



Wicomico County Department of Public Works

Subdivision / Site Plan Construction Drawings Application and Checklist

Plan Submittal Requirements:

The following process shall be the template for approval of a subdivision, site plan, or waiver through this department. The owner/developer/engineer (applicant) is encouraged to meet with the Department of Planning and Zoning to further discuss projects as they review a different part of the Wicomico County Code.

- | | |
|---------------------------------|---------------------------------|
| 1. Concept | 1. Sketch Plat |
| 2. Preliminary Site Development | 2. Preliminary Subdivision Plat |
| 3. Final Site Development | 3. Final Subdivision Plat |

Concept Plan:

The applicant shall submit a concept plan checklist, concept plan, and review fee to the department of public works for review and comment. Once received the department of public works will schedule a meeting within two weeks to meet with applicant to discuss the project. After the meeting, the applicant shall submit a memo of the meeting as to the details discussed, and what changes (if any) were made to the concept. Should a memo not be submitted, applicant shall repeat the concept plan stage. The Wicomico County Department of Public Works reserves the right to request an applicant repeat the concept plan stage if project is not consistent with the checklist.

Preliminary Site Development:

Once the Concept Plan has been submitted and comments have been addressed; the applicant may submit a detailed set of preliminary construction plans and preliminary subdivision/ site plan review fee.

The following items must be submitted to commence the review of a subdivision, site plan, or waiver.

1. Completed application signed by the developer, engineer, and surveyor.
2. Two (2) sets of site development plans (one set for waiver)
3. Three (3) sets of the Traffic Control Plan (TCP)
4. Five (5) sets of the preliminary subdivision plat
5. One set of Stormwater Management Calculations
6. Data information on compact disc (cd) consisting of the following:
 - SWM computations (Hydrocad, Pond Pack, Etc.)
 - Area computations for each drainage area (AutoCAD release 2006)
 - Storm drain computations (Storm Sewers, Stormcad, Etc.)
7. Completed preliminary site development checklist of applicable sections
8. Preliminary Site Development review fee

9. Should the project be located with a municipalities corporate limits; a letter must be submitted from said municipality acknowledging preliminary approval of project.

Should any of the above mentioned items have not been submitted or an incomplete stormwater management plan has been submitted the Department of Public Works reserves the right to return the plan without initiating the review process.

Construction plans shall adhere to the latest Wicomico County Construction Standards and 2000 Maryland Stormwater Management Design Manual, and all subsequent revisions. Other applicable standards / guidelines include (but not limited to) the State Highway Access Manual, Highway Drainage Manual, State Highway Administration Standard Specifications for Construction and Materials, Maryland Standards and Specifications for Soil Erosion and Sediment Control, Manual on Uniform Traffic Control Devices for Streets and Highways, AASHTO, and ASTM.

Constructions plans submitted to this office should be in accordance with the “Guidelines for Preparation of Improvements Construction Plans” as prepared by the Wicomico County Department of Public Works.

Final Site Development:

Once the Preliminary Site Development Plans have been approved; all related documents shall be submitted for signature and recordation as determined by the Department of Public Works (See section 4.0 Supplemental Information of the “Guidelines for Preparation of Improvements Construction Plans”. Should any of these documents not be submitted, final signature will be with held from the construction plans.

1. Two sets of final construction plans with owner/ developer signature, engineer signature and seal, and other applicable signature (wetlands delineator, town engineer, and etc.).
2. Final review fee

Wicomico County Department of Public Works Standard Construction Notes:

The following notes must be provided on the cover sheet of the plan in sequence as shown and without modifications to the language.

1. Wicomico County Department of Public Works must be notified in writing five (5) business days prior to commencing with construction to schedule a pre-construction meeting. Failure to do so constitutes a violation of the approved plans.
2. Wicomico County Department of Public Works reserves the right to alter these plans, during the construction phase, as field conditions may warrant.
3. No Occupancy Permit shall be issued until all improvements (roads, drainage, stormwater management, etc.) have been completed and the as-built plans have been accepted by Wicomico County Department of Public Works.
4. Approval of these plans by Wicomico County Department of Public Works is not a representation, guarantee or warranty of any kind and shall create no liability upon the County, its Officials or Employees.
5. An entrance permit shall be obtained from the Wicomico County Roads Division prior to construction of an entrance onto a County maintained road.
6. All underground utilities shall be installed prior to stabilization of the roadway.
7. Storm drain pipes shall have water tight connections and a rubber gasket shall be provided on the pipe or inlet at pipe to inlet connections. A camera test after installation shall be provided to verify correct installation.

8. Should pre-cast structures be used, then shop drawings shall be approved by the Wicomico County Department of Public Works prior to their installation. Failure to do so constitutes a violation of the approved plans.
9. Approved plans remain valid for 3 years from the date of approval.
10. An "As-built/record" plan shall be provided to the Wicomico County Department of Public Works within thirty (30) days after completion of construction.
11. Wicomico County SWM#_____.

