



DIVISION OF
PLAN REVIEW & PERMITTING

CHECKLIST SITE PLAN

DATE: _____

PROJECT: _____

TAX ACCOUNT ID # (Required)

COUNTY PLAN FILE NUMBERS: _____

DESIGN FIRM: _____

INSTRUCTIONS: To be completed by the applicant. It is to be signed by the appropriate design professional with the initial document submittal. Indicate "N/A" for not applicable and "✓" for included. Subsequent checklist submittals will be at the discretion of the Director, Division of Plan Review & Permitting

I. SUBMISSION DOCUMENTS

- A. Road Adequacy and Site Distance Worksheets/Accident Analysis and Mitigation Plan included _____
- B. Stormwater Management/Storm Drain Computations _____
- C. Geotechnical Report for Stormwater Management _____
- D. Letter of Permission for Offsite Disturbance _____
- E. Approval from MSHA, MDE (if applicable) _____

II. SITE PLANS – GENERAL INFORMATION

- A. **STANDARD TITLE AND SIGNATURE BLOCKS (ALL SHEETS)**
 - 1. Owner/Developer name, address and phone number _____
 - 2. Design Professional name, address, phone number, seal, signature, date _____
 - 3. Project name, zoning, tax map, election district, street address, parcel no. _____
 - 4. Planning file reference numbers, water & sewer contract numbers, etc. _____
 - 5. Washington County Division of Plan Review & Permitting approval block _____
 - 6. Engineers certification _____
 - 7. Developers certification _____
- B. **VICINITY MAP REQUIREMENTS (COVER SHEET)**
 - 1. Scale 1" = 2000', north arrow shown _____
 - 2. ADC Map Coordinates _____
 - 3. Two (2) Washington County Geodetic Coordinates shown and labeled _____
 - 4. Site delineated _____

- 5. Major roads identified _____
- 6. Washington County Survey Control shown _____

NOTES AND INFORMATION (COVER SHEET)

- 1. Washington County Standard General Notes for Site Plans _____
- 2. Site Analysis Data Sheet _____
- 3. Legend _____
- 4. Sheet Index _____

C. GENERAL SHEET INFORMATION (ALL SHEETS)

- 1. Plan scale 1" = 10' to 1" = 50' _____
- 2. Profile scale 1" = 5' vertical, 1" = 50' horizontal _____
- 3. Maximum drawing size = 24" x 36" _____
- 4. Minimum three (3) grid ticks with MD Grid Coordinates on plan sheets _____
- 5. North arrow _____
- 6. Match lines labeled and referenced _____
- 7. Profiles, details and cross-sections drawn to scale _____
- 8. Design Professionals seal, signature and date _____
- 9. Sheets numbered, consecutively; revisions noted with date _____

D. BASE INFORMATION ON SITE PLAN - PLAN VIEW

- 1. Existing Conditions _____
 - a. Streets – existing rights of way, property lines, property owners labeled, all easements, pavement width, and street names shown and dimensioned. _____
 - b. Existing Utilities – water and sewer, contract numbers, invert of existing storm drains at point of connection _____
 - c. Storm drains, size, material _____
 - d. Telephone, gas and electric lines and street lights (if available) _____
- 2. Proposed Conditions _____
 - a. Lots shown in solid line with lots numbered _____
 - b. Separate plan sheets for work within SHA right-of-way _____
 - c. Floodplain limits shown with sections and WSEL's _____
 - d. Wetland limits shown with buffers _____
 - e. Sensitive areas shown _____
 - f. Utility locations. _____

III. SITE PLANS – (DESIGN INFORMATION)

A. ENTRANCE AND TRAVEL WAY DESIGN

- 1. Show proposed street alignments, right of way widths, pavement widths. _____
- 2. Dimension entrance location at the road centerline and check for sight distance. Provide centerline station equation or coordinate value for intersection with existing road. Stationing shall start at centerline of existing road. _____
- 3. Label type of paving and dimension width, show and provide detail for curb and gutter, show and dimension sidewalks, dimension travelway and parking space dimension. _____
- 4. Provide location of curb and gutter transitions. _____

