10 percent or greater, erosion and sediment control measures will be required on the downhill side of the disturbed area. Proposed activities within a wetland or shoreline (or their buffers) require review/approval by the Department of Natural Resources, Army Corps of Engineers, Maryland Department of the Environment and Calvert County. A copy of all permits or Letter(s) of Exemption must accompany this application

PROPOSED PROJECT INFORMATION

DESCRIPTION OF WORK:

DISTURBANCE: square footage _____ cut/fill amount _____ (contact the Soil Conservation District with any questions)

For required parking and site improvements Violation Correction (# _____)

Check all additional permits that will be required for this project: Building Electric Plumbing

Office Use Only

Grading AP# _____

I hereby certify

1. I read and understood the above requirements,
2. I have the authority to make this application,
3. The information given is correct,
4. I have discussed the proposed activity with the Calvert Soil Conservation District representative and understand the limitations of this exemption. I further understand that if I exceed the limits stated below or have not accurately disclosed the nature or location of the activity, **this exemption is void.**
5. **All excavated material will remain on site within the Limits of Disturbance (LOD) as approved by SCS.**
6. The activity will not occur within the 100' critical area buffer, the 50' buffer for non-tidal wetlands and/or the 50' buffer for streams outside the critical area, **AND The total of all disturbed areas does not exceed 5,000 square feet, AND/OR The total volume of cut and fill does not exceed 100 cubic yards (which is approximately 7 dump truck loads), AND/OR no changes are made to the existing driveway or entrance, AND/OR Stormwater Management is not applicable, AND/OR the construction does not require a new/replacement septic system, AND/OR the construction is a retaining wall under 3' in height.**

SIGNATURE OF OWNER/AUTHORIZED AGENT:	Date:
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PRINT NAME:

Phone:() 	Mobile #:() 	Email:
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OFFICE USE ONLY

The activity described meets Planning & Zoning regulations and ordinances, including Critical Areas.

Approved by the Department of Planning & Zoning:	Date:
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Your request for an Exemption has been reviewed by the Calvert Soil Conservation District. As authorized by the Calvert SCD Board of Supervisors, I approve your request for an Exemption.

Approved by Soil Conservation District:	Date:
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Calvert County Critical Area Form

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

Date: _____ **Tax ID #:** _____

Tax Map #	Parcel #	Block #	Lot #	Section

Project Name/Location:
Address:

Applicant's Information:

Last Name:	First Name:
Phone:	Email:
Address:	

Agent's Information:

Last Name:	First Name:
Phone:	Email:
Address:	

Application Type (check all that apply):

Building Permit	<input type="checkbox"/>	Grading Exemption	<input type="checkbox"/>	Variance	<input type="checkbox"/>
Buffer Cutting Permit	<input type="checkbox"/>	Grading Permit	<input type="checkbox"/>	Other	<input type="checkbox"/>
Buffer Management Plan	<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Specify:	
Clearing Outside of Buffer	<input type="checkbox"/>	Subdivision	<input type="checkbox"/>		

Describe Proposed Project:

Sections 1, 2 & 3 below must be completed by applicant prior to submitting for review.

1. Site Information (Check box if applicable)

Intrafamily Transfer Lot (Minor Subdivisions Only)	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Residential - new build	<input type="checkbox"/>
Lot Created Prior to 12-13-88	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Residential – Addition, Accessory Structure, etc	<input type="checkbox"/>
Growth Allocation	<input type="checkbox"/>	Institutional	<input type="checkbox"/>	Shore Erosion Control	<input type="checkbox"/>
Buffer Exemption Area	<input type="checkbox"/>	Mixed Use	<input type="checkbox"/>	Water-Dependant Facility	<input type="checkbox"/>
Variance Required	<input type="checkbox"/>	Recreational	<input type="checkbox"/>	Other	<input type="checkbox"/>