Wicomico County Department of Public Works Guidelines for Traffic Control Plan Preparation:

These guidelines are for preparing Traffic Control Plans (TCP's) in Wicomico County. Closely following these guidelines will result in a more expeditious approval of a TCP. Our experience indicates that these guidelines help develop an acceptable TCP that minimizes inconvenience to the public while assuring safe conditions for workers and all road users including pedestrians and bicyclists.

The involvement of the County's Roads Division in the development of a TCP is limited to *review and approval*. The *preparation* of a TCP is the full responsibility of the preparer. A TCP will be returned unapproved with only general comments if the TCP cannot be implemented and is not professionally prepared.

1. The preparation and concepts of the TCP shall follow those stipulated in the most recent edition of the Manual of Uniform Traffic Control Devices (MUTCD) as well as Maryland's Standards and Specifications for Construction and Materials.
2. Field checks of the construction site are mandatory prior and during the preparation of a TCP. It is our experience that inadequate TCP's are prepared in the office without a field investigation by the TCP preparer. In addition, it must be recognized that many of the necessary traffic control devices are located outside the construction limits of the project.
3. Specific drawing scales are helpful to adequately show the locations of intersections within the work zone and advance construction signs, the dimensions for the placement of channelizing devices and pavement markings, or other phases of construction as required.
4. Work to be performed within the roadway, as well as in and along the shoulder must also be shown on the plan so that the reviewer may have a full understanding of the work and its impact to traffic. The duration of work should also be included. In certain instances the County may require or suggest that work be scheduled during off-peak hours to minimize disruption, especially in high traffic areas.
5. Any considerations for the closure of a road must be carefully reviewed and justified with respect to both the necessity as well as the impact of the closure to the public. Justification for closure, including a detailed analysis of alternatives considered, must be submitted in writing to the Roads Division for review. If acceptable, the recommendation will be forwarded to the Director of Public Works as well as the County Executive, for approval. The County Executive must concur with the proposed road closure prior to the approval of a TCP that contains the details of how such a closure would be implemented.
6. References to typical drawings taper tables and illustrations in the MUTCD or SHA typical applications are usually insufficient for use on a specific project. Specific sign messages, sign sizes, taper lengths, barricade or traffic drum spacing, types of barricades, typicals for barrier connections, etc., must be site specific and shown on the TCP drawings. Special coding of signs (other than MUTCD numbers, R1-1, etc.) will not be accepted. Typical urban situations are difficult to find in the "real world." Closely spaced intersections, short road lengths, short block lengths, traffic signals, the presence of commercial driveways, and variable road widths are never illustrated on typical drawings. All sign spacing, taper lengths, and device spacing should follow those found in Maryland Standards for Construction and Materials typical applications.
7. All special traffic signs (non-standard MUTCD signs) must be designed. Design details required are typical of those shown in the MUTCD supplement Standard Highway Signs and Maryland Sign Standard Book. If you are not strongly familiar with these books, it is assumed that you will obtain services of those who are qualified to do this type of work.
8. It is the responsibility of the contractor to replace any pavement markings damaged during construction. Any work that is expected from Wicomico County crews must be requested and approved in writing in advance of being shown on the TCP. With the exception of long lines, all other pavement markings

shall be preformed thermoplastic. Any pavement marking changes or additions must be specific with respect to line widths, placement of arrows and stop bars, and any other dimensions necessary to assure the proper installation of the pavement markings.

9. It is expected that the required engineering will be completed for a successful TCP prior to the submittal for review by Wicomico County. In order for a TCP to be reviewed, Wicomico County must receive two copies of the TCP. They must include all special provisions and appropriate TCP drawings with the stamp and signature of a Professional Engineer or land surveyor registered in the State of Maryland.

“I hereby certify that this plan has been prepared under my supervision and in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways for Maryland requirements, latest edition. I further certify that to the best of my ability the plan features the minimum amount of traffic disruption necessary to complete the work in and along the public roadway”.

10. Wicomico County reserves the right to modify or add to these guidelines at any time, and as situations arise in the field, may require a modification to the TCP.

Traffic Control General Notes:

Should the construction plans include a traffic control plan the Traffic Control General Notes must be added without modifications to the language.

1. All traffic control devices shall conform to the latest edition of the MUTCD and Maryland's supplements.
2. All traffic control devices will be removed from view when not in use.
3. Trenches will be back filled or plated during non-working hours.
4. When applicable, pedestrian controls should be addressed.
5. Access to driveways will be maintained at all times unless other arrangements are made.
6. The contractor will replace all striping removed or damaged.
7. All flaggers must be ATSSA certified and adhere to all of Maryland's standards for flagging.
8. The contractor will maintain all traffic control devices 24 hours per day and 7 days per week. Prior to start of construction, the contractor shall designate and submit to Lee Outen, with Wicomico County Roads Division (410-548-4875 x30), the name of the person designated as the traffic manager.
9. A minimum of 11-foot travel lanes will be maintained.