5. Show all curb fillet radii, as well as fillet PC and PT elevations and stationing. _____
6. Show direction of flow, indicate by small arrows in the gutter line. _____
7. Show auxiliary lanes and improvements to existing roadways dimensioned and stationed. _____
8. Provide cross-sections every 50 feet for auxiliary lanes and road widening. _____
9. Show street tree locations and quantities, and any applicable easements. _____
10. Provide design vehicle turning template for entrance. Show internal movements for design vehicle (including loading dock parking). _____
11. For drive thru sites, show and dimension vehicle stacking required. _____

B. STORM DRAINAGE (PROVIDE THE FOLLOWING)

1. Drains - located by centerline stationing, coordinates or dimensions. _____
2. Drains - size, type, class, length and flow direction shown. _____
3. Drains - structure numbered beginning at downstream end of system as per drainage area map. _____
4. Drainage easements for surface flow greater than 5 cfs. _____
5. Easements or fee simple transfers for storm drains, stormwater management, utilities and 100-year floodplain (check against record plat). Show off site easements. _____
6. Label and dimension outlet protection, denote material type and size, and reference x-section detail. _____
7. Swales labeled, proposed grading shown, lining denoted, x-section locations noted, detail referenced. Max. side slope to be 3:1 within public right-of-way. _____

IV. STORM DRAIN PROFILE SHEET (1" = 5' vertical, 1" = 50' horizontal)

A. BASE DATA

1. Existing and finished ground line and/or pavement at centerline of storm drain shown. _____
2. Label road, pavement limits and right-of-way above profile _____

B. HYDRAULIC COMPLIANCE

1. Label size, type, class (if concrete) and grade of pipe quantity and velocity of design year flow; show partial velocity if pipe flow less than full (check minimum and maximum velocity) _____
2. Structures numbered and stationed (centerline to centerline) _____
3. Structure inverts labeled (Upstream & Downstream at each structure. Show size, type and inverts of all pipes at the structure(s) _____
4. 10-year Hydraulic gradient shown and labeled (top of pipe minimum.) _____
5. Show and label inlet and outlet channel protection, slope length, material type and class, d50, thickness, V₁₀, Q10, 3' toe wall, geotextile fabric, show proposed grading beyond outlet channel protection. _____
6. When connecting to existing system show existing storm drain structures, inverts, slope, 10-year HGL. _____
7. For all swales and open channels provide hydrology and hydraulic computations for 10-year (100 year where required) post development conditions. _____

C. STRUCTURAL COMPLIANCE

- 1. Pipe checked for allowable maximum and minimum cover _____
- 2. The use of pipe anchors, concrete cradle, bedding, or encasement checked _____
- 3. Compacted backfill areas (per AASHTO T-180) identified and noted on plans _____
- 4. Show all utility crossings (Label ex: proposed, typed and size) and check clearance (1' minimum outside of pipe to outside of pipe) _____
- 5. Indicate where concrete bottom required for structures _____

V. CONSTRUCTION DETAILS

A. ENTRANCE DETAILS

- 1. Road widening detail (section) for existing roads _____
- 2. Details not covered by County Standard Specifications _____
- 3. Tree planting detail(s) (as applicable) _____
- 4. Work Zone Traffic Control Plan _____
- 5. Traffic control signage and striping plan _____
- 6. Road pavement section detail specifying applicable station location _____
- 7. Road entrance and accell/decell lane section detail including adjacent drainage easements, tree plantings, sidewalk, pavement, C&G, swales, guardrail, swale and right-of-way limits - specify applicable station location. Entrance curb fillet radii dimensioned, pavement width, shoulder width, curb and gutter, sidewalk, guardrail, etc. dimensioned/denoted. _____

B. STORM DRAIN DETAILS

- 1. Details of non-standard structures required – no typicals allowed _____
- 2. Structure schedule specifying type, location, standard detail, top elevation, bottom elevation. _____
- 3. Pipe Schedule specifying size, type, class (if concrete) and total length of each. _____
- 4. Typical riprap outlet protection detail and cross section. _____
- 5. Channel/swale cross section details with treatment, quantity and velocity of flow, and depth of flow. Channel profile detail may be required. _____

