



## **Grading Permit Process Special Instructions**

1. Conceptual SWM Plan
  - a. FCA and/or SDP **applies** - must follow Forest Conservation Act Process and/or Site Design Review Process. Submit appropriate applications.
    - Submit two (2) copies of SWM Report along with Site Design Review application. The Conceptual Plan and Report will be reviewed as part of the SDP.
  - b. FCA and/or SDP **does NOT apply**
    - Submit Grading Permit Application along with four (4) paper copies of the conceptual grading plans and two (2) copies of the conceptual SWM Report. Conceptual Plan and Report are then reviewed by Department of Neighborhood & Environmental Programs (DNEP) and Planning & Zoning (P&Z).
2. Grading Design Review

Submit six (6) copies of the Grading Design Plan and two (2) copies of the approved SWM Report.
3. Grading Final Review

Submit five (5) paper copies of the final grading plans, one (1) copy of the final SWM Report, and one (1) digital copy in PDF format of both the plans and the report. Department of Neighborhood & Environmental Programs (DNEP) will review the bonding, the maintenance agreements and obtain AASCD Approval. Grading permit is approved and issued.
4. As-Built Submittals

Submit As-Built to include one (1) mylar copy and three (3) paper copies of the redlined plans; and a digital copy in PDF format of the redlined plans; and any updates to the SWM Report. This submission form will trigger the Bond reduction inspection. Upon approval and inspection, the bond will be reduced.
5. Bond Release

Request bond release no less than one year after bond reduction. Upon approval and inspection by DNEP, the bond will be released and the job will be closed out.

### **KEY**

DNEP	Department of Neighborhood & Environmental Programs
P&Z	Planning and Zoning
PW	Public Works
FMO	Fire Marshal's Office
AASCD	Anne Arundel County Soil Conservation District
FCA	Forest Conservation Act
SWM	Stormwater Management
SDP	Site Design Plan Review



**City of Annapolis**  
**Department of Planning and Zoning**  
 145 Gorman Street Fl 3  
 Annapolis, MD 21401-2529

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
EXPIRES	_____

[Permitting@annapolis.gov](mailto:Permitting@annapolis.gov) • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Grading Permit Application

*A grading permit is required for all new single family homes, OR any site disturbing 5,000 or more sq.ft of land by cut or fill OR 2,000 or more sq. ft waterfront, OR 100 cubic yards cut & fill. 7 sets of plans are required, therefore no electronic submission.*

### Site location information

Site address \_\_\_\_\_ Zone \_\_\_\_\_ Approved for zone \_\_\_\_\_  
 Lot no. \_\_\_\_\_ Property Tax number \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_  
 FCP # \_\_\_\_\_ SDP # \_\_\_\_\_ or N/A \_\_\_\_\_

### Applicant information

Applicant/agent \_\_\_\_\_ Day phone \_\_\_\_\_  
 Applicant address \_\_\_\_\_  
 Property owner \_\_\_\_\_ Day phone \_\_\_\_\_  
 Contractor \_\_\_\_\_ Day phone \_\_\_\_\_  
 Contractor address \_\_\_\_\_  
 MD State License no. \_\_\_\_\_  
 Email address \_\_\_\_\_

### Site plan information

Estimated date for grading to begin \_\_\_\_\_ Estimated date of completion \_\_\_\_\_  
 Description of land \_\_\_\_\_  
 Grading Plan (borrow, excavation, depth, maintenance, etc.) \_\_\_\_\_

Cubic Yards to be added or removed \_\_\_\_\_ Total disturbed area (sf.) \_\_\_\_\_  

Waterfront property	Wetlands on or within 50' of site	Other water, streams, ditches, etc.
Disturbance in the 100' buffer	Critical Area LDA	RCA IDA None

If a water or sewer connection is required, I prefer:

City installation                      To seek approval of the Public Works Department to have it installed by a licensed contractor (which may require a Street/Sidewalk Opening Permit and/or a bond)

**Fee schedule**      Estimated cost of work \$ \_\_\_\_\_ (Attach certified computation sheet.)

Signature of owner/authorized agent \_\_\_\_\_ Date \_\_\_\_\_

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P&Z approval \_\_\_\_\_ Date \_\_\_\_\_  
 PW approval \_\_\_\_\_ Date \_\_\_\_\_  
 Final approval \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
 App fee paid \_\_\_\_\_ Grading permit fee \_\_\_\_\_ AASCD fee \_\_\_\_\_  
**Total fees due \$** \_\_\_\_\_



## Grading, Sediment Control, Storm Drainage, and Utilities Computation Sheet For Grading Permit and Bond Estimate

Address of site \_\_\_\_\_

Email \_\_\_\_\_

Job name \_\_\_\_\_ Submission date \_\_\_\_\_

Engineering firm \_\_\_\_\_ Phone \_\_\_\_\_

**Estimated costs**

**1. Earthmoving** (includes dredged material)

- a. \_\_\_\_\_ cu yds cut (on-site) @ \_\_\_\_\_ / cu yds = \_\_\_\_\_
- b. \_\_\_\_\_ cu yds fill (on-site) @ \_\_\_\_\_ / cu yds = \_\_\_\_\_
- c. \_\_\_\_\_ cu yds excess spoil to be removed or borrow placed onsite @ \_\_\_\_\_ / cu yds = \_\_\_\_\_

