

NOTICE

Issued by the Department of

Planning & Growth Management

Notice #
10-19

Release Date
07/30/10

Contact
Frank Ward, Chief
Codes, Permits, &
Inspection
Services

Phone
301-645-0607

**Charles County
Government**

Department of
Planning &
Growth
Management

Melvin C. Beall, Jr., P.E.
Director



Equal Opportunity
County
Say No To Drugs

PROCEDURES FOR SUBMISSION OF CONCEPT STORMWATER MANAGEMENT & SITE STORMWATER MANAGEMENT PLANS

The Stormwater Management Act of 2007 requires the submission, review, and approval of interim plans at an increasing level of detail for specific stages of project development. The following will be included as an amendment to the Plan Preparation Package. The purpose of this notice is to outline the County's Three Step Stormwater Management Plan Review Process which must be followed by all new project submittals received on or after August 1, 2010.

A Concept Stormwater Management Plan (step one) and a Site Stormwater Management Plan (step two) will precede the submission of the Final Stormwater Management Plan (step three). Each plan phase of the review process must be approved before submission of the next step in the process.

The review fees for the Concept Stormwater Management Plan and the Site Stormwater Management Plan shall be based on the current hourly rate (\$113/hr) established in the *Approved FY11 Fees & Charges*. A one hour fee (\$113/hr) for the Concept Stormwater Management Plan will be collected at the time of application. A fee of \$500 for the Site Stormwater Management Plan will be collected at the time of application. All review fees for each step of the process shall be paid prior to appropriate stormwater management plan approval. These procedures do not apply to stormwater management plans submitted as part of a building permit application for single family residential lots. The procedures for the submission of Stormwater Management plans are outlined as follows:

"Those citizens with special needs, please contact Melanie Myles, Charles County Department of Planning and Growth Management, Codes, Permits & Inspection Services, voice phone number @ (301)645-0618 or Maryland Relay Service TDD 1-800-735-2258."

A. PLANS REQUIRING PRELIMINARY PLANS AND PLANNING COMMISSION APPROVAL

Step 1: Concept Stormwater Management Plans

- a. A completed Concept Stormwater Management Plan Application (attached), the minimum review fee and four sets of the Concept Stormwater Management Plans must be submitted to the Planning & Growth Management/Planning Division with the Preliminary Plan.
- b. The information required on the Concept Stormwater Management Plan is outlined in the Stormwater Management Ordinance.
- c. Concept Stormwater Management Plans must be approved by all agencies and divisions and the Preliminary Plan must receive Planning Commission approval prior to submission of the Site Stormwater Management Plans.

Step 2: Site Stormwater Management Plans

- a. A completed Stormwater Management Site Plan Application (attached), the minimum review fee, four sets of the Site Stormwater Management Plans and four copies of the approved preliminary plan must be submitted to the Planning & Growth Management/Codes, Permits and Inspection Services Division.
- b. The information required on the Site Stormwater Management Plan is outlined in the Stormwater Management Ordinance.
- c. Site Stormwater Management Plans must be approved by all agencies and divisions before the submission of the Final Stormwater Management Plans.

Step 3: Final Stormwater Management Plans

- a. Final Stormwater Management Plans are submitted with the Development Services permit application according to current procedures.

B. COMMERCIAL, INDUSTRIAL PLANS AND PLANS REQUIRING A ZONING SITE DEVELOPMENT PLAN

Step 1: Concept Stormwater Management Plans

- a. A completed Concept Stormwater Management Plan Application (attached), the minimum review fee and four sets of the Concept Stormwater Management Plans must be submitted to the Planning & Growth Management/Codes, Permits and Inspection Services Division.
- b. The information required on the Concept Stormwater Management Plans is outlined in the Stormwater Management Ordinance.
- c. Concept Stormwater Management Plans must receive approval for all agencies and divisions prior to submission of the Site Stormwater Management Plans.

Step 2: Site Stormwater Management Plans

- a. A completed Site Stormwater Management Plan Application (attached), the minimum review fee and four sets of the Site Stormwater Management Plans must be submitted to the Planning & Growth Management/Planning Division with the Zoning Site Development Plan.
- b. The information required on the Site Stormwater Management Plan is outlined in the Stormwater Management Ordinance.
- c. Site Stormwater Management Plans must be approved by the all agencies and divisions before the submission of the Final Stormwater Management Plans.