VI. SUPPLEMENT DRAWINGS, INFORMATION

A. GRADING PLAN /SEDIMENT & EROSION CONTROL PLAN

- 1. Limit of disturbance shown. _____
- 2. Existing and proposed contours labeled. _____
- 3. Proposed drainage breaks labeled. _____
- 4. Proposed SWM and SD system shown. _____
- 5. Proposed Sediment and Erosion Control shown. _____
- 6. FEMA Map Revision (Granted, Required, Applied for) _____

B. STORM DRAIN DRAINAGE AREA MAP (MAXIMUM SCALE 1" = 200')

1. Show and label proposed drainage system, pipe size, type and structure numbers include swales, road pavement, curb and gutter, proposed lot lines, proposed right-of-way lines, proposed easements, proposed building locations, existing building locations, existing topography to 200 feet from property line, existing water and sewer, existing downstream storm drain conveyance system, existing or proposed onsite and offsite easements.
2. Label sub drainage areas to inlet structures and culverts; reference to design computations.
3. Provide runoff data. Show Tc flow path. Label sub area, "C" factor and percent of impervious area, (summary table may be used).
4. Label proposed contours, (consistent with grading plan).
5. Show 100-year floodplain WSEL. Provide cross sections either on Drainage Area map or Grading Plan.
6. Swale/channel capacity computations.
7. HEC RAS modeling (if required).
8. Outfall channel protection sizing computations.

C. STORM DRAIN COMPUTATIONS (INCLUDE IN SUPPLEMENTAL COMPUTATIONS)

1. Impervious area computations
2. Storm drain flow computations
3. Inlet & gutter computations
4. Hydraulic gradient & head loss computations
5. Culvert capacity computations (HY-8 or similar)
6. Swale/Channel capacity
7. HECRAS/HEC 2 model run
8. Outfall channel protection sizing

VII. RETAINING WALLS IN SWM FACILITIES (privately owned & maintained, outside of right-of-ways)

A. GENERAL ITEMS TO INCLUDE:

1. Retaining walls greater than 3' in height measured from finished grade at the front to the top of the wall shall require structural design
2. Grades shall not exceed 2:1 above the wall or 4:1 below the wall within the maintenance easement
3. Horizontal dimensions measured from bottom face of the wall at the proposed grade
4. Retaining walls shall not be constructed on fill materials
5. Retaining walls & supports shall not be within a Washington County right-of-way or easement
6. Computations signed and sealed by the appropriate design professional
7. Toe of retaining wall, tie backs, geogrid outside the 100' WSEL.
8. Maximum height of 3' in publicly maintained facilities.
9. Maximum height of 10' in privately maintained facilities.
10. Upper walls of tiered walls do not influence lower walls.
11. Retaining walls above upper maintenance bench less than 3' and in cut.

12. Retaining walls designed to withstand hydrostatic pressure and saturated ground conditions.
13. Retaining walls shall not be used as a pond embankment.
14. Retaining walls in excess of 30" in height shall have appropriate safety railing or fence.

VIII. SUPPORTING INFORMATION – SWM (one copy required)

1. SWM Design Plan Information form (Form WCSWM-1).
2. Pond Summary Sheet (SCS MD-Eng14).
3. Maintenance Agreement, Legal Description (Metes & Bounds) and attached drawings (executed by property owner and signed and sealed by design professional).
4. SWM Drainage area maps, pre & post development drainage areas; including drainage divides, area in acres, time of concentration flow paths and land uses with corresponding acreage, proposed SWM facility, proposed and existing storm drain conveyance system.
5. USDA Soils map with site and drainage area delineated.
6. Storm drain plans including any site areas not draining directly into pond (must show safe conveyance).
7. Sensitive areas map showing floodplains, wetlands, forested areas, steep slopes greater than 25%, and rock outcrops.
8. Pond structure hazard classification (per SCS378).
9. Erosion & sediment control plan.
10. Site in conformance with preliminary plat, final plat and/or previous site plan requirements or comments.
11. Existing / proposed downstream drainage easement statement regarding investigation of downstream effects (ability of downstream system to carry 10/25 year storm normal pond outflow).
12. Justify use of detention.
13. Bench mark shown on plans (datum per NAVD88 is preferable).
14. Coordinates shown on at least three monuments within the project area. Must be per NAD83 datum.