*Subtotal* \_\_\_\_\_

**2. Sediment control measures**

- a. \_\_\_\_\_ Stabilized const. entrance @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- b. \_\_\_\_\_ Sediment basins @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- c. \_\_\_\_\_ Silt traps @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- d. \_\_\_\_\_ Lin ft silt fence @ \_\_\_\_\_ / lf = \_\_\_\_\_
- e. \_\_\_\_\_ Lin ft earth berm @ \_\_\_\_\_ / lf = \_\_\_\_\_
- f. \_\_\_\_\_ Lin ft of stone outlet structures @ \_\_\_\_\_ / lf = \_\_\_\_\_
- g. \_\_\_\_\_ Sq yds of seeds, mulch and 2" fertilizer @ \_\_\_\_\_ / sq yds = \_\_\_\_\_
- h. \_\_\_\_\_ Sq yds of sod @ \_\_\_\_\_ / sq yds = \_\_\_\_\_
- i. Attach supplemental information not noted above \_\_\_\_\_

*Subtotal* \_\_\_\_\_

**3. Storm drains and storm water management facilities**

- a. \_\_\_\_\_ Lin ft of \_\_\_\_\_ " pipe @ \_\_\_\_\_ / lf = \_\_\_\_\_
- b. \_\_\_\_\_ Lin ft of \_\_\_\_\_ " pipe @ \_\_\_\_\_ / lf = \_\_\_\_\_
- c. \_\_\_\_\_ Lin ft of \_\_\_\_\_ " pipe @ \_\_\_\_\_ / lf = \_\_\_\_\_
- d. \_\_\_\_\_ Headwalls/endwalls @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- e. \_\_\_\_\_ Inlets @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- f. \_\_\_\_\_ Cu yds rip rap @ \_\_\_\_\_ / cu yds = \_\_\_\_\_
- g. \_\_\_\_\_ Sq yds filter cloth @ \_\_\_\_\_ / sq yds = \_\_\_\_\_
- h. \_\_\_\_\_ Lin ft curb & gutter @ \_\_\_\_\_ / lf = \_\_\_\_\_
- i. Attach supplemental information not noted above \_\_\_\_\_

*Subtotal* \_\_\_\_\_

**4. Water mains**

- a. \_\_\_\_\_ Lin ft of \_\_\_\_\_ " pipe @ \_\_\_\_\_ / lf = \_\_\_\_\_
- b. \_\_\_\_\_ Lin ft of \_\_\_\_\_ " pipe @ \_\_\_\_\_ / lf = \_\_\_\_\_
- c. \_\_\_\_\_ Lin ft of \_\_\_\_\_ " pipe @ \_\_\_\_\_ / lf = \_\_\_\_\_
- d. \_\_\_\_\_ Valve & box @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- e. \_\_\_\_\_ Fire hydrant @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- f. \_\_\_\_\_ Blow-off assembly @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- g. Attach supplemental information not noted above \_\_\_\_\_
- Subtotal* \_\_\_\_\_

**5. Sewer mains**

- a. \_\_\_\_\_ Lin ft of \_\_\_\_\_ " pipe @ \_\_\_\_\_ / lf = \_\_\_\_\_
- b. \_\_\_\_\_ Lin ft of \_\_\_\_\_ " pipe @ \_\_\_\_\_ / lf = \_\_\_\_\_
- c. \_\_\_\_\_ Manhole, type: @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- d. \_\_\_\_\_ Connection @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- e. \_\_\_\_\_ Terminal @ \_\_\_\_\_ / ea. = \_\_\_\_\_
- f. Attach supplemental information not noted above \_\_\_\_\_
- Subtotal* \_\_\_\_\_

**6. Roadway**

- a. \_\_\_\_\_ Sq yds of blacktop @ \_\_\_\_\_ / sq yd/in = \_\_\_\_\_
- b. \_\_\_\_\_ Sq yds of concrete 6" thick @ \_\_\_\_\_ / sq yds = \_\_\_\_\_
- c. \_\_\_\_\_ Cu yds of gravel @ \_\_\_\_\_ / cu yds = \_\_\_\_\_
- f. Attach supplemental information not noted above \_\_\_\_\_
- Subtotal* \_\_\_\_\_

**7. Landscaping**

- a. Attach landscaping estimate information. Bond estimate value shall be 120% of attached estimated value.
- Subtotal* \_\_\_\_\_

**8. Total estimated costs** (This is your bond amount.) \_\_\_\_\_

**Fee schedule**

Per City Code Section [17.08.080](#)

1. Non-refundable Application fee and Grading Permit fee, by estimated cost, can be found in the current Fiscal Year fee schedule which is posted at the top of our website's [Forms, Permits and Licenses](#) page. The application fee is collected at the time the application is submitted and deducted from the permit fee when the permit is issued.
2. Soil Conservation Review fee, paid at time of permit submittal is \$200.00.

**Signature and Seal of engineer who prepared this computation sheet**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed/typed name \_\_\_\_\_ Seal

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Status	Review by	Date
Approved as submitted		
Revision required as marked		
Revision approved		



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## Unit Prices for Engineering Estimates For Grading Permit Fees and Bonding Purposes