The following are evaluated on a case-by-case basis dependent upon factors including traffic impact, residential impact, commercial impact etc. that the county may require.

- Notice in local newspaper. Description of ad, as well as duration, location and verbiage will be provided.
- Handbills delivered to residents and or businesses affected by roadwork.
- PVMS (portable variable message board) Location, number required, and message will be provided.
- Notice to School Board, Central Alarm, and TRAFFAX.



Wicomico County
Department of Public Works
Subdivision/Site Plan Development
Application

Project Name: _____		Date: _____		
Project Location: _____				
Project Type:	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>	Other <input type="checkbox"/>
Property's current zoning: _____		Property's proposed zoning: _____		
Tax Map, Parcel(s): _____				
Development Company: _____		Phone: _____		
Developer Contact/Name: _____		Fax: _____		
Address: _____				
Developers email: _____				
Land Owner: _____		Phone: _____		
Address: _____		Fax: _____		
Land Owners email: _____				
Engineering Company: _____		Phone: _____		
Engineer Contact/Name: _____		Fax: _____		
Address: _____				
Engineers email: _____				
Surveyors Company: _____		Phone: _____		
Surveyor Contact/Name: _____		Fax: _____		
Address: _____				
Surveyors email: _____				

As representative for the above project I do agree to the following requirement(s).

All information set forth in this plan (and future submittals) shall accurately convey this site's conditions and meets the current Stormwater Management ordinance to the best of my knowledge. All Stormwater Management, calculations, design, construction, and exemption/waiver request will adhere to the current 2000 Maryland Stormwater Design Manual volumes I & II and all amendments, Wicomico County Code Chapter 196 entitled Stormwater Management, and the Wicomico County Construction standards latest edition. All measures approved on this plan will be implemented within the final site development plans.

Developers Signature: _____ Date: _____

Engineers Signature: _____ Date: _____

Surveyors Signature: _____ Date: _____



Wicomico County Department of Public Works

Concept Development Plan Checklist

Project Name: _____

Date: _____

Prepared By: _____

√ if included or N/A if not applicable

A. Information Required:

1. _____ Plans prepared on 24' x 36' or 18' x 24" sheets – two (2) sets
2. _____ Name of the subdivision or site plan
3. _____ Name, address, phone, fax, email of the land owner
4. _____ Name, address, phone, fax, email of the developer
5. _____ Name, address, phone, fax, email of the consultant (engineer/surveyor)
6. _____ Outline of the entire lot or parcel to be subdivided/ built upon
7. _____ Outline of adjacent property owners and approximate lot line locations
8. _____ Vicinity map, North arrow, Scale, and Date
9. _____ Streets and roads adjacent to the lot or parcel
10. _____ Significant topographical, environmental features
11. _____ Proposed general Street or road layout
12. _____ Proposed general layout of lots or buildings (impervious areas)
13. _____ Location of existing and proposed utilities
14. _____ Site and resource mapping (See 2000 Maryland SWM Design Manual, Table 5.1 on page 5.7)
15. _____ Preliminary estimates of stormwater management requirements
16. _____ Preliminary location of environmental site design (ESD) practices/targets
17. _____ Stable conveyance of stormwater at potential outfall and down stream locations
18. _____ Determination of a project to be reviewed as new development or redevelopment
19. _____ A brief stormwater management narrative to include the following:
 - Natural resource protection and enhancement
 - Maintenance of natural flow patterns
 - Reduction of impervious areas through better site design, alternate surfaces, and non structural practices
 - Integration of erosion and sediment controls into the stormwater strategy
 - Implementation of ESD planning techniques and practices to the maximum extent practicable (MEP)
20. _____ Concept review fee
21. _____ After the meeting, the applicant or engineer will prepare a memo summary of the meeting and submit it to the Dept. of Public Works within 1 week.



Wicomico County Department of Public Works

Preliminary Site Development Plan Checklist

Project Name: _____ Date: _____
Prepared By: _____

 √ if included or N/A if not applicable

B. General Information and Title Sheet Information:

1. Plans prepared on 24' x 36' or 18' x 24" sheets – two (2) sets, one (1) if waiver
2. Index sheet showing entire site and sheets numbered, if more than one sheet used
3. Title which is descriptive
4. Tax map, parcel and grid
5. North arrow on each sheet
6. Plan view scale, min. 1" = 100'
7. Deed and plat references
8. Plan preparation and revision dates
9. Engineering company, contact name, address, telephone, fax, and email
10. Surveying company, contact name, address, telephone, fax, and email
11. Land owner's name, address, telephone and fax
12. Developers company, contact name, address, telephone, fax, and email
13. Vicinity map, min. scale 1" = 2000'
14. Site area and disturbed area
15. On-site benchmark, NAD83 minimum two (2) benchmarks (datum)
16. Soil types and classification
17. Legend for all symbols, both existing and proposed
18. Cemetery Inventory
19. Existing and proposed zoning
20. Proposed parking stalls (minimum required by zoning code and proposed)
21. SWM number (as assigned by Wicomico County)
22. Forest Conservation number
23. Standard Wicomico County construction notes
24. Construction Specifications
25. Summary memo from concept meeting
26. Wetland Delineation certification and signature box
27. Owner's certification and signature box
28. State of Maryland's certification for professional engineer's
29. Wicomico County Department of Public Works approval signature box

