



Department of Permitting Services
 255 Rockville Pike, 2nd Floor
 Rockville, MD 20850-4166
 Phone: 311 in Montgomery County or (240)-777-0311
 Fax (240)-777-6262
<http://www.montgomerycountymd.gov/permittingservices/>



Sediment Control Plan and Environmental Site Design (ESD) Review Checklist

Project Name: _____ **Engineer/Phone No.** _____

Sediment Control Permit No : _____

SWM File No.: _____ **Assigned/Phone No.** _____

Plan Type: _____

Legend:

INC	Incomplete/Incorrect	<i>Submittal Date</i>	<i>Review Date</i>	<i>Initial</i>
N/A	Not Applicable			
SC	Sediment Control	_____	_____	_____
SWM	Stormwater Management	_____	_____	_____
FPDP	Floodplain District Permit	_____	_____	_____
DA	Drainage Area	_____	_____	_____
SPA	Special Protection Area			
ESD	Environmentally Sensitive Design			

_____ *Design Acceptable* _____ *Date*

These checklists have been designed to provide specific instruction to engineers. All items are expected to be addressed in the first submittal. Failure to do so will result in less than a full first review. If any items marked with an asterisk (*) are not addressed, no further review of the first submittal will be made. The plan will be returned to the engineer for completion and will have to be resubmitted for a new first review. (Review fees already paid will be credited).

TO THE ENGINEER:

Your submission for plan approval has been reviewed. The review was made per the following checklists. **Please return the checklists and plan comment sheets with your resubmittal.** If you do not address a checklist item, including comments on the sediment control plan sheets, explain your reasoning in your transmittal letter.

Supporting Information

- * _____ Transmittal **specifically** explaining the purpose of the submission.
- * _____ Stormwater Management Requirements: MCDPS concept approval letter on plan.
- _____ Copy of the storm drain plans to be used by the storm drain contractor, to check consistency with the sediment control and stormwater management plans.

Sediment Control Plan

- ___ ___ ___ Scale (1" = 50' maximum), north arrow.
- * ___ ___ ___ Existing and proposed topography (2' contour intervals maximum).
- ___ ___ ___ No permanent cut or fill slope with gradient steeper than 3:1 is permitted in lawn maintenance areas or anywhere on private residential lots. A slope gradient of up to 2:1 is permitted in non residential low maintenance areas provided that those areas are clearly indicated on the SC plan and specific low-maintenance ground cover is called for by plant name.
- ___ ___ ___ Composite sheet for plans covering two or more separate sheets, showing schematic SC.
- ___ ___ ___ Title Block: Legal subdivision and common name with lots/blocks, parcels, liber/folio, or other legal references; station numbers for road projects; indicate **grading only** or **streets only**, as applicable. Include Standard Rough Grading Notes if applicable.
- ___ ___ ___ 3" x 10" MCDPS Approval Block in the lower right-hand corner of all sheets.
- ___ ___ ___ Owner/Permit Applicant name, address, phone number, and contact person on first sheet.
- ___ ___ ___ Vicinity map with site outlined (1:2,000 scale) on first sheet.
- ___ ___ ___ All sheets of final SC/SWM package numbered consecutively: SC/SWM Sheet # ___ of # ___.
- ___ ___ ___ Sealed by P.E., L.S., or architect on the first page of the plans, with date and signature.
- ___ ___ ___ Property lines and owner/legal description for adjacent properties.
- ___ ___ ___ Match lines corresponding sheet to sheet.
- ___ ___ ___ Certifications: Owner/Developer; Design; Cut/Fill/Disturbed Area. Include Stormwater Management Maintenance certification as appropriate. Plan revisions which increase the disturbed area require an updated Cut/Fill/Disturbed Area certification.
- ___ ___ ___ Disturbed area outlined and labeled. All SC devices must be shown within the disturbed limits.
- ___ ___ ___ Existing and proposed tree lines or individual trees labeled on all SC plan view sheets. Show Forest Conservation Easement and tree save areas per the approved Forest Conservation plan.
- * ___ ___ ___ Existing and proposed drainage divides on SC plan view sheets.
- ___ ___ ___ Label offsite drainage area amount (acres) entering site on SC plan view sheets.
- ___ ___ ___ Show and label existing and proposed improvements (utilities, streets, buildings, etc.) on SC plan view.
- ___ ___ ___ Any designated wetlands (including 25-foot buffer) delineated on the SC plan view sheets.
- ___ ___ ___ Copy of approved State Wetlands permit.
- ___ ___ ___ 100-year floodplain and 25-foot BRL delineated on SC plan view sheets for any drainage way with >30 acre drainage area. No disturbance or structures permitted in this floodplain or floodplain buffer without MCDPS Floodplain District Permit (FPDP).