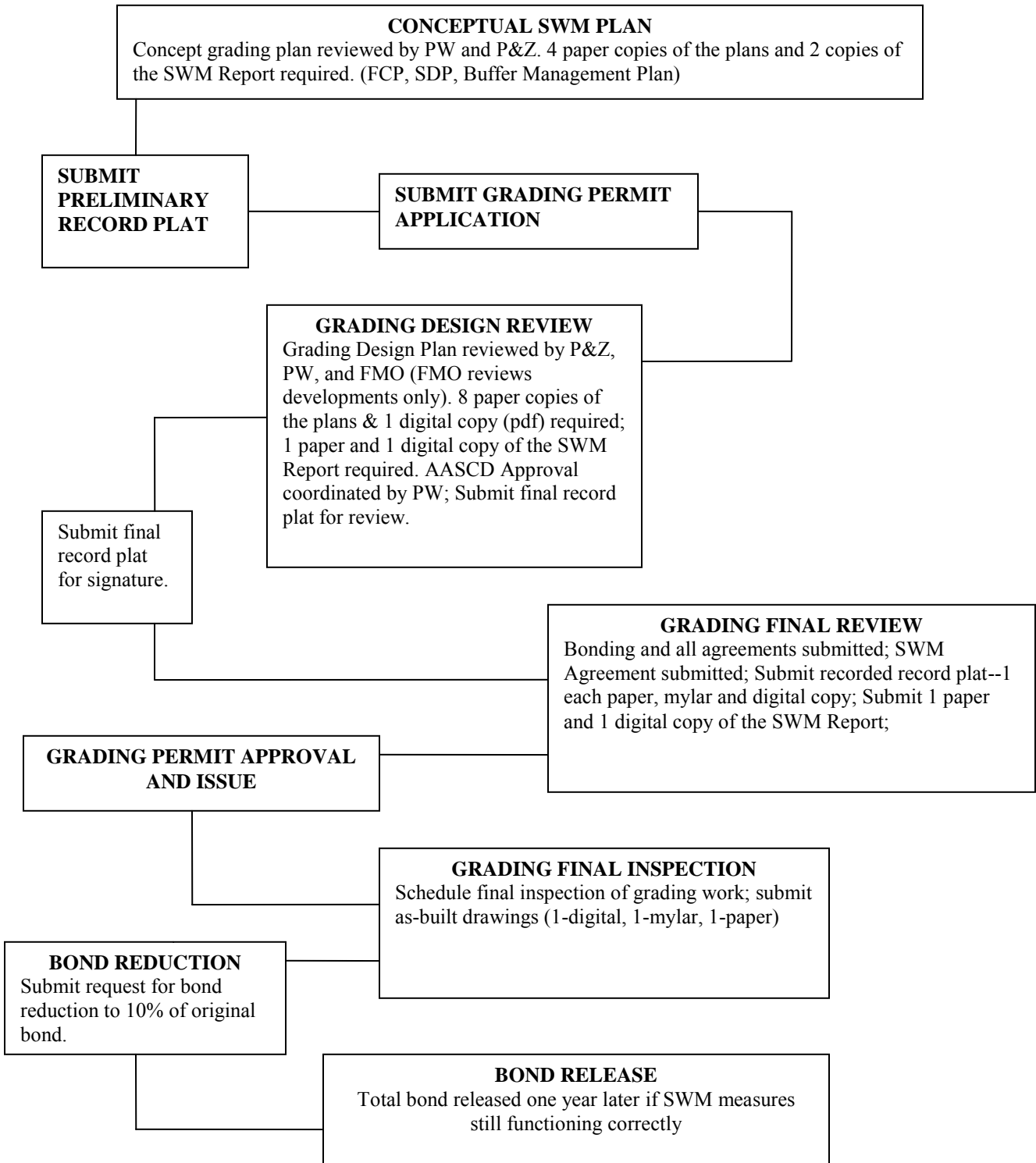
Revised 09/2005

Description	Cost	Unit
<b>Site Work/Earth Moving:</b>		
Clear & Grub (Light)	4,000.00	AC
Clear & Grub (Heavy)	9,000.00	AC
Cut/Fill	4.00	CY
Spoil/Borrow	10.00	CY
Excavation	8.00	CY
Dredged Spoil	50.00	CY
<b>Sediment Control/Stabilization Measures:</b>		
Silt Fence (Reinforced)	6.00	LF
Silt Fence (Super)	10.00	LF
Safety Fence (Orange)	3.00	LF
Earth Dike/Swale	4.00	LF
Straw Bale	3.00	LF
Stabilized Construction Entrance	1,000.00	EA
Inlet Protection Device	300.00	EA
Sediment Trap	5,000.00	EA
Compost Berm Device	5.00	LF
Sodding	4.00	SY
Seeding/Mulching	3.00	SY
Top Soiling (2 in.) & Sod	5.00	SY
Curlex Material	5.00	SY
<b>Storm Drain/Stormwater Management Systems:</b>		
15" - 21" RCP (Class IV)	50.00	LF
24" - 30" RCP (Class IV)	60.00	LF
33" - 36" RCP (Class IV)	85.00	LF
42" - 54" RCP (Class IV)	135.00	LF
60" - 72" RCP (Class IV)	200.00	LF
12" - 24" CMP (14 Gage)	30.00	LF
27" - 36" CMP (12 Gage)	70.00	LF
48" - 72" CMP (8 Gage)	160.00	LF
4" - 12" PVC (Schedule 40)	20.00	LF
Inlet Structure (Typical to 6' Depth)	3,000.00	EA
Additional Depth	150.00	VF
Manhole Structure (Typical to 6' Depth)	2,500.00	EA
Additional Depth	150.00	VF
Field Connection (Typical)	1,000.00	EA
Headwall/Endwall (Typical)	1,500.00	EA
UngROUTED Riprap (Class 1)	75.00	SY
UngROUTED Riprap (Class 2)	100.00	SY
Gabion Basket (Regular)	800.00	EA