- 30. _____ Identify the ACD MAP Coordinates for the project
- 31. _____ Identify Type, Drainage Area, Curve Number, and Latitude/ Longitude of each Stormwater Management Facility. Provide breakdown via alternate surface, non-structural, micro-scale and structural for each Environmental Site Design.
- 32. _____ Water and Sewerage Plan Service Area per the Wicomico County Water and Sewer Plan
- 33. _____ Preliminary Site Development review fee

C. Predevelopment/ Existing Conditions

- 34. _____ Entire site plan shown
- 35. _____ Ex. Building(s) with name
- 36. _____ Ex. Road(s) with name, number, centerline, travel lane width, pavement width, and right of way
- 37. _____ Ex. Pave
- 38. _____ Ex. Drainage Swales
- 39. _____ Ex. Concrete (sidewalk/ curb/ slab)
- 40. _____ Ex. Woods, tree's, or shrubs
- 41. _____ Ex. Fence
- 42. _____ Ex. Signs
- 43. _____ Ex. Soil(s) type and location
- 44. _____ Ex. Public Drainage Ditch (PDA)
- 45. _____ Ex. Adjacent Property Owners Name and Parcel
- 46. _____ Ex. Contours at one (1) foot intervals
- 47. _____ Ex. Spot Shot Elevations
- 48. _____ Ex. Benchmarks (minimum two (2)) NAD83
- 49. _____ Ex. Property marker locations and descriptions
- 50. _____ Ex. Property line(s) with Bearing and Distance
 - _____ Line Table
 - _____ Curve Table
 - _____ Easement Table
- 51. _____ Ex. Utilities (Sanitary, Storm Drain, Water, Gas, Electric, and etc.)

Sanitary

- _____ Manhole location
- _____ Rim elevation
- _____ Inverts with direction of flow
- _____ Pipe size, Material if known
- _____ Forcemain location, Size, and Inverts
- _____ Approximate location of septic area

Storm Drain

- _____ Manhole locations
- _____ Inlet locations
- _____ Rim and Grate elevation
- _____ Inverts with direction of flow
- _____ Pipe size, Material if known
- _____ Culvert(s) (Pipe size, material, and length)
- _____ Trench Drain(s) (Pipe size, material, and length)

Water

- _____ Pipe size, Material if known
- _____ Valve location
- _____ Well location
- _____ Water meter location
- _____ fire/yard hydrant location

Gas

- _____ Line location
- _____ Pipe size, Material if known

Electric

- _____ Line location
- _____ Utility pole location
- _____ Transformer location
- _____ Generator location

- 52. _____ Ex. Corporate Limits
- 53. _____ Ex. bodies of water (name, location, tidal and non-tidal)
- 54. _____ Critical areas limits, designation and buffers
- 55. _____ Wetlands limits and buffers, tidal and non-tidal
- 56. _____ Ex. Flood Plain limits, zone and elevation
- 57. _____ Airport surface zone
- 58. _____ Historic District Limits
- 59. _____ Public Drainage Association Limits
 - _____ Allen _____ Laws
 - _____ Aydelotte _____ Mill Branch
 - _____ Beaverdam _____ Nanticoke
 - _____ Deer Harbor _____ Nebo Road
 - _____ Givans _____ Passerdyke
 - _____ Green Branch _____ Pine Branch
 - _____ Horsebridge
- 60. _____ Agriculture Preservation District Limits
- 61. _____ Paleo Channel Overlay District Limits

D. Roadway and Parking Design:

- 62. _____ Road plan view showing stationing, bearings, distances and horizontal curve data
- 63. _____ Proposed elevations along roadway (centerline of road, edge of pave, flow line, and top of curb)
grade shots will be provided at every 50' stationing either on plan view or table
- 64. _____ Stations and elevations of all PC, PT, PRC, PVC, PVT and PVI points
- 65. _____ Identify type of roadway used and provide standard cross section detail
- 66. _____ Identify type of curbing used and provide standard detail
- 67. _____ Identify type of cul-de-sac being used and provide elevations and cross slope
- 68. _____ Details related to road design tailored to each site
- 69. _____ Identify proposed road name, centerline, travel lane width, pavement width, and right of way
- 70. _____ Curb return radii – Minimum twenty (20') feet (measured from flow line)

