

**HOWARD SOIL CONSERVATION DISTRICT
ENVIRONMENTAL CONCEPT PLAN
CHECKLIST**

DATE: _____

PROJECT: _____

DESIGN FIRM: _____

INSTRUCTIONS: To be completed by the applicant using resources from Section 5.1 of the Stormwater Design Manual MDE Volumes I and II, and the current Maryland Standards and Specifications for Soil Erosion and Sediment Control. It is to be signed by the appropriate design professional with the initial document submittal.

I. SUBMISSION DOCUMENTS (Made through Project Docs)

- A. Preliminary Sediment Control Report _____
- B. Forest Stand Delineation and Report _____

II. 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. _____

- B. Vicinity map requirement (**COVER SHEET**)
 - 1. Scale 1" = 2000', north arrow shown _____
 - 2. Site delineated _____

- C. Notes and information (**COVER SHEET**)
 - 1. Design Narrative supporting the concept and describes how the design will achieve:
 - a. Natural resource protection and enhancement. _____
 - b. Maintenance of natural flow patterns, _____
 - c. Reduction of impervious areas through better site design, alternative surfaces, non-structural practices. _____
 - d. Integration of erosion and sediment controls into SWM strategy _____
 - e. Implementation of ESD planning techniques and practices _____

- 2. Site Analysis Data Sheet (with acreages for total) to include:
 - a. Identify area the site in acres _____
 - b. Identify wetlands and their buffer _____
 - c. Identify streambanks and their buffer _____
 - d. Identify floodplains (= "Waters of the State", D.A. \geq 30 Ac.) _____
 - e. Identify forests _____
 - f. Identify steep slopes 15%, 20% and greater _____
 - g. Delineate soils of project area _____
 - h. Limit of Disturbance area _____
 - i. The proposed site uses _____
 - j. Proposed impervious area _____
 - 3. Legend _____
 - 4. Sheet Index (if applicable) _____
 - 5. Include any applicable DPZ file references _____
 - 6. Document any waivers obtained for disturbance to environmental areas _____
- D. General sheet information (ALL SHEETS)
- 1. Plan scale 1" = 10' to 1" = 50' _____
 - 2. North arrow _____
 - 3. Match lines labeled and referenced _____
 - 4. Design Professional's seal, signature and date _____
 - 5. Sheets numbered _____
 - 6. Plan sheet size to be 24" x 36" and folded to a size of 7 1/2" x 12" _____
- E. Topographic information
- 1. Onsite existing contours labeled (at no greater an interval than 2')
(Howard County GIS may be used) _____
 - 2. Offsite topography shown within 200' of all property lines.
(Howard County GIS may be used within 200') _____
 - 3. Existing features, trees, buildings, pavement, utilities, etc., within 200'
shown and labeled where appropriate _____
- F. Base Information on Concept Plan
- 1. Existing Conditions
 - a. Streets - existing rights of way, property lines, all easements,
pavement width, and street names shown and dimensioned. _____
 - b. Existing Utilities - water and sewer, contract numbers, existing
storm drains with size. _____

III. CONCEPT PLAN

At a minimum the Concept plan shall include the following elements:

- A. Onsite existing contours labeled (at no greater an internal than 2')
(Howard County GIS may be used) _____

- B. Offsite topography shown within 200' of all property lines.
(Howard County GIS may be used within 200') _____
- C. Location of all Natural Resources shown in 2011 Standards & Specs,
Sec. A _____
- D. Field verification from the appropriate professional for the natural
resources map. _____
- E. Proposed limits of clearing and grading (L.O.D.). _____
- F. Conceptual Erosion and Sediment control features with approximate outfalls _____
- G. Location of proposed impervious areas (buildings, roadways, parking and
sidewalks, etc.). _____
- H. Location of existing and proposed utilities. _____
- I. Stable conveyance of stormwater at potential outfall locations. _____
- J. Design Narrative supporting the concept and describes how the design will
achieve: _____
 - 1. All items listed in Section II.C. _____
 - 2. Implementation of ESD planning techniques and practices
to the Maximum Extent Practicable (MEP). _____
 - 3. Include any justification for determination of essential
or necessary disturbances per Section 16.116(c) of the
Subdivision and Land Development Regulations _____
- K. Show existing property lines with bearings and distances. _____
- L. Delineation of limit of wetlands, streams, 100-year floodplain, steep slopes
of 15% to 20% or greater and required 25', 50', 75' or 100' buffers. _____
- M. Show and label the existing and proposed tree lines. _____
- N. Show proposed subdivision of lot or parcel layout with lot numbers and
including open space lots and proposed roads. _____
- O. Show drainage divides to each Sediment Control Practice _____

IV. SEDIMENT CONTROL REPORT

NOTE: OTHER AGENCIES RESERVE THE RIGHT TO ENFORCE MORE STRINGENT CRITERIA AND SHOULD THEREFORE BE CONSULTED AS TO THEIR ADDITIONAL REQUIREMENTS. THE MORE RESTRICTIVE CRITERIA SHALL GOVERN.

- A. Hydrology Submission
 - 1. Proposed Drainage Area Map
 - a. Location of ESD practices and corresponding outfalls. _____
 - b. Conceptual grading to justify volume, surface area and outfall
location. _____
 - c. Location of structural practices and corresponding outfalls. _____
 - d. Location of E & S control practices and outfalls. _____

B. Report Submission

1. Title Page

- a. Job Name _____
- b. Owner _____
- c. Design Professional _____
- d. Date Prepared _____
- e. Seal and Signature _____

2. Table of Contents

- a. Sections listed _____
- b. Appendix listed _____
- c. Figures & Tables listed _____

3. Narrative

- a. Introduction - gives overview of what is contained in report _____
- b. General site information: (i.e., acreage, zoning, location, slopes, soils, vegetation, average conditions, variances, restrictions, etc.) _____
- c. Impervious cover information _____
- d. Site Specific Information:
 - (1) Justification for type of system used based ESD to the MEP _____
 - (2) Methodology/analysis used for design (reference assumptions) _____
- e. Conclusions and recommendations. _____
- f. Appendix (contains all computations, design charts and relevant data references). Number all sheets and provide list of included computations in the table of contents. _____

4. Submission of environmental waiver or alternative compliances requests _____

(NOTE: SUBMISSION WILL NOT BE REVIEWED WITHOUT PROPER SIGNATURES)

LEGEND

✓ Complied with

X Not complied with, explanation attached

N/A Not Applicable

W Waiver Submitted

Prepared by: _____
Name (Signed) Company Date

Name (Printed) Registration Number Telephone

Developer: _____
Name (Signed) Telephone

