



## Development Review: Preliminary Subdivision Plan - Submittal Checklist

Calvert County Dept. of Planning & Zoning - 205 Main Street, 2nd Floor, Prince Frederick, MD 20678  
 Phone: (410) 535-2348, (410) 535-1600 ext. 2356 MD Relay: (800) 735-2258, Fax: (410) 535-3092  
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All file names should use the format: Project Name, Project Number, Version, Brief Description  
 ([Lisas Kennel\\_CSPR-123456\\_Plan 2\\_Maps](#))

The information identified on this Preliminary Plan Submittal Checklist must be enclosed with the subdivision plan package prior to the submittals being accepted as a complete package for review. Plans must be clearly legible and of a quality that would permit legible reproduction.

Please check in the "Appl(licant)" column to confirm the information provided on your plans. If something is not applicable to your project, check the "N/A" column. **Do not leave any line(s) blank.**

### Subdivision Category (choose one)

In general, Major Subdivisions are larger and have more impact than Minor Subdivisions. Please see the Calvert County Zoning Ordinance, Article 31, for more specific information.

Subdivision Category	<input type="checkbox"/> Major	<input type="checkbox"/> Minor	If project is being submitted to CCHD for review, please enter date submitted here:	
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Date submitted		Submitted by:	
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Project Name:		Project Number:	
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				Appl	n/a	P&Z
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Please ensure that all requirements from these ZO Articles and/or other checklists are included, if applicable.

A	Detailed Stormwater Management Plan, study and checklist. Only required with road plans or a site plan. Contact Calvert County Engineering for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1	Appropriate Application form (SD-301 or SP-401), Section I - Concept, Section II - DSDP/Prelim Plan. Redline has it's own Application (SP-309). Step 2 and Redline require ORIGINAL SIGNATURES. Please keep the original and provide a scan with the electronic submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2	Fees			
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3	Schedule(s) (FY2x Fee Schedule_Site Plan, _Subdivision, _Environmental, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4	b. Payment (cash or check only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5	Preliminary Plan Submittal Checklist (SD-412), this document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6	Appropriate Design Checklist (SD-405).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7	Plan Sheets, at Preliminary Plan the entire set is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8	Previous rulings affecting this project:			
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9	Board of Appeals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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10	Architectural Review Board approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11	Rezoning and Map Amendments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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12	Variances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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13	Traffic Impact Analysis Requirements Form (DPW form) <b>OR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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14	Traffic Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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15	County Historic/Cultural History Preservation Form (HIST-750)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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16	Supporting Maps at 1"=600' scale:			
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17	a. Tax map (if zoned FFD or RCD, outline parent tract as of June 29, 1967 and show any conveyances).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Project Name:		Project Number:		Appl	n/a	P&Z
18	b. FEMA map showing outline of the property					
19	Town Center Density Worksheet (SD-265)					
20	Copy of deed(s) of ownership for all properties included in the subdivision.					
21	Wetland Delineation, ONE of the following:					
22	a. Wetland Delineation Report and Plan (Refer to the Wetland Delineation Checklist ENV-215), <b>OR</b>					
23	b. Approved Waiver Request (ENV-210, must be signed by Zoning Officer per CCSO Article 21 and 23 during the Concept approval process)					
24	Forest Conservation documents. Package a, b, and c in separate files. Refer to the Forest Conservation Plan Checklists for additional information and resources.					
25	a. Forest Conservation Pre-Application Review Form (ENV-240)					
26	b. Forest Stand Delineation (FSD) Package, ONE of the following:					
27	Simplified FSD Plan Review (ENV-230), OR					
28	Standard FSD Plan Review (ENV-235)					
29	c. Preliminary Forest Conservation Plan Package					
30	Residential Recreation Area Worksheet					
31	PCA Modification/Variance/Waiver Requests					
32	Calvert County Health Department (CCHD) Environmental Health (EH) Site Plan Approval/Revision Review. The CCHD is a state agency that requires hard copy documents and a separate fee to be paid prior to their review. This is the responsibility of the applicant/agent. Please check the appropriate box if this submission is going to CCHD EH.					
33	<i>If new construction of roads is involved</i> , preliminary road plans and Road Name Request Form (ROADS-708).					
34	<i>If any portion of the project is within the Chesapeake Bay Critical Area</i> :					
35	a. Critical Area Transmittal Form (MDCA-801)					
36	b. Critical Area Worksheet (ENV-901)					
37	<i>If claiming exemption under Article 20. of the Calvert County Zoning Ordinance - Forest Conservation Declaration of Intent</i> (ENV-2-DOI)					
38	<i>If applicable</i> : <b>Family Conveyance Affidavit</b> ( <i>must be notarized original</i> , PZ-FAM)					
39	<i>If property is zoned FFD or RCD - Title history worksheet</i> (SD-430) with copies of all deeds and plats.					
40	<b>ADDITIONAL ITEMS</b>					
41	Please see the Environmental Forms and/or Plat Forms for additional items.					
42	<i>If there are any other documents submitted, please identify them here:</i>					
43	Other:					
44	Other:					
45	Other:					