A. HYDROLOGY

1. Detailed narrative describing how stormwater management is addressed.
2. Pre-development RCN (TR-55 Worksheet #2).
3. Post-development RCN (TR-55 Worksheet #2).
4. Ultimate development RCN for off-site drainage area.
5. WQ_v , Re_v , Cp_v , Q_p & Q_f .
6. Pre-development TC (TR-55 Worksheet #3).
7. Post-development TC (TR-55 Worksheet #3).
8. Runoff hydrographs for 1-, 10-, 25- & 100-year storms (acceptable methods: TR-20, TR-55, PSUHM).
9. Basin Routing: using storage indication, TR-20 PSUHM; for post & ultimate development conditions.

3. Ex. topography, contour labels, & site feature information extends a min. of 200' offsite.
4. Existing and proposed property lines and rights-of-way, all adjacent property owners labeled.
5. Locations of geotechnical borings.
6. Outflow pipe, outlet protection (detail required), outfall channel to stable outfall.
7. Emergency spillway outlet channel.
8. Proposed easements for ponding and/or pond slopes on private property.
9. Show minimum 15 foot setback from SWM facility toe of fill or top of cut to nearest property lines. Show minimum 25 foot setback from SWM facility outfall channel protection to nearest property lines.
10. Appropriate signature block for Plan Review approval.
11. Engineer's Certification of as-built conditions.
12. Landscaping plan / landscaping details / plant schedule/ plant notes
13. Rev, WQ_v, CP_v, 10-yr (Qp₁₀), 100-yr (Qf₁₀₀) WSEL, permanent pool WSEL
14. Graphically identify all proposed non-structural credit areas.
15. Provide summary table identifying the area in acres, the required and provided Rev, WQ_v, Cp_v, Qp₁₀ and Qf₁₀₀ for each drainage area. In a narrative below the table, summarize the type of facility used to achieve each of the above requirements.
16. For all public facilities show fee simple swm parcel, lot with a minimum 25-foot wide fee simple access from public right-of-way.
17. Maintenance access road a minimum of 10' wide with maximum cross slope of 4:1, maximum longitude slope of 15%. No ditches may occupy the access easement area. Maintenance access must reach control structure and pond bottom. Maintenance access must reach forebay areas.
18. Maintenance easement area for private facilities delineated on the plan.
19. Maintenance schedule (shown on plans, ie. how often, minimum requirements).
20. Access entrance apron to be paved.
21. Existing and proposed utilities and utility easements
22. Show and label limits of pond forebay, forebay weir, forebay weir protection and reference detail.
23. Show and label principal spillway, control structure, limits of embankment fill stationed.
24. Limits of pond liner labeled (if applicable).

B. PUBLIC SAFETY CONSIDERATIONS:

1. Slopes – no steeper than 3:1 anywhere around pond.
2. For ponds with permanent pool, show and label under water safety bench.
3. Show & label 4' chain link fence required when pool depth is 4.0' or greater for the 100-yr storm.
4. Fence located 5' from SWM boundary the top or toe of slope, fence not permitted on berm.
5. Flared end sections (or headwall) on all pipes.
6. No trees or shrubs permitted on the embankment
7. Pond embankments (fill) planted with grass only (or approved perennial alternative)

- 8. Ponds > 8' deep (measured to 100-year W.S.E.L.) shall be benched within the ponding area 4' horizontally at 4' elevation intervals. _____
- 9. Ponds which pass the 100-year storm through the principal spillway shall include a token spillway 1' below top of dam, min. 8' width, located entirely within cut soils. _____