71. _____ Handicap access ramp, detectable warning surface, and sidewalk locations
72. _____ Parking stalls, driveway aisle's, and driveways sized per zoning code
73. _____ Open section roadway – culvert pipe location, size (minimum 15”), length, material, and inverts
74. _____ Open section roadway minimum pave radii twenty-five (25') feet
75. _____ Acceleration and Deceleration lanes per Wicomico County std WI-103.00
76. _____ Road widening dedication by deed and plat
77. _____ Sight Triangle
78. _____ Minimum cross slope in parking lots 1.0%, recommended 1.5%.
79. _____ Proposed contours
80. _____ Road profile showing existing and proposed roadway. Profile must depict one of the following – centerline of roadway, flow line of curb, or top of curb. Identify proposed line and its relation to the plan view
81. _____ Provide elevations of profile at every 50' stationing. Existing and proposed
82. _____ Identify vertical curve data
83. _____ Identify inlet location and invert
84. _____ Provide utility crossings with inverts for each pipe and identify minimum cover and vertical spacing between utilities
85. _____ Road construction specifications with CBR values. Soil sampling frequency and CBR tests for new subdivision streets shall be 1 every 500' of roadway as measured by the centerline. Samples should be within 100' of entrance road and cul-de-sac. Locations must have Wicomico County approval – see guidelines for preparation of improvements construction plans.
86. _____ Traffic Control Plan and notes.

E. Storm Drainage Design:

87. _____ Drainage area map for drainage system showing similar information as stormwater management
88. _____ Hydraulic calculations using rational method provided in tabular form, min. 10yr. storm
89. _____ Structure and pipe schedule or information shown on the plan view beside structure (name of structure, stationing, rim, grate, invert in (identify size of pipe), invert in drop (identify size of pipe), drop depth, and invert out (identify size of pipe)
90. _____ Flared end sections
91. _____ Minimum pipe cover as recommended by manufacturer
92. _____ Standard details
93. _____ Rip-rap sizing calculations and details (identify size of stone and type of filter cloth)
94. _____ Plan and profile of pipes and ditches. Provide utility crossings with inverts for each pipe and identify minimum cover and vertical spacing between utilities
95. _____ Provide hydraulic gradient from the 25 year peak storm event in the pond
96. _____ Provide gutter spread calculations for the 2 year storm event
97. _____ Structural design of non-standard structures by Registered Professional Engineer
98. _____ Swale capacity for 10 year storm with 6” of freeboard
99. _____ Note. The storm drain as-built may be completed before road paving.
100. _____ Data information on compact disk

F. Stormwater Management Design:

101. _____ Narrative summary of stormwater management analysis and data summary sheet to support the

site development design and demonstrate that ESD is achieved to the MEP – clearly identify in the narrative each structural, non-structural, alternative surface, and micro scale practice used.

102. _____ Tabular summary of pre- and post- development areas, curve numbers, times of concentration and flow rates
103. _____ Drainage area map, min. scale 1" = 200', showing:
 - a. _____ Sufficient topographic information to delineate watershed sub-areas, off-site if necessary (color is encouraged to help delineate between drainage areas)
 - b. _____ Hydrologic soil groups
 - c. _____ Property boundaries
 - d. _____ Time of concentration flow paths shown and labeled accordingly (type, length, and % slope) Must be most hydraulically distant point
 - e. _____ Legend on drainage area map
 - f. _____ North arrow and barscale
 - g. _____ land uses
 - h. _____ identify each ESD(s) per each drainage area
104. _____ Hydrologic calculations using SCS methodologies based on the area being developed including any offsite runoff coming onto the site (TR55, TR20, HydroCAD, and PondPack)
105. _____ Peak runoff calculations identified within a table in SWM report for pre and post conditions (2, 10, and 100 year storm events)
106. _____ If discharging to existing swale or ditch, tailwater condition modeled as half full
107. _____ Water quality and quantity calculations, both required and provided
108. _____ The proposed stormwater volume requirements for ESD targets and quantity control
109. _____ The location and size of ESD practices used to the MEP and all nonstructural, alternative surfaces, and micro scale practices used
110. _____ Table provided showing ESD and Unified Sizing Criteria (drywells to include void ratio calculations)
111. _____ Planting plan and table
112. _____ Control structure and emergency spillway design
113. _____ Outfall structure buoyancy calculations
114. _____ Anti-Seep collar design and calculations
115. _____ Level Spreader
116. _____ Ponds with side slopes steeper than 4:1, fenced by 6' high solid fencing with 12' wide gate
117. _____ Pond cross-sections showing bottom dimensions, side slopes, minimum 15' wide accessible maintenance area, storm events (2, 10, and 100 year), outfall location, and seasonal high groundwater
118. _____ Trashrack (low flow and high flow)
119. _____ Rip-rap sizing calculations and details (identify location, shape, size of stone, and type of filter cloth)
120. _____ Maintenance schedule
121. _____ Public access to pond for maintenance
122. _____ Geotechnical analysis for infiltration facilities by Registered Professional Engineer, Geologist or Soil Scientist
123. _____ Geotechnical analysis for seasonal high ground water elevations for pond design by a Registered Professional Engineer, Geologist, or Soil Scientist
124. _____ Infiltration basin – modeled at half the average infiltration rate
125. _____ Infiltration basin – identify types of pre-treatment and provide calculations