Description	Cost	Unit
Washed Gravel (SHA #2 Stone)	40.00	CY
Filter Cloth (Mirafi 140N or Equal)	3.00	SY
48" Chain Link Fence	15.00	LF
Trash Rack & Base (Attached to Inlet)	500.00	EA
Storm Drain Encasement	150.00	CY
Eco-stone Pavers	45.00	SY
Concrete Flume (Standard)	75.00	SY
Surface Sand Filter Device (Up to 1 Ac. of Drainage)	15,000.00	PER
Underground Sand Filter Structure (Up to 1 Ac. of Drainage)	25,000.00	PER
Bio-retention Pond (Up to 1 Ac. of Drainage)	5,000.00	PER
Bio-retention Pond w/Underdrain System	15,000.00	PER
Infiltration/Pretreatment Trench	60.00	CY
Stormwater Management Landscaping	2,000.00	AC
Cast-in-place Concrete (Reinforced)	600.00	CY
<b>Roadways/Infrastructure:</b>		
Bituminous Concrete Base (4 in.)	12.00	SY
Bituminous Concrete Surface (2 in.)	8.00	SY
Gravel Base Course (6 in.)	8.00	SY
Concrete Sidewalk (Standard)	4.00	SF
Asphalt Sidewalk (Standard)	15.00	SY
Concrete Curb & Gutter	20.00	LF
Bituminous Curb	10.00	LF
Re-locate Utility Pole	13,000.00	PER
Traffic Signal	75,000.00	PER
Street Sign	250.00	EA
Street Light (Standard)	3,000.00	EA
Brace Utility Pole	4,500.00	PER
Final Road Grading	7,500.00	c.
Concrete Driveway	50.00	SY
Guardrail w/Beam	20.00	LF
Street Tree (Public RIW)	350.00	EA
<b>Water House Connections/Mains:</b>		
4" Tapping Sleeve and Valve	1,500.00	EA
6" Tapping Sleeve and Valve	2,200.00	EA
8" Tapping Sleeve and Valve	3,000.00	EA
10" Tapping Sleeve and Valve	3,500.00	EA
12" Tapping Sleeve and Valve	4,000.00	EA
4" Valve and Roadway Box	500.00	EA
6" Valve and Roadway Box	700.00	EA
8" Valve and Roadway Box	900.00	EA
10" Valve and Roadway Box	1,100.00	EA
12" Valve and Roadway Box	1,500.00	EA
4" Meter and Vault	4,500.00	EA
6" Meter and Vault	6,000.00	EA
8" Meter and Vault	8,000.00	EA
6" Fire Hydrant	4,500.00	PER
1" Copper Services	15.00	LF
Single/Double Meter Vault	200.00	EA
Blow-off Assembly	1,000.00	EA
4" Ductile Iron Pipe (Class 52)	50.00	LF
6" Ductile Iron Pipe (Class 52)	56.00	LF
8" Ductile Iron Pipe (Class 52)	60.00	LF
10" Ductile Iron Pipe (Class 52)	67.00	LF

Description	Cost	Unit
12" Ductile Iron Pipe (Class 52)	76.00	LF
1" Copper	11.00	LF
2" Copper	15.00	LF
<b>Sewer House Connections/Mains:</b>		
Type "A" Drop Connection	750.00	EA
Type "B" Drop Connection	900.00	EA
4" House Connection	35.00	LF
6" House Connection	45.00	LF
4" Force Main	16.00	LF
6" Force Main	18.00	LF
8" Force Main	20.00	LF
8" Sewer (All)	20.00	LF
10" Sewer (All)	25.00	LF
12" Sewer (All)	30.00	LF
Manhole (Up to 6' Depth)	2,500.00	EA
Additional Depth	150.00	VF