C. PRINCIPAL SPILLWAY PROFILE AND ASSOCIATED DETAILS:

- 1. SWM Existing and proposed ground:
 - a. Dam side slopes labeled. _____
 - b. Top width meets MD-378. top elevation – constructed and settled _____
 - c. Wave erosion protection (as directed by the Director). _____
 - d. Minimum 1' cover over top of spillway _____
- 2. Core Trench:
 - a. Bottom width (4' minimum). _____
 - b. Side slopes (1:1 maximum steepness) _____
 - c. Depth minimum 4', below the bottom of the dam. _____
 - d. Core trench extends to where 10-year water surface elevation ties into existing grade. _____
 - e. Core trench extends 4' below principal spillway. _____
- 3. Principal Spillway:
 - a. Barrel must be circular or cast-in-place concrete box. _____
 - b. Identify type of material, arch, dia., slope, length, gauges, corrugations size & coating (if metal) _____
 - c. Pipe capable of imposed soil loadings _____
 - d. Minimum barrel size 12" (County policy, not MD-378). _____
 - e. Barrel dia. ≥ 36 " requires use of concrete pipe. _____
 - f. Note on plans, "All pipe joints shall be watertight". _____
 - g. Concrete cradle entire length of concrete pipe. _____
 - h. Grate over barrel outlet when barrel dia. ≥ 36 " (use similar design as trash rack). _____
- 4. Riser structure (detail required):
 - a. Same material as the principal spillway pipe. _____
 - b. All dimensions required for construction. _____
 - c. Minimum difference in elevation between lowest orifice & barrel invert $> 0.1'$ _____
 - d. Trash rack: removable, minimum #4 rebar on 6" centers both ways, vertical bars on outside. _____
 - e. Trash rack must be 3-dimensional – no flat trash racks. Removable trash rack must be accessible during high water event. _____
 - f. Anti-vortex device (detail required if used). _____
 - g. Trash rack to be galvanized (hot dipped, not painted). _____
 - h. Principal spillway crest elevation at least 1' below the emergency spillway elevation. _____
 - i. Principal spillway used as emergency spillway, meeting minimum of 3 s.f. flow area. _____
 - j. Riser does not control flow in orifice regime (transition from riser weir control to pipe control) without riser functioning as an orifice. _____
 - k. Design Elevation (s) _____

- h. Location of said borings shown and labeled. _____
- 9. Profile Along Centerline of Emergency Spillway: _____
 - a. Located in a cut section. _____
 - b. Level control section provided (25' min.). _____
 - c. Minimum straight length of channel below the control section (ref. MD Std's & Specs for sediment & erosion control, section 18.16). _____
 - d. Spillway crest elevation shown. _____
- 10. Construction Specifications: _____
 - a. Earth fill: material, placement, compaction, and core trench. _____
 - b. Pipe conduits. _____
 - c. Concrete. _____
 - d. Filter cloth, trash rack material _____
 - e. Rip-rap and slope protection. _____
 - f. Fencing (Wash Co. Std's & Specifications) with min. 12' gate opening. _____
- 11. Miscellaneous Items: _____
 - a. Title Block. _____
 - b. Inspector check off list / sequence of construction. _____
 - c. Property line outline and owner information. _____
 - d. Vicinity map. _____
 - e. North arrow. _____
 - f. Certifications: Owner / Developer; Designer; etc. _____
 - g. Miss Utility note. _____
 - h. Sealed by P.E. or Professional L.S. _____
 - i. **NOTE:** All grading on lot, either before or after the construction of a dwelling or appurtenances, shall be the full responsibility of the lot owner. _____
 - j. **NOTE:** No permanent structures (fences, sheds, play equipment, retaining walls) shall be permitted within any storm drainage easement either shown or described on the final plat of subdivision. _____

XII. SUPPORTING INFORMATION – UNDERGROUND DETENTION (one copy required):

- 1. Justify use of detention / underground structure _____
- 2. Structural calculations for pipe loadings _____
- 3. Flotation analysis for entire structure-factor of safety=1.2:1 _____
- 4. Pipe capable of imposed soil loadings _____

XIII. STORMWATER MANAGEMENT PLANS – UNDERGROUND DETENTION – ADDITIONAL INFORMATION REQUIRED:

- A. **PLAN VIEW OF STRUCTURE (scale <1"=50'; i.e. 40', 30', etc.)**
 - 1. Grit Chamber _____
 - 2. Minimum of one (1) access ports per storage pipe / chamber _____
- B. **DETENTION CHAMBERS DETAIL (section & profile):**
 - 1. Pipe must have a 48" minimum rise _____
 - 2. Pipe joints must be water tight _____
 - 3. Pipes laid on prepared subgrade with 12" gravel or sand bed _____