2. Critical Area Zoning District:	Acres	or Square Feet
Critical Area Overlay: - IDA		
- LDA		
- RCA		
Total Area:		

3. Forest and Lot Coverage:	In Buffer (sq ft)	Outside Buffer (sq ft)
Existing Forest/Woodland/Trees		
Created Forest/Woodland/Trees		
Removed Forest/Woodland/Trees		
Total Forest/Woodland/Trees to Remain		
Total Forest/Woodland/Trees to be Planted		
Existing Lot Coverage		
New Lot Coverage		
Removed Lot Coverage		
Total Lot Coverage		

Trees and/or shrubs must cover or be established to cover 15% of the lot or parcel area. Lot coverage limits are as given in Section 8-1.04.G.1.f of the Zoning Ordinance including Table 8-1.01 repeated below. Lot coverage is any man-made surface except decks with spaced boards.

Table 8-1.1 Lot Coverage Limitations	
Lot/Parcel Size (in square feet)	Lot Coverage Limit
0 – 8,000	25% of parcel plus 500 square feet*
8,001 – 21,780	31.25% of parcel*
21,781 – 36,300	5,445 square feet*
Greater than or equal to 36,301	15% of parcel
<p>*(i) the property owner shall perform mitigation as per Section 8-1.04.G.3 for the square feet of lot coverage added above 15 percent of the parcel or shall use Best Management Practices approved by the Department of Public Works to offset potential adverse water quality impacts from the lot coverage surfaces, or</p> <p>*(ii) if paragraph (i) is not feasible, the property owner may pay a fee-in-lieu of performing the on-site mitigation equal to \$0.80 multiplied by the area in square feet of the new lot coverage that exceeds 15 percent of the parcel. All fees-in-lieu collected under this Section will be placed in the Critical Area fees-in-lieu fund to support projects that improve water quality.</p>	

If the property has an IDA designation, then Section 8-1.03 of the Zoning Ordinance needs to be addressed. The 10% reduction in pollution requirements must be met.

Attach a plat showing structures, water dependent facilities (piers, revetments, etc.), lot coverage, waterways, streams, wetlands, forest protection areas and areas to be planted. In general, clearing or cutting of existing vegetation (not lawns) requires mitigation.

Variances are required for any proposed activity that would not be allowed by the Zoning Ordinance such as building non-water-dependent structures in the 100 ft or extended Critical Area Buffer, Building on slope > 15%, or exceeding the clearing or lot coverage limits.

Addition information required for water dependent structures is given below.

The scaled drawings/plats submitted with the building permit application must include the following:

- A. Existing and proposed water dependent facilities,
- B. Lateral lines and adjacent property shorelines (must stay 25ft from each lateral line) and
- C. Harbor line if applicable (See Harbor Line Map in Office of Planning and Zoning).

Proposed activities below mean high water, in tidal or nontidal wetlands, or within 25' of a wetland require review and approval from Maryland Department of the Environment, the Army Corp of Engineers and Calvert County. A copy of all federal and state permits or letters of exemption must accompany permit applications to the County. For all proposed water dependent structures, a building permit is required. If the activity requires ground disturbance in the 100 ft. buffer, a grading permit is required.

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):
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See the Calvert County Zoning Ordinance (Article 8-1) 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.