# Grading Permit Approval Process

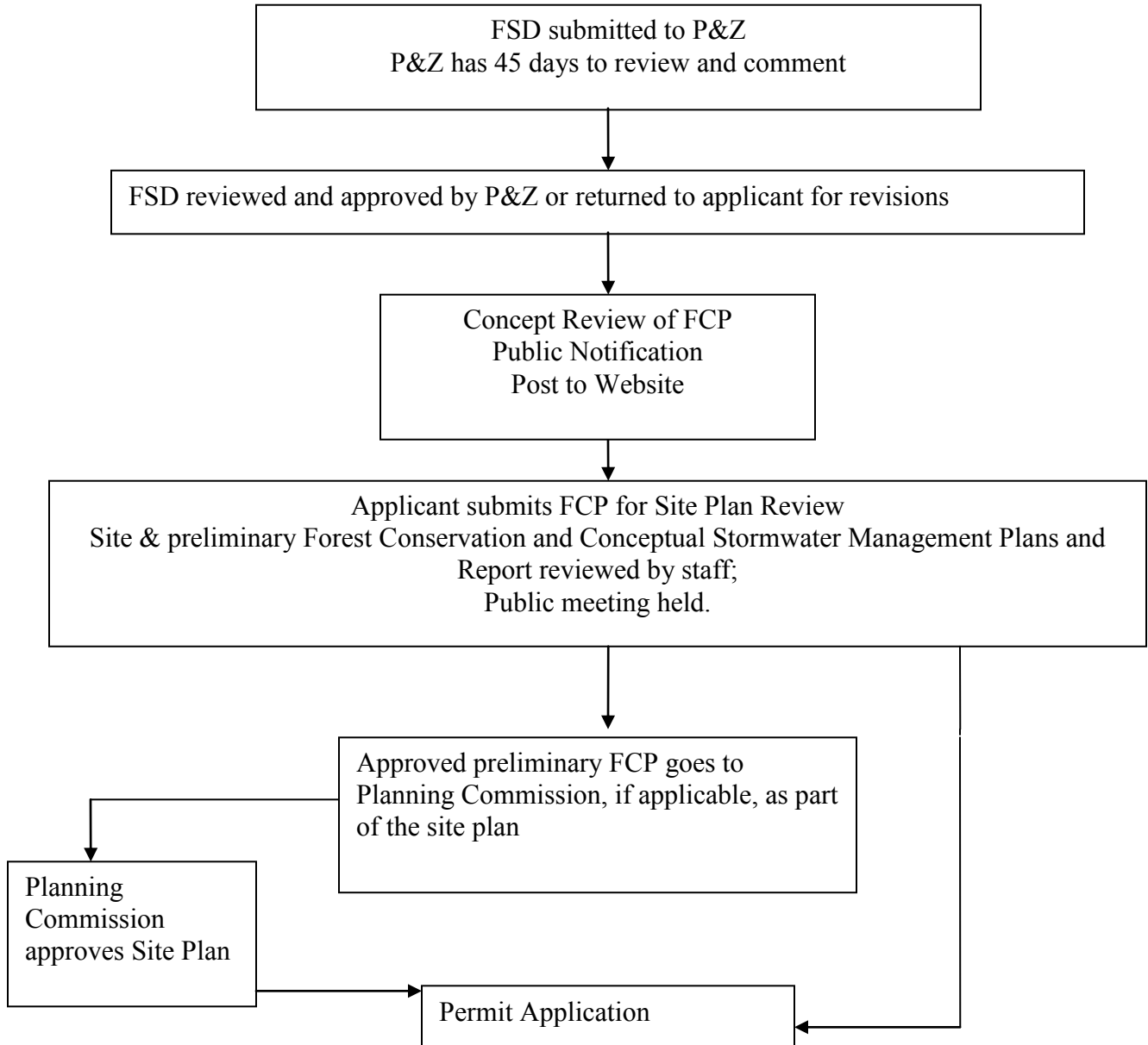


P&Z – Planning & Zoning  
 PW – Public Works  
 FMO – Fire Marshal’s office

FCA – Forest Conservation Act  
 SDP – Site Design Plan Review  
 AASCD – Anne Arundel County Soil Conservation District  
 SWM – Stormwater Management



## Forest Conservation Act Review Process



FSD – Forest Stand Delineation  
P&Z – Planning & Zoning  
FCA – Forest Conservation Act  
FCP – Forest Conservation Plan  
BOA – Board of Appeals

## SEDIMENT AND EROSION CONTROL PLAN SUBMITTAL CHECKLIST

The sediment and erosion control plans must contain the items listed below. Provide the sheet number next to each item on this checklist as to where this information may be found on the plans. Submit this checklist at time of application. Incomplete submissions may be rejected and not reviewed until all necessary information has been provided.

- \_\_\_\_ 1. Execute the [Engineer's Transmittal Letter](#) to accompany plans for AASCD's file.

Applies to all sheets:

- \_\_\_\_ 2. Sheets must be the same size (24" x 36") and consecutively numbered (i.e., sheet 1 of 2, 2 of 2, etc.)  
If there is only one sheet, then it should be numbered 1 of 1.
- \_\_\_\_ 3. The minimum font size of 10 is required on all plans.
- \_\_\_\_ 4. Scope of plan and grading permit number must be clearly delineated and noted in title block.
- \_\_\_\_ 5. The design professional must place his/her seal on each plan sheet. The design professional's signature and date must be across the seal. A design professional may be a professional engineer, professional land surveyor or professional landscape architect licensed in the State of Maryland.

Cover sheet (sheet 1):

- \_\_\_\_ 6. Vicinity map with scale, north arrow and site location (maximum scale not to exceed 1" = 2000').
- \_\_\_\_ 7. Executed [Standard Responsibility Notes](#) and [Consultant's Certification](#) must be shown on the cover sheet. If the site lies within the Severn River Watershed, a professional engineer must sign and seal the Consultant's Certification.
- \_\_\_\_ 8. Provide a 4" x 4" blank space in lower right corner on sheet 1 for approvals.
- \_\_\_\_ 9. Site analysis (total site area and total disturbed area in acres, volume of cut and fill, and borrow to be removed or placed on site must be shown on cover sheet). Indicate if project is a balanced site.
- \_\_\_\_ 10. Sequence of construction with time references for each phase must be shown on the cover sheet.
- \_\_\_\_ a. If the plan is for a single family dwelling, utilize/modify the [Sequence of Construction for Single Family Dwelling](#).
- \_\_\_\_ b. Phasing will be required on large subdivisions or commercial/industrial sites. The sequence of construction and plan views must match and be divided into a minimum of three phases: Phase 1 is for the clearing and grubbing to install sediment control only; Phase 2 will show all sediment controls installed under Phase 1 as existing and will remain for the remainder of clearing/grubbing/mass grading, infrastructure and roads only; Phase 3 will show infrastructure items under Phase 2 as existing and will be for unit/lot development and stormwater management. If you need an example of how to phase your project, we can provide one to you.
- \_\_\_\_ c. Place the following note at the beginning of the construction sequence for sites in Anne Arundel County: "Notify the Department of Inspections and Permits (410-222-7780) at least 48 hours before commencing work. Work may not commence until the permittee or the responsible personnel have met on site with the sediment and erosion control inspector to review the approved plans."  
For sites in the City of Annapolis: "Notify the Department of Planning and Zoning (410-260-2200) and the Department of Public Works

(410-263-7949) 48 hours before commencing work. Work may not commence until the permittee of the responsible personnel have met on site with the sediment and erosion control inspector to review the approved plans.”

