



TALBOT COUNTY
DEPARTMENT OF PUBLIC WORKS
215 Bay Street, Suite 6, Easton, MD 21601
Office: (410) 770-8170 Fax: (410) 770-8176

APPLICATION & CHECKLIST FOR
SINGLE LOT RESIDENTIAL STORMWATER MANAGEMENT

Stormwater management permits are required for projects disturbing greater than 5,000 square feet.

Pre-application meetings with the Department of Public Works are encouraged but not required. To schedule a pre-application meeting please contact the Department of Public Works at (410) 770-8170.

Building Permit Number: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot Number: _____

Project Address: _____

Property Owner: _____

Phone Number: _____ Email Address: _____

Design Consultant (if applicable): _____

Consultant Phone: _____

Consultant Email: _____

Contractor (If known): _____

Contractor Phone: _____

Contractor Email: _____

Applicant's Name (Print): _____ **Date:** _____

Applicant's Signature: _____ **Date:** _____

PROJECT CHECKLIST

Permit Type (Check one)

<input type="checkbox"/>	Non-Structural Practices - \$300
<input type="checkbox"/>	Micro-Scale Practices - \$400
<input type="checkbox"/>	Amendment/Reinspection/Additional Inspection - \$100

Intake

The items below are required before the Stormwater Review process can commence.

Description	Yes	No	N/A
Permit Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater Plan and/or Site Plan uploaded to OpenGov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan hardcopies submitted to DPW (if requested)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application signed and uploaded to OpenGov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project checklist completed in its entirety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stormwater Review

Stormwater Plans

Description	Yes	No	N/A
Owner Name & Property Address (if assigned)			
Sheet index			
Plans sealed by a licensed professional (engineer, architect or land surveyor)			
Vicinity map with site identified (approximate outline of site and label)			
Scale readable by reviewers (typically 1"=20' or 1"=30')			
North Arrow			
Legend that includes all line types and symbology used on plans			
Match lines (if applicable)			
Property Lines			
Show limit of disturbance (LOD) boundary and indicate total area of disturbance in square feet or acres			
Show total site area in square feet or acres			
Existing and proposed contours (2' contour interval maximum)			
Existing and proposed improvements (buildings, streets, utilities, stormwater facilities, etc.)			
Building restriction lines, and critical setbacks from buildings, roads, property lines, sewage disposal areas, and wells			
Delineate natural resources to be protected			
Show designated wetlands with associated 25' buffers			
Show floodplain, stream valley buffer (SVB), and building restriction impacts (as applicable)			
Tree lines (existing and proposed)			
Delineate the soil types using USGS classification symbol(s)			

Environmental Site Design Practices

Single lot stormwater management should be accomplished by using Environmental Site Design (ESD) to the Maximum Extent Practicable (MEP). Please contact Ken Jacoby (kjacoby@talbotcountymd.gov) prior to design if you are considering using structural practices.

Description	Yes	No	N/A
Rooftop Disconnections:			
• show downspout locations			
• stormwater piping			
• grate emitters			
• drainage flow paths and lengths			

Description	Yes	No	N/A
Nonstructural practices (including rooftop disconnections, non-rooftop disconnections, and sheet flow to conservation areas):			
• contributing drainage areas			
• disconnection areas			
• disconnection lengths			
Micro-scale practices: (including rainwater harvesting, submerged gravel wetlands, landscape infiltration, dry wells, micro-bioretenion facilities, rain gardens, swales, and enhanced filters): Include blow-up details and/or typical cross sections of the practice, as applicable, to illustrate layout, dimensions, piping, media material and plantings			

Stormwater Documentation

Stormwater management (SWM) documentation must justify environmental site design (ESD) to the maximum extent practicable (MEP). The documentation must include sufficient detail to evaluate the effectiveness of the proposed design and demonstrate that the identified SWM practices are sufficient to capture and treat the volume of water needed to meet the ESD for the LOD area. This includes information on ESD required and ESD provided. The documentation may be included either as table(s) on the stormwater plans or in a supporting stormwater report.

Description	Yes	No	N/A
Total site area in square feet or acres			
Project site area (defined by property lines or LOD)			
Existing and proposed impervious areas for the site. Include a breakdown showing each individual impervious area and the total area.			
A breakdown of existing and proposed impervious areas within the LOD. Include a breakdown showing each individual impervious area and the total area.			
Percent imperviousness			
Volumetric Runoff Coefficient (Rv)			
Hydrologic soil group types			
Target ESD Rainfall (Target Pe)			
Environmental Site Design Target (Required ESDv)			
Contributing drainage area associated with each stormwater practice			
Pe achieved			
ESDv Provided categorized by facility type			

Post-Approval Documentation

The items below are required to be completed prior to beginning construction.

Maintenance and Inspection Agreement

A Maintenance and Inspection Agreement must be executed and recorded for projects that include microscale practices or ponds. Talbot County may grant a one-time waiver from the requirement for a Maintenance and Inspection Agreement if the project involves only rooftop and/or non-rooftop disconnections as the only stormwater practices. Finalized agreements must include as-builts before they are recorded into land records.

Description	Yes	No	N/A
Maintenance and Inspection Agreement to be executed, recorded into land records and uploaded into OpenGov prior to the final stormwater inspection of the project.			

Performance Bond

A surety or cash bond, or irrevocable letter of credit, is required for all projects when the total stormwater management development costs exceed \$25,000. Talbot County may grant a one-time waiver from the requirement to provide a surety bond, cash bond, or letter of credit, if the project involves only rooftop and/or non-rooftop disconnections as the only stormwater practices.

The applicant or consultant must submit a cost estimate of the stormwater management features. The cost estimate will be used for establishing the amount of security for the bond, or to verify that costs are below \$25,000 whereby no bonding is necessary. The amount of the security shall be 125% of the total estimated construction cost for the stormwater management features.

The amount of the bond will be documented in a Public Works Agreement, which must be executed prior to the issuance of a building or grading permit for the project. The applicant, or consultant, shall deliver to the County, at the time of execution of the Public Works Agreement a performance bond, letter of credit, cash deposit, escrow account, or other suitable and valid surety in such form as approved by the County Engineer in the amount of 125% of the total estimated stormwater management development costs.

Description	Yes	No	N/A
Cost estimate of the Stormwater Management features			
Performance bond, letter of credit, cash deposit or escrow account delivered prior to the issuance of a building or grading permit for the project.			

Post-Construction Documentation

As-Built Plans

As-built plans depicting the as-constructed stormwater features are required for all projects except those that involve rooftop and/or non-rooftop disconnections as the **only** stormwater practices.

Description	Yes	No	N/A
As-Built Stormwater plans Full-Scale, Red Lines of approved SWM Plans. Plans shall be presented as a clear marked up comparison of approved versus constructed SWM design elements, elevations, areas, and volumes.			
“As-Built” added to the title sheet			
Certification Statement: <i>“This record drawing is accurate and complete, the stormwater management facilities are constructed per the approved stormwater management plan or subsequent revisions, and stormwater management is provided per the approved design computations.”</i> Must be signed and sealed by a qualified professional (engineer, landscape architect, or land surveyor).			
Facility locations and dimensions: As-built topography with spot shots as appropriate for each facility.			
Facility details: in-flow details, underdrains, geotextiles, elevations and of key features.			
Items which were not constructed are “x’d” out.			