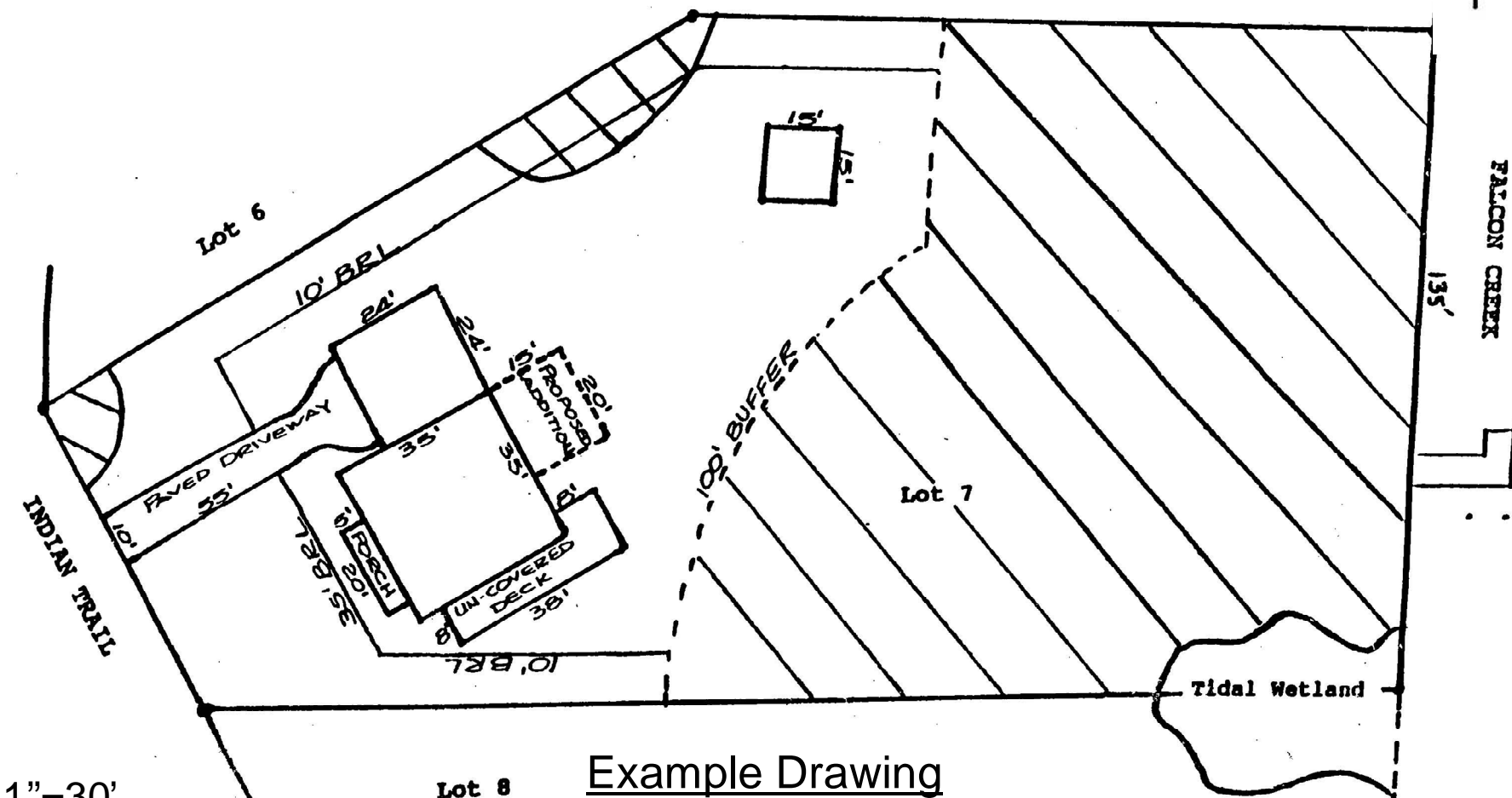
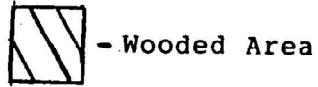
Lot Coverage Area: (allowed = 15% = 4,485 s.f.)

Existing:

House =	1,225 s.f.
Garage =	574 s.f.
Porch =	100 s.f.
Driveway =	610 s.f.
Shed =	225 s.f.
Deck =	336 s.f.
TOTAL =	3,070 s.f.

Proposed:

Addition = 300 s.f.
 Lot coverage area for
 entire lot = 3,370 s.f. or
 11.3 %



Example Drawing

1"=30'