- 4. Minimum 1.0' fill over pipe (or per manufacturers loading criteria) _____
- 5. Concrete pipe Class III or HDPE _____
- 6. Profile thru structures (s) showing CP_v 10, 100-year WSEL _____
- C. **STRUCTURE INLETS DETAIL:**
 - 1. Same material as detention chamber _____
 - 2. Grates to be bolted on _____
 - 3. No surcharging during 100-year storm _____
- D. **PUBLIC SAFETY CONSIDERATIONS:**
 - 1. Flared end sections (or head wall) on all pipes _____
 - 2. Traffic bearing grate _____
 - 3. Bolt on grates _____
 - 4. "Confined Space" warning sign at access point _____
- E. **CONSTRUCTION SPECIFICATIONS:**
 - 1. Earth fill: material, placement, compaction _____
 - 2. Pipe conduits _____
 - 3. Concrete _____
 - 4. Rip-rap and slope protection _____

XIV. SUPPORTING INFORMATION – INFILTRATION (one copy required):

- 1. Justify use of detention / underground structure _____
- 2. Structural calculations for pipe loadings _____
- 3. Flotation analysis for entire structure-factor of safety=1.2:1 _____
- 4. Pipe capable of imposed soil loadings _____

XV. STORMWATER MANAGEMENT PLANS – INFILTRATION – ADDITIONAL INFORMATION REQUIRED:

- A. **PLAN VIEW OF STRUCTURE (scale <1"=50'; i.e. 40', 30', etc.)**
 - 1. Observation well location shown. _____
 - 2. Stone diaphragm or stone trench or other pretreatment. _____
- B. **SECTION & PROFILE THROUGH INFILTRATION TRENCH**
 - 1. Existing ground and proposed grade _____
 - 2. Geotechnical boring locations. _____
 - 3. Observation well location. _____
 - 4. Observation well cap and lock. _____
 - 5. Aggregate depth and stone size specifications. _____
 - 6. 1 foot minimum soil or gravel covering. _____
 - 7. 6 inches clean, washed and on bottom of trench. _____
 - 8. Filter cloth top and sides. _____
 - 9. Bottom and top elevations provided. Minimum buffer to ground water table. _____

XVI. STORMWATER MANAGEMENT PLANS – FILTRATION- ADDITIONAL INFORMATION REQUIRED:

- A. **PLAN VIEW OF STRUCTURE (scale <1"=50'; i.e. 40', 30', etc.)**
 - 1. Geotechnical boring locations shown in plan view. _____
 - 2. Landscaping plan required for bioretention facilities. _____

3. Show and label pretreatment. _____
4. Minimum top width of berm 3 feet. _____
5. Bioretention facility to be off line. Show flow splitter device. _____

B. SECTION DETAIL

1. Dimension and label mulch, planting soil, sand layer. _____
2. Label top and bottom elevations. _____
3. Under drain required. Label pipe material and size. Min. slope 0.5%. _____
4. All bioretention facilities in karst areas to have clay or geosynthetic liner bottom and sides. _____

XVII. STORMWATER MANAGEMENT PLANS – OPEN CHANNEL SYSTEMS – ADDITIONAL INFORMATION REQUIRED:

A. PLAN VIEW OF STRUCTURE (scale $1''=50'$; i.e. 40', 30', etc.)

1. Pretreatment shown and labeled _____
2. Under drain location (if applicable).. _____

B. SECTION & PROFILE DETAIL

1. Dimension and label bottom width, side slopes, top width, design storm WSELs. _____
2. Dimension and label under drain pipe, material, size, slope, bedding material (if applicable). _____

XVIII. ADDITIONAL COMMENTS:

1. Check if additional comments have been attached. _____

Prepared by: _____

Name (signed)	Company	Date
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Name (printed)	Registration Number	Telephone
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Developer: _____

Telephone