- \_\_\_\_\_ d. Clear minimum area necessary to install sediment controls and the staging/laydown areas. Mechanical stabilization will be required on the staging/laydown areas and heavy use areas, including travel lanes. Wood chips may be utilized with approval from Inspections and Permits.
- \_\_\_\_\_ e. The erosion control monitoring device shall be an iron stake embedded at least 2.5 feet into the centerline of the receiving channel with the elevation of the top of the stake recorded on the stake. At least one device shall be provided at each outfall.
- \_\_\_\_\_ f. Once sediment controls have been installed, contact the inspector for approval of sediment control installation (and if needed monitoring stake installation below the outfalls) prior to commencing work. Inspections and Permits may require that an inspection and certification of the installation of sediment control also be performed by a design professional prior to construction commencing.
- \_\_\_\_\_ g. Stormwater management facilities can not be installed until the contributing drainage area to the facility has 95% stabilization.
- \_\_\_\_\_ h. Clearing, grubbing and grading will be limited to 20 acres. Once these 20 acres are temporarily stabilized and with the inspector’s approval, an additional 20 acres may be disturbed.
- \_\_\_\_\_ i. Individual lot construction may not commence until mechanical stabilization has been installed up to said lot.
- \_\_\_\_\_ j. Model home or model units construction may commence at the discretion of the inspector but must be located near the entrance or at an existing paved road or cross-street (i.e. not in the back of the site). Specify in the sequence which lot will have the model home.
- \_\_\_\_\_ k. This note must be placed in the sequence once building construction commences: “Building construction may not proceed past the ground floor until all remaining disturbed areas have been permanently or temporarily stabilized. During building construction beyond the ground floor, all disturbed areas must be stabilized at the end of each business day. A certificate must be provided to the inspector verifying the grades and drainage patterns shown on the approved erosion and sediment control plan have been obtained.”
- \_\_\_\_\_ l. Special sequencing will be required when crossing a stream. Permanent stream crossings must be installed early on in the sequence to allow construction flow without detriments to the stream.
- \_\_\_\_\_ m. Specify the conversion of traps or basins to storm water management devices and clearly note what is being done for conversion.
- \_\_\_\_\_ n. After the site is 95% stabilized, either vegetatively or mechanically, remove the sediment controls with the inspector’s approval.

#### Plan Views/Remainder of Plans:

- \_\_\_\_\_ 11. Benchmark description, location and hub elevation noted.
- \_\_\_\_\_ 12. Scales and north arrow for plans. The acceptable scales are 1" = 40', 1" = 30', 1" = 20', 1" = 10'.
- \_\_\_\_\_ 13. Legend with each sediment control device symbolized. Utilize the correct symbol listed in the [2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control](#) details.

- \_\_\_\_\_ 14. Existing and proposed contours must be labeled. Also provide existing contours at least 100' outside the limits of disturbance (use 2' contour intervals). Additional topography may be required at the discretion of the reviewer. Contours must match at match lines between plan sheets.
- \_\_\_\_\_ 15. Existing and proposed improvements at least 100' outside limit of disturbance (utilities, roads, buildings, etc.). Ghost in any improvements or sediment controls that are from adjacent or existing grading permits.
- \_\_\_\_\_ 16. A separate schematic for demolition may be required at the discretion of the reviewer to show the limit of disturbance, stabilized construction entrance and sediment controls.
- \_\_\_\_\_ 17. Sediment and Erosion Control drainage area map on the plans showing:
- \_\_\_\_\_ a. All sediment control.
  - \_\_\_\_\_ b. The delineation of the maximum drainage area (pre, post or largest drainage area possible during construction) which could reach each sediment control.
  - \_\_\_\_\_ c. Drainage area to be diverted or bypassed.
  - \_\_\_\_\_ d. All drainage divides must be clear and must be easily understood. The divides must be substantiated by the existing and/or proposed grading.
- \_\_\_\_\_ 18. Limits of disturbance delineated (must be realistic).
- \_\_\_\_\_ 19. Staging areas, heavy use areas, travel lanes and laydown areas must be delineated and mechanically stabilized. Wood chips may be utilized in sensitive areas (i.e. stream restoration projects) with Inspections and Permits' approval.
- \_\_\_\_\_ 20. Ensure adequate stockpile areas which must be designated on the plans:
- \_\_\_\_\_ a. Note maximum height (not to exceed 15') and maximum slope (not to exceed 2:1) of stockpiles.
  - \_\_\_\_\_ b. Include ingress and egress to site.
  - \_\_\_\_\_ c. Stockpile to be located a minimum of 20' away from trap or basin and shall be wrapped in either reinforced or super silt fence.
  - \_\_\_\_\_ d. Temporarily stabilize stockpile as per the stabilization specifications or cover the stockpile with plastic tarp and anchor at end of work day.
  - \_\_\_\_\_ e. Notation for borrow material to be taken off site to a site with an approved sediment and erosion control plan.
- \_\_\_\_\_ 21. Limit of 100 year floodplain level and location of all streams, wetlands, steep slopes and their respective buffers.
- \_\_\_\_\_ 22. [Vegetative Establishment](#) must be placed on the plans. Sites within a four (4) mile radius of BWI, utilize the [AASCD/MAA Vegetative Establishment Details and Specifications for Projects within 4 miles of the BWI Airport](#).
- \_\_\_\_\_ 23. Place [Soil Preparation, Topsoiling and Soil Amendments](#) specification from the 2011 Specs on plans.
- \_\_\_\_\_ 24. For all outfalls, the monitoring device locations must be shown on the plans. The total number and location of the devices shall be determined by AASCD upon the first review.
- \_\_\_\_\_ 25. Include all storm drain plans and profiles (public and private) that convey runoff to sediment control and/or storm water management devices.
- \_\_\_\_\_ 26. Show all underdrain systems, details and discharge points.
- \_\_\_\_\_ 27. Show locations, top and bottom elevations and details of all retaining walls. Contact PC for building permit requirements and certification by a structural engineer.
- \_\_\_\_\_ 28. Plan match lines must be accurate.
- \_\_\_\_\_ 29. On larger scale projects, one may want to include a 10' x 10' concrete washout within the limits of disturbance.
- \_\_\_\_\_ 30. Provide locations, borings, details and construction specifications for all storm water management