- 126. _____ Structural design of non-standard structures by Registered Professional Engineer
- 127. _____ Details related to SWM tailored to each site (trashracks, rip-rap, level spreaders, and etc.)
- 128. _____ Pictures of each outfall location (minimum 3 per outfall – include in the swm report)
- 129. _____ Stormwater Management Facilities discharging to Public Drainage Association (PDA) and or Farm Ditches
 - a. _____ 10 year post development peak rates held to 2-year pre-development rate with tailwater condition modeled as half full
 - b. _____ Building areas a minimum 1' above 100-year storm elevation
- 130. _____ Stable conveyance of down stream discharge points
- 131. _____ Data information on compact disk

G. Submittal Forms:

- 132. _____ Site Development Plan Application
- 133. _____ Stormwater Management Data Summary Sheet
- 134. _____ Non-Tidal Wetlands Disclaimer
- 135. _____ Construction Bonding Estimate
- 136. _____ Maintenance and Inspection Agreement (\$40.00 recording fee – make check payable to “Clerk of Circuit Court”
- 137. _____ Public Works Agreement

Must do one of the following:

- 138. _____ Letter of Credit
- 139. _____ Performance Bond (with public works agreement)
- 140. _____ Performance Bond (without public works agreement)
- 141. _____ Review Checklist Check in Lieu of Bond

H. Other possible outstanding approvals:

- 142. _____ Maryland State Highway
- 143. _____ Forest Conservation
- 144. _____ Critical Area
- 145. _____ Specific town approvals
- 146. _____ Wicomico County Health Department
- 147. _____ Wicomico County Soil Conservation District
- 148. _____ Planning Commission
- 149. _____ Demolition Permit
- 150. _____ Sign Permit
- 151. _____ Building Permit
- 152. _____ Fire Safety
- 153. _____ Entrance Permit - Wicomico County Roads Division
- 154. _____ Wetlands Permit - Maryland Department of the Environment
- 155. _____ Road Closure Request
- 156. _____ Water and Sewerage Service Area Amendment



Wicomico County Department of Public Works

As-built/ Record Plan Checklist

Project Name: _____ Date: _____
Prepared By: _____

√ if included or N/A if not applicable

I. Information Required:

1. _____ Plans prepared on 24' x 36' or 18' x 24" sheets – one (1) set
2. _____ Title which is descriptive (identify project as an as-built/ record drawing)
3. _____ North arrow on each sheet
4. _____ Plan view scale, min. 1" = 100'
5. _____ Date of the survey
6. _____ Name, address, phone, fax, email of the developer
7. _____ Name, address, phone, fax, email of the consultant (engineer/surveyor) who prepared the plan
8. _____ ***Calculations of outflow to and from the stormwater management facility for all design storms. Routing calculations must be based on as-built elevations and volumes for each facility***
9. _____ As-built contours of each stormwater management facility including basins, swales, forebays, micropools, maintenance area, and elevations below the permanent pool at 1' intervals based on the project benchmarks (contours shall be generated based upon as-built grade spot shots)
10. _____ Permanent pool elevation
11. _____ Top of bank around the perimeter of each stormwater management facility
12. _____ Pond bottom
13. _____ Elevations for pond berm and emergency spillway inverts and dimensions
14. _____ Cross sections through pond (elevations, inside slopes, benching, and etc.)
15. _____ Dimensions of the outfall structure (pipes, weirs, orifices, risers, material, inverts, % slope, length, and etc.)
16. _____ Spot shot elevations to verify drainage patterns and stormwater management facilities
17. _____ Dimensions of rip-rap (length, width, depth, stone size, and type of filter fabric)
18. _____ Dimensions and specifications of underground infiltration facilities (stone, type of filter fabric, pipe, and trench)
19. _____ Statement concerning condition of site's vegetative stabilization relative to its ability to resist erosion
20. _____ Rim/ grate elevations, inverts, pipe sizes, and pipe material of each manhole and inlet.
21. _____ County road curb grades at high points and 50 feet stations on slopes greater than or equal to 0.5%, and at 10 feet stations on slopes less than 0.5%. (Top of curb and flow line)

- 22. _____ County road intersection curb grades at P.C.s, P.T.s & P.R.C.s. (Top of curb and flow line)
- 23. _____ County road cul-de-sac curb grades at P.C.s, P.T.s & P.R.C.s, as well as center radius point. (Top of curb and flow line)
- 24. _____ Roadway construction survey conducted before asphalt placement.
- 25. _____ Stormwater Management As-Built Certification:

"I hereby certify that the stormwater management facility (facilities) shown on the plans and individually identified below has (have) been constructed in accordance with the approved plans, Wicomico County Stormwater Management # _____.

Facility Identification (Identify each facility individually)

Name (Printed)	Signature
Maryland License Number	Date

"Certify" means to state or declare a professional opinion based on sufficient and appropriate onsite inspections and material tests conducted during construction

- 26. _____ Stormwater Management As-Built tables (as necessary with design vs. as-built information provided per facility)
- 27. _____ As-built / Record Plan review fee

*** When allowable tolerances exceed of any stormwater management facility volume, outlet structure, or storm drainage system supplemental calculations must be provided to determine if the stormwater management facility (as constructed) meets the design requirements.

