ANNE ARUNDEL COUNTY
MARYLAND

STAFF ONLY
Permit No._____
Revision No. _____
Date _____

GRADING PLAN CHECKLIST

Instructions: All Grading Plan submissions shall contain the following information. Any submissions brought to the county with missing or incomplete plans may be rejected and not reviewed until all necessary information has been provided. It should be noted that not all items contained below will, necessarily, be required for every project.

Consultant shall place one of the following marks (as appropriate) on each line:
N/A = not applicable ✓ = provided

Note: The following checklist is provided to assist the design professional in developing a complete Grading Plan to expedite the review. All final Grading Plans submitted for review are to include a copy of applicable checklist(s) signed by a registered design professional in responsible charge with the firm. Submittals made that do not include the checklists(s) may be returned without review, comments, or approval. Compliance with the checklist, however, in no way is meant to relieve the design professional of responsibility for project design.

Each Grading Plan shall include the following:

_____ A) Site Development Criteria, per Article 17 (show all items as listed in the Site Development Plan Checklist, items 1 – 41)
_____ B) Grading Plan and specifications:
_____ 1) Legal name, address, and telephone number of the owner, developer, applicant, and design consultant
_____ 2) Signature and seal of a design professional registered in the State of Maryland
_____ 3) A boundary line survey tied to the County coordinate system, and for any site for which a permit is sought on approved and recorded subdivision lots, a copy of the officially recorded plan
_____ 4) A detailed plan (plan sheet 24″ x 36″), at no smaller than a 1″ = 40′ scale
_____ 5) A time schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area before the completion of effective erosion and sediment control measures
_____ 6) The elevations, dimensions, location, extent, and slope of proposed grading, including building and driveway grades, sewer, water, storm drains, and, if applicable, the 100-year flood elevation, clearly indicated with finished contours at the same interval as required or used for existing topography
_____ 7) The estimate of the quantity of excavation and fill involved
_____ 8) Complete storm drainage studies for the site, if not previously submitted in accordance with the provisions of Article 17 of the County Code
_____ 9) An appropriate legend

_____ 10) A 100-foot adjacent peripheral strip, showing existing topography at a contour interval as follows:

_____ a) where the site and its peripheral strip contain grades that average three percent or less, contours may not have more than a one-foot interval;

_____ b) where the site and its peripheral strip contain grades that average more than three percent, but less than 16%, contours may not have more than a two-foot interval; and

_____ c) where the site and its peripheral strip contain grades that average 16% or more, contours may not have more than a five-foot interval

_____ 11) The supplemental reports and information that the Department acting in accordance with the recommendation of the Department of Public Works may require to ensure the adequacy of the proposed plan

_____ 12) Provision for erosion and sediment control measures throughout all phases of development, including:

_____ a) phase I, clearing and grubbing;

_____ b) phase II, rough grading and construction;

_____ c) phase III, final grading and vegetative establishment;

_____ d) phase IV, maintenance; and

_____ e) proposed time schedule for each of the phases

_____ 13) Certification by the permittee that any clearing, grading, construction, development, or all of these, will be done pursuant to this plan and that responsible personnel involved in the construction project will have a certification of training at a Maryland Department of the Environment-approved training program for the control of sediment and erosion prior to beginning the project, except that the certification of training for responsible personnel requirement may be waived by the Department of Inspections and Permits on any project involving no more than 4 residential units

_____ 14) An identification of the responsible personnel with the certificate of training issued by the Maryland Department of the Environment

_____ 15) Details of temporary and permanent stabilization measures, including the following statement:

_____ a) "Following initial soil disturbance or re-disturbance, permanent or temporary stabilization shall be completed within

_____ i) three calendar days for the surface of all perimeter controls, dikes, swales, ditches, perimeter slopes, and all slopes greater than 3 horizontal to 1 vertical (3:1);

_____ ii) seven days for all other disturbed or graded areas on the project site."

_____ iii) "The above requirements do not apply to interior areas of a surface mine site where the stabilization material would contaminate the recoverable resource. Maintenance shall be performed as necessary to ensure that the stabilized areas continuously meet the appropriate requirements of the '2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control'"

_____ 16) The sequence of construction, describing the relationship between the implementation and maintenance of controls, including permanent and temporary stabilization and the various stages or phases of earth disturbance and

construction and including, as a minimum, a schedule and time frame for the following activities:

_____ a) clearing and grubbing for those areas necessary for installation of perimeter controls;

_____ b) construction of perimeter controls;

_____ c) remaining clearing and grubbing;

_____ d) road grading;

_____ e) grading for the remainder of the site;

_____ f) utility installation and whether storm drain will be used or blocked after construction;

_____ g) final grading, landscaping or stabilization; and

_____ h) removal of controls

_____ 17) Additional information or data deemed appropriate by the Department and the Anne Arundel County Soil Conservation District

_____ 18) The design professional's recommendations to guide the design, construction, and inspection of the proposed site and a record of the following factors on which the recommendations of the design professional were based:

_____ a) the field observations;

_____ b) field test data such as description of adjacent or nearby structures, geologic history and origin of soil, a field test boring log giving classification, standard penetration data, and water level observations, and field test results for pile load test, plate load test, and others as necessary;

_____ c) laboratory test data such as moisture density curves, grain size curves, shear strength tests, moisture content, and consolidation test results; and

_____ d) project characteristics such as those affecting soil and foundation design, sensitivity to settlement and design loads, the factor of safety against failure, the consequences of failure and merits of programmed maintenance, and the location of borrow pits on the site or the location where suitable fill will be obtained

_____ 19) Grading plans and specification shall set forth in detail the use and extent of fills in accordance with the Anne Arundel County Standard Specifications for Construction and Anne Arundel County Design Manual.

_____ 20) The recommendations of a design professional to guide the design, construction, and inspection of the proposed site shall take into consideration the following:

_____ a) clearing, grubbing, keying and undercutting for the acceptance of fill;

_____ b) compaction requirement for each class of fill;

_____ c) allowable slope angle and bench requirements for cut and fill slopes;

_____ d) erosion control during both the construction and the life of the facility;

_____ e) groundwater control during both the construction and the life of the facility;

_____ f) testing and inspection requirements of this title; and

_____ g) location, use and restoration of borrow and spoil areas

_____ 21) The Stormwater Management Data Form.

_____ 22) For projects with stormwater device(s)/practice(s) that will be owned and/or Maintained by an HOA, add the Stormwater Management HOA Warranty Note to the cover sheet.

a) A Stormwater Best Management Practice (BMP) "Hand-Off" Meeting is required per Blue Notice IP-21-17.

STORMWATER MANAGEMENT HOA WARRANTY NOTE

Per Anne Arundel County Code 16-4-302 (c) (2), the applicant is required to provide a written warranty of all **BMPs** that will be owned and/or maintained by a Home Owner Association (HOA).

This Grading Permit #(enter number) includes (enter number) BMP facilities that will be owned and/or maintained by the HOA.

Applicant's Certification:

I, the undersigned, hereby certify that the attached Grading & Site Plan submittal has all items required by the Anne Arundel County Code. I understand that if any of the items required are deemed missing from the submittal, the plan will not be acceptable for review and will be returned as incomplete. My client is aware of this criterion and will accept all responsibility for delays due to incomplete submittals. I am enclosing an explanation for each item which I feel is not required and, therefore, has not been included in this submittal package.

_____ _____

Design Professional's Signature Date

NOTE: DESIGN PROFESSIONAL MUST SIGN AND SEAL THIS CHECKLIST

_____ _____

Reviewer's Signature Date

_____ _____

Reviewer's Signature Date