- _____ Approved MCDPS Floodplain District Permit, if applicable. Also if applicable, need State Waterway Construction Permit prior to FPDP issuance. **NOTE:** SC plans may be approved, but no permit will be issued until FPDP is issued.
- _____ “Related Required Permits” table completed and placed on the first SC plan sheet.
- _____ Label all SC devices.
- _____ Sediment trap(s): need safety fence; inflow point protection (PSD’s required for drainage areas >3 acres), proper outlet location (maximizing flow length from inflow points); dewatering as necessary (include MCDPS dewatering device detail); and baffles (required for drainage areas >3 acres: include MCDPS baffle detail). Provide trap data information on the SC plan sheet as follows: trap type; existing DA; developed DA; storage required; storage provided; weir crest elevation; storage depth; bottom dimensions; cleanout elevation; channel depth of flow; maximum side slopes (specify cut and/or fill); bottom elevation; embankment elevation; riser dimensions; barrel dimensions. Pipe outlet traps require separate dewatering device. Stone Outlet Sediment Traps (ST-II, ST-IV) are not allowed in Montgomery County.
- _____ Sediment basin(s): include sediment basin design and construction information as required by “Maryland State Standards and Specifications”; Low Hazard Class assured; barrel outfall cross-section; MCDPS CMP band and dewatering device detail; inflow point protection; safety fence. Show baffles as necessary. Show and address construction access and stockpiling on the SC plan and address sediment control during basin installation. Limit initial disturbance to installation of the principle spillway. If there is a base flow, provide a clean water diversion; if there is no base flow, provide diversion dikes above the disturbed area.
- _____ No SC devices are to be located within 20 feet of building foundations.
- _____ Protection of interior tree save and undisturbed areas shown on plans.
- _____ Temporary storm drain diversion: detail in Sequence of Construction, show profile, give invert elevations of temporary pipe into trap on plan view, profile, and details; and show the diversion on the storm drain plan.
- * _____ Sequence of Construction: use MCDPS Standard Sequence [Forest Conservation Law (FCL) and Non-FCL] and expand to fit the specific needs of each site.
- _____ Project sequence complies with 20 acre grading unit limitation. Grading areas clearly sequenced on plans.
- _____ Standard Sediment Control Notes including **MISS UTILITY** note.
- _____ Standard details for SC devices.
- _____ Offsite grading requires documentation of permission from owner (letter of permission on plan or recorded grading easement document submitted).
- _____ Work on MNCPPC property, or on property being dedicated to MNCPPC, must have Parks Engineer approval.
- _____ Adequate access, staging, and stockpile areas shown on the plan with appropriate sediment control for each.
- _____ “On-site Concrete Washout Structure” detail on plans.

Storm Drain System (Show Items on SC Plan)

- ___ ___ ___ Plan view of storm drain system with topography to 100-feet below each outfall, showing dimensions, Q_{10} , V_{10} , d_{50} , and MSHA class.
- ___ ___ ___ All outfalls must release runoff to an existing system, adequate receiving channel, or slope $\leq 2\%$. Provide profiles of outfalls showing rip-rap slope, length, d_{50} , MSHA class, and V_{10} at pipe outfall.
- ___ ___ ___ Provide outfall cross-section detail(s) with the following information specific to each outfall: shape conforms to receiving channel; outfall dimensions, rip-rap size (d_{50}) and MSHA class; embedded depth ($2.0 \times d_{50}$); and filter cloth underneath.

ESD Review Criteria

- ___ ___ ___ Stormwater management easements provided for all ESD practices for non residential projects. Submit executed documents for approval, and show easements on the SC plan.
- ___ ___ ___ ESD target volume computed per "Water Resources Technical Policy No. 5".
- ___ ___ ___ "Record Drawing Certification" and "Inspection Checklists" on one plan sheet, as required.
- ___ ___ ___ All ESD practices clearly labeled on SC plan. Include a drainage area map for ESD practices.
- ___ ___ ___ All ESD practices conform to maximum drainage area limitations.
- ___ ___ ___ Dry Wells for roof runoff only.
- ___ ___ ___ Soil Testing as required. Testing location(s) shown on plans. Soil testing report submitted.
- ___ ___ ___ Pervious Paving $\geq 10,000$ square feet, see "Infiltration" requirements.
- ___ ___ ___ Grassed Swale for roadway or driveway only.
- ___ ___ ___ Bio Swale maximum 4-feet wide in public right-of-way.
- ___ ___ ___ Landscaped practices require seal and signature of Maryland RLA.
- ___ ___ ___ Disregard mulch layer when computing storage volume in landscaped practices.
- ___ ___ ___ "Sand Specifications" on plan.

Change of Ownership

- ___ ___ ___ Sediment control maintenance agreement completed and a copy placed on the SC plan.
- ___ ___ ___ All areas pertaining to new ownership clearly identified on plan.
- ___ ___ ___ Title blocks reflect revised legal description.

Miscellaneous

- ____ ____ ____ Site in conformance with preliminary plan and/or site plan requirements and forest conservation plan. Copy of approved preliminary plan, site plan with opinion, and forest conservation plan or exemption letter must be received prior to plan approval.
- ____ ____ ____ Stormwater management waiver fee: Submit a plan showing the waived area(s), and give the percent impervious and total waiver area in acres (if not using pre-set fees for single family zones).
- ____ ____ ____ For SPA sites, stream monitoring fee and BMP monitoring paid. NOTE: Fees must be paid prior to permit issuance.
- ____ ____ ____ For SPA sites, place a copy of the SPA notice on the first plan sheet.

Tree Canopy Requirements (Effective for New Applications March 1, 2014)

- ____ ____ ____ "Tree Canopy Requirements" table complete and placed on first plan sheet.
- ____ ____ ____ "Growing Zone" and "Planting Areas" are per Executive Regulation 22-13.
- ____ ____ ____ Tree planting detail.
- ____ ____ ____ "Standard Tree Canopy Notes" on plans.
- ____ ____ ____ Proposed shade trees labeled on plan, with species name and caliper
- ____ ____ ____ Tree protection shown on plan if required