- a. _____ The allowable tolerance from design volume is 10%
- b. _____ The allowable tolerance from invert elevations of outlet structures is 0.1 ft.
- c. _____ The allowable tolerance for top of bank elevation shall not be less than design
- d. _____ The allowable tolerance from storm drain pipe invert is 0.1 ft.

The Wicomico County Department of Public Works reserves the right to require additional as-built information beyond what is listed above. All applicable as-built information shall be supplied to this office within thirty (30) days after completion of construction. The as-built drawing shall be sealed by a professional engineer or land surveyor who is registered in the State of Maryland. The construction surety shall be withheld pending the approval of this as-built information.



Wicomico County Department of Public Works

Preliminary Subdivision Plat Checklist

Project Name: _____ Date: _____
Prepared By: _____

√ if included or N/A if not applicable

J. Information Required:

1. _____ Plans prepared on 24' x 36' or 18' x 24" sheets – five (5) sets
2. _____ Index sheet showing entire site and sheets numbered, if more than one sheet used
3. _____ Title which is descriptive
4. _____ Tax map, parcel and grid
5. _____ North arrow on each sheet
6. _____ Plan view scale, min. 1" = 100'
7. _____ Deed and plat references
8. _____ Plan preparation and revision dates
9. _____ Engineering company, contact name, address, telephone, fax, and email
10. _____ Surveying company, contact name, address, telephone, fax, and email
11. _____ Land owner's name (or person of legal control), address, telephone and fax
12. _____ Developers company, contact name, address, telephone, fax, and email
13. _____ Vicinity map, min. scale 1" = 2000'
14. _____ Legend for all symbols, both existing and proposed
15. _____ Location of existing and platted property lines, streets, buildings, watercourses, water – and sewer lines, railroads, bridges, culverts, drainpipes, and any easements, based on accurate field survey, and the names of all adjoining owners or subdivisions.
16. _____ Plans of proposed sewer or water utility layouts showing feasible connection to existing or proposed systems
17. _____ Water and Sewer Plan service area – When community sewer and water systems are not practical, any proposed individual on-site water supply and/or sewage disposal system must be reviewed by the County Health Officer or a soils evaluation for the site completed and submitted.
18. _____ Zoning classifications
19. _____ Identify if in an urban service district
20. _____ Identify any tax ditches
21. _____ The names, locations, widths, and other dimensions of proposed streets, alleys, easements, parks, and open spaces, reservations, and stormwater management areas

22. _____ Approximate dimensions, lot numbers, block letters, front building lines and any other proposed private setback lines for the proposed lots.
23. _____ Contours at vertical intervals of not more than one foot, with proposed flow patterns for new streets, drainage, and stormwater areas.
24. _____ A signed certificate showing ownership or legal control of the property and a tabular summary of the following must be provided.
 - _____ The total acreage of the site being subdivided
 - _____ The total number of lots proposed and average lot size
 - _____ The area of natural vegetation to remain on the site and all buffer or screening areas as proposed or as many as may be required by the Commission
 - _____ The estimated total amount of land area on the site to be reserved and used for stormwater management areas
 - _____ The total amount of land area proposed for access rights-of-way, easement areas, on-site recreation, open spaces and other parcels or areas in the subdivision reserved for the common use of residents
 - _____ The estimated linear footage and area of new public roads to be constructed or widened
25. _____ The following information shall be shown, if applicable.
 - _____ Chesapeake Bay Critical Area
 - _____ The one-hundred-year flood plain
 - _____ A note indicating that the property is located in an Airport Zoning District
26. _____ Preliminary Subdivision Plat review fee



Wicomico County Department of Public Works

Final Subdivision Plat Checklist

Project Name: _____ Date: _____
Prepared By: _____

√ if included or N/A if not applicable

K. Information Required:

1. _____ Plans prepared on 24' x 36' or 18' x 24" sheets – six (6) sets paper, four (4) mylar
2. _____ Index sheet showing entire site and sheets numbered, if more than one sheet used
3. _____ Title which is descriptive
4. _____ Tax map, parcel and grid
5. _____ North arrow on each sheet
6. _____ Plan view scale, min. 1" = 100'
7. _____ Deed and plat references
8. _____ Plan preparation and revision dates
9. _____ Engineering company, contact name, address, telephone, fax, and email
10. _____ Surveying company, contact name, address, telephone, fax, and email
11. _____ Land owner's name (or person of legal control), address, telephone and fax
12. _____ Developers company, contact name, address, telephone, fax, and email
13. _____ Vicinity map, min. scale 1" = 2000'
14. _____ Legend for all symbols, both existing and proposed
15. _____ Adjacent Property Owners Names and Parcels
16. _____ Street name, number and right-of-way width
17. _____ Location and description of property monuments, coordinates
18. _____ Metes and bounds description, including complete curve data
19. _____ Corporate Limits
20. _____ Name and location of bodies of water, tidal and non-tidal
21. _____ Front building setback lines
22. _____ Limits and description of all easements, i.e. forest conservation, access, drainage and utility
23. _____ Zoning district
24. _____ Critical area limits, designation, buffers and note
25. _____ Floodplain limits, zone, elevation and note
26. _____ Floodway limits
27. _____ Airport surface zone and note
28. _____ Historic District limits and note
29. _____ Public Drainage Association limits and note