devices. The computations booklet must be provided to AASCD. MD-378 ponds require that the pond be designed in accordance to the [AASCD Small Pond Approval Checklist](#).

- \_\_\_\_\_ 31. All sediment and erosion control practices and details must be from the 2011 MD Standards and Specifications for Soil Erosion and Sediment Control. Additional/alternative sediment control practices may be utilized with the approval of AASCD. The most commonly utilized sediment controls are listed below:
- \_\_\_\_\_ a. **Stabilized Construction Entrance**
    - \_\_\_\_\_ 1. Location, drawn to scale, with mountable berm.
  - \_\_\_\_\_ b. **Reinforced Silt Fence or Super Silt Fence**
    - \_\_\_\_\_ 1. Placed on the contour.
    - \_\_\_\_\_ 2. Only use for sheet flow.
    - \_\_\_\_\_ 3. Slope length does not exceed allowable length.
  - \_\_\_\_\_ c. **Filter Logs** may be utilized to protect tree root zone on specimen trees. Minimum diameter allowed are 12”.
  - \_\_\_\_\_ d. **Earth Dikes/Clearwater Diversion**
    - \_\_\_\_\_ 1. Positive drainage is maintained through all phases of construction.
    - \_\_\_\_\_ 2. Earth dikes/Clearwater diversion are directed to a sediment trap or onto a stabilized outfall.
    - \_\_\_\_\_ 3. Size of dike (A or B) and note type of stabilization. A-1 and B-1 earth dikes are not allowed.
    - \_\_\_\_\_ 4. Provide mountable berm at vehicular crossing.
    - \_\_\_\_\_ 5. Maximum drainage area delineated.
  - \_\_\_\_\_ e. **Floating Earth Dikes**
    - \_\_\_\_\_ 1. Utilize when cut/fill is dynamic.
    - \_\_\_\_\_ 2. Positive drainage is maintained through all phases of construction.
    - \_\_\_\_\_ 3. Floating earth dikes are directed to a sediment trap or onto a stabilized outfall.
    - \_\_\_\_\_ 4. Size of dike (A or B) and note type of stabilization. A-1 and B-1 floating earth dikes are not allowed.
    - \_\_\_\_\_ 5. Provide mountable berm at vehicular crossing.
    - \_\_\_\_\_ 6. Maximum drainage area delineated.
  - \_\_\_\_\_ f. **Temporary Swales**
    - \_\_\_\_\_ 1. Positive drainage is maintained through all phases of construction.
    - \_\_\_\_\_ 2. Swales are directed to a sediment trap or onto a stabilized outfall.
    - \_\_\_\_\_ 3. Size of swale (A or B) and note type of stabilization. A-1 and B-1 swales are not allowed.
    - \_\_\_\_\_ 4. Temporary culverts or bridges may be required at vehicular crossings.
    - \_\_\_\_\_ 5. Maximum drainage area delineated.
  - \_\_\_\_\_ g. **Perimeter Dike/Swale**
    - \_\_\_\_\_ 1. Positive drainage is maintained through all phases of construction.
    - \_\_\_\_\_ 2. Perimeter Dike/Swale is directed to a sediment trap or onto a stabilized outfall.
    - \_\_\_\_\_ 3. Stabilize flow channel with seed and erosion control matting.
    - \_\_\_\_\_ 4. Maximum drainage area delineated.
  - \_\_\_\_\_ h. **Sediment Traps**
    - \_\_\_\_\_ 1. Plan view of trap, showing grades for trap installation. Show close out grades for trap via a separate inset.
    - \_\_\_\_\_ 2. Add monitoring stakes at outfall per the discretion/location of AASCD.