Step 3: Final Stormwater Management Plans

- a. Final Stormwater Management Plans are submitted with the Development Services permit application according to current procedures.

C. MULTIFAMILY DEVELOPMENT (TOWNHOUSE) REQUIRING A PRELIMINARY PLAN & A SITE DEVELOPMENT PLAN

Step 1: Concept Stormwater Management Plans

- a. A completed Concept Stormwater Management Plan Application (attached), the minimum review fee and four sets of the Concept Stormwater Management Plans must be submitted to the Planning & Growth Management/Planning Division with the Preliminary Plan.
- b. The information required on the Concept Stormwater Management Plan is outlined in the Stormwater Management Ordinance.
- c. Concept Stormwater Management Plans must receive stormwater management approval from all agencies and divisions and the Preliminary Plan must receive Planning Commission approval prior to submission of the Site Stormwater Management Plans.

Step 2: Site Stormwater Management Plans

- a. A completed Site Stormwater Management Plan Application (attached), the minimum review fee, four sets of the Site Stormwater Management Plans and four copies of the approved preliminary plan must be submitted to the Planning & Growth Management/Planning Division with the Zoning Site Development Plan.
- b. The information required on the Site Stormwater Management Plan is outlined in the Stormwater Management Ordinance.
- c. Site Stormwater Management Plans must be approved by all agencies and divisions and either receives Planning Commission approval and/or Planning Director approval before the submission of the Final Stormwater Management Plans.

Step 3: Final Stormwater Management Plans

- a. Final Stormwater Management Plans are submitted with the Development Services permit application according to current procedures.

D. ALL OTHER PLANS WHICH DO NOT REQUIRE PLANNING COMMISSION OR ZONING SITE DEVELOPMENT PLAN APPROVAL

Step 1: Concept Stormwater Management Plans

- a. A completed Concept Stormwater Management Plan Application (attached), the minimum fee and four sets of the Concept Stormwater Management Plans shall be submitted to the Planning & Growth Management/Codes, Permits & Inspection Services Division.
- b. The information required on the Concept Stormwater Management Plans is outlined in the Stormwater Management Ordinance.
- c. Concept Stormwater Management Plans must receive approval from all agencies and divisions prior to the submission of the Site Stormwater Management Plans.

Step 2: Site Stormwater Management Plans

- a. A completed Site Stormwater Management Plan Application (attached), the minimum review fee and four sets of the Site Stormwater Management Plans must be submitted to the Planning & Growth Management/Codes, Permits and Inspection Services Division.
- b. The information required on the Site Stormwater Management Plan is outlined in the Stormwater Management Ordinance.
- c. Site Stormwater Management Plans must be approved by all agencies and divisions prior to the submission of the Final Stormwater Management Plans.

Step 3: Final Stormwater Management Plans

- a. Final Stormwater Management Plans are submitted with the Development Services Permit application according to current procedures.

Charles County Government
Department of Planning & Growth Management
P.O. Box 2150 P La Plata, MD 20646

**Concept Stormwater Management Plan
Site Stormwater Management Plan
Application**

PROJECT INFORMATION:

Project Name: _____
Section No.: _____ Phase No.: _____
Stormwater Management Concept Plan (VSC) _____
Stormwater Management Site Plan (VSS) _____
Property ID(s): _____
Tax Map _____ Grid _____ Parcel(s) _____
Project Address/Location (be specific): _____
ADC Map Coordinates: _____ Total Disturbed Area (sf): _____
Intended Use: _____

For Office Use Only

Application No. _____
Entered By _____
Date Entered _____
Prelim Plan # _____
VSC# _____
VSS# _____

APPLICANT INFORMATION:

Applicant's Name: _____
Applicant's Address: _____
Fax No.: _____ Phone No.: _____ email address: _____

CONSULTANT INFORMATION:

Consultant Name: _____
Consultant's Address: _____
Fax No.: _____ Phone No.: _____ email address: _____

FEE CALCULATION:

Submission Fee: _____
Concept Stormwater Management Plan Application Fee = \$113 (per *Approved FY11 Fees & Charges*)
Site Stormwater Management Plan Application Fee = \$500

Make Checks Payable To: **Charles County Commissioners**

Telephone: (301) 645-0618 or 870-3935 x2618

Applicant's signature: _____

Date: _____

cc: file, applicant

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