30. _____ Agriculture Preservation District limits
31. _____ Sewage reserve area and well
32. _____ Paleo Channel Overlay District limits and note
33. _____ Election District
34. _____ Surveyor's Seal and Signature
35. _____ Distance to nearest road intersection
36. _____ Minimum lot frontage and width
37. _____ Existing building location
38. _____ Percolation Test results
39. _____ Road widening dedication and/or reservation limits and note
40. _____ Lot numbers, block letters and section number
41. _____ Drainage easement obstruction note
42. _____ Right to Farm note, if zoned A1
43. _____ Future development note, if existing non-conforming structure
44. _____ 50% Set-aside limits and notes
45. _____ State Highway Administration approval letter for access
46. _____ Forest Conservation approval block
47. _____ Chesapeake Bay Critical Area approval block
48. _____ Planning & Zoning approval block
49. _____ Planning Commission approval block
50. _____ Health Department approval block
51. _____ Public Works approval block
52. _____ Non-tidal wetlands disclaimer
53. _____ Final Subdivision Plat review fee
54. _____ The following notes shall appear on the final plat if applicable:

_____ **"I/we certify that the requirements of the Real Property Article, § 3-108, of the Annotated Code of Maryland, latest edition, as far as it concerns the making of this plat and setting of markers, have been complied with."**

Owner(s) name

Surveyor

- _____ Final plat approval certifies that the subdivision has been reviewed for stormwater drainage affecting only streets and public areas within its own boundaries, not individual lots.
- _____ This property is located within "_____" Public Drainage Association Watershed and is subject to the conditions, easements and restrictions thereof.
- _____ All future construction shall conform to the Wicomico County Zoning Code in effect at the time of construction.
- _____ Lots are located within the 100 Year Flood Plain and any development is subject to the requirements and regulations as set forth in Chapter 149 of the Wicomico County Code entitled "Flood Plain Management".
- _____ This lot not approved at this time for any building construction requiring water supply and sewage disposal. If this lot is ever approved by the Health Department for water supply and sewage disposal, a new plat approved by the Health Department and Wicomico County Department of Public Works must be recorded in the land records of Wicomico County.
- _____ "_____" feet wide strip hereby dedicated to Wicomico County, Maryland for road and utility purposes. (Area = _____ S.F.)

_____ “_____” feet wide strip hereby reserved for road and utility purposes. (Area = _____ S.F.)

_____ The property shown on this plat is located within a (Intensely Developed), (Limited Development), or (Resource Conservation) Area of the “Chesapeake Bay Critical Area District.” No disturbance of land may occur without a “Chesapeake Bay Critical Area Certificate of Compliance”.

Chesapeake Bay Critical Areas Approval

John F. Lenox
Director of Planning and Zoning

_____ Notice – These lots may be susceptible to periodic localized storm water drainage problems. Lot owners are encouraged to prepare the site and construct structures so as to minimize the impact of these potential storm water drainage problems.

_____ Maintenance of the area designated as “Future Street” shall be the responsibility of the homeowners association until such time as a street constructed to Wicomico County Standards is accepted into the County Maintenance System.

_____ This property is located within an area which allows agricultural operations. This “Right to Farm” is protected under Chapter 186 of the Wicomico County Code.

_____ Within the area designated as “Drainage and Maintenance Easement”, objects (such as trees, shrubs, structures, fences sidewalks, paved driveways, and/or utilities) which may act as an obstruction to the intended use and/or maintenance of this easement, shall not be permitted.

_____ The approval of the Wicomico County Department of Public Works does not relieve the applicant of the responsibility to comply with all other applicable Federal, State, and Local Laws.

_____ Maintenance of the Drainage & Maintenance Easement located within the Forest Conservation Area shall only occur with prior approval from the Wicomico County Planning Office.

L. Recordation Requirements:

- 55. _____ Bonding Estimate
- 56. _____ Public Works Agreement
- 57. _____ Homeowners Association Documents, Forest Conservation Documents, Open Space/Set-Aside Documents
- 58. _____ Deed for common areas
- 59. _____ Six (6) sets of paper and four (4) mylars
- 60. _____ Recordation fees, payable to **Clerk of Circuit Court**
 - _____ A. Plats- \$5 per sheet (i.e. subdivision with cover sheet and 2 additional sheets = \$15.00)
 - _____ B. Documents- 1-9 pages \$40.00
10 or more \$90.00