- \_\_\_\_\_ 3. Trap sized for largest drainage area (existing, proposed or interim).
- \_\_\_\_\_ 4. Drainage area delineated.
- \_\_\_\_\_ 5. Located at least 20' from buildings and stockpiles.
- \_\_\_\_\_ 6. Show stone protection and details at all inflow and outfall points.
- \_\_\_\_\_ 7. Show location and length of baffles in plan view.
- \_\_\_\_\_ 8. Execute and place on plans the data sheet for each trap found in the 2011 Maryland Standards and Specifications.
- \_\_\_\_\_ 9. Provide dewatering method for sites within a four miles radius of BWI (i.e. Faircloth Skimmer).
- \_\_\_\_\_ i. **Sediment Basins:** Note that all sediment basins must be constructed using MD-378 criteria if it is to remain on site longer than 36 months or is being converted to a MD-378 pond for storm water management.
  - \_\_\_\_\_ 1. Plan view of basin, showing grades for basin installation. Show close out grades for basin via a separate inset.
  - \_\_\_\_\_ 2. Add monitoring stakes at outfall per the discretion/location of AASCD.
  - \_\_\_\_\_ 3. Basin sized for largest drainage area (existing, proposed or interim).
  - \_\_\_\_\_ 4. Drainage area delineated.
  - \_\_\_\_\_ 5. Located at least 20' from buildings and stockpiles.
  - \_\_\_\_\_ 6. Show stone protection and details at all inflow and outfall points.
  - \_\_\_\_\_ 7. Design data sheet executed and placed on plans.
  - \_\_\_\_\_ 8. Provide and show initial construction access to basin on plans and note in sequence of construction.
  - \_\_\_\_\_ 9. Provide and show adequate sediment control during basin construction.
  - \_\_\_\_\_ 10. Bottom dimensions on plan.
  - \_\_\_\_\_ 11. Show location and length of baffles.
  - \_\_\_\_\_ 12. Provide either horizontal or vertical drawdown device.
  - \_\_\_\_\_ 13. Note in the sequence to plug and later unplug low flow openings.
  - \_\_\_\_\_ 14. Note in the sequence to require spoil material placement to be a 20' minimum from basin.
  - \_\_\_\_\_ 15. Note in the sequence of construction: "Inspector shall indicate acceptance of basin construction and verify that the next phase of construction may begin."
  - \_\_\_\_\_ 16. Sequence must specify the conversion from basin to a storm water management facility.
  - \_\_\_\_\_ 17. Fence shown in plan view (6' high).
  - \_\_\_\_\_ 18. Provide dewatering method for sites within a four mile radius from BWI (i.e. Faircloth Skimmer).
  - \_\_\_\_\_ 19. Sediment Basin Construction Specifications must be on plans. Use the MD-378 pond construction specifications if structure is permanent or is to remain for 36 months and greater.
- \_\_\_\_\_ j. **Inlet Protection** (Typically use standard, at-grade, curb inlet or silt sacks.)
- \_\_\_\_\_ k. **Dewatering Methods** (Typically use sump pit, portable sediment tank, dewatering bags or Faircloth Skimmer.)
  - \_\_\_\_\_ l. [Polyacrylamide Detail](#) and [Polyacrylamide Guidance](#) for sediment reduction system.
- \_\_\_\_\_ m. **Turbidity Curtains** (utilized on shoreline/stone revetment projects).
- \_\_\_\_\_ n. [Step Pool Storm Conveyance \(SPSC's\) Guidelines](#).





**City of Annapolis**  
**Department of Planning and Zoning**  
 145 Gorman Street Fl 3  
 Annapolis, MD 21401-2529

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
EXPIRES	_____

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## Grading Permit –Final Review Application

*Submit this form with: 5 sets of plans; 1 Copy of SWM Report; 1 Digital Copy in PDF format which includes the plans and the SWM report; Original copy of bonds; Check for \$60 made payable to the Circuit Court of Anne Arundel County for the Stormwater Maintenance Agreement. (The Maintenance Agreement must include contact information for the applicant, as well as types and number of practices)*

### Site location information

Site address \_\_\_\_\_ Zone \_\_\_\_\_ Approved for zone \_\_\_\_\_  
 Lot no. \_\_\_\_\_ Property Tax number \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_  
 FCP # \_\_\_\_\_ SDP # \_\_\_\_\_ or N/A \_\_\_\_\_ Grading Permit # \_\_\_\_\_

### Responsible Party

Applicant/agent \_\_\_\_\_ Day phone \_\_\_\_\_  
 Applicant address \_\_\_\_\_  
 Email \_\_\_\_\_  
 Property owner \_\_\_\_\_ Day phone \_\_\_\_\_  
 Contractor \_\_\_\_\_ Day phone \_\_\_\_\_  
 Contractor address \_\_\_\_\_  
 MD State License no. \_\_\_\_\_

Types of SWM Practices:

Signature of owner/authorized agent \_\_\_\_\_ Date \_\_\_\_\_





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## Grading Permit – As-Built Submission

*Submit As-Builts to include one (1) mylar copy and three (3) paper copies of the redlined plans; and a digital copy in PDF format of the redlined plans; and any updates to the SWM Report. This submission form will trigger the Bond reduction inspection. Upon approval and inspection, the bond will be reduced.*

### Site location information

Site address \_\_\_\_\_ Zone \_\_\_\_\_ Approved for zone \_\_\_\_\_  
 Lot no. \_\_\_\_\_ Property Tax number \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_  
 FCP # \_\_\_\_\_ SDP # \_\_\_\_\_ or N/A \_\_\_\_\_ Grading Permit # \_\_\_\_\_

### Responsible Party

Applicant/agent \_\_\_\_\_ Day phone \_\_\_\_\_  
 Applicant address \_\_\_\_\_  
 Email \_\_\_\_\_  
 Property owner \_\_\_\_\_ Day phone \_\_\_\_\_  
 Contractor \_\_\_\_\_ Day phone \_\_\_\_\_  
 Contractor address \_\_\_\_\_  
 MD State License no. \_\_\_\_\_

### Bond Information

Type of Bond      Performance Bond      Deposit-in-lieu      Letter of Credit  
 Bond Number \_\_\_\_\_ Surety \_\_\_\_\_  
 Local Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email \_\_\_\_\_ Day phone \_\_\_\_\_

Signature of owner/authorized agent \_\_\_\_\_ Date \_\_\_\_\_