



**DEPARTMENT OF PLANNING & ZONING  
GUIDELINE/POLICY/PROCEDURE**

<b>TITLE:</b>	<b>Grading Permit Requirements</b>		
<b>ISSUED BY:</b>	Department of Planning & Zoning Department of Public Works		
<b>RESPONSIBLE STAFF:</b>			
<b>ISSUE DATE:</b>	December 17, 2021	<b>REVISION DATE:</b>	October 11, 2022
<b>EFFECTIVE DATE</b>	Effective Immediately		
<b>REVIEWED/APPROVED BY:</b>	Mary Beth Cook, Director of Planning & Zoning Kerry Dull, Director of Public Works		
<b>APPLICABLE ZO SECTION:</b>	Section 4-1.01 Permits and Zoning Approval Required		
<b>ATTACHMENTS:</b>	N/A		
<b>GUIDELINE</b>	<input checked="" type="checkbox"/> <b>POLICY</b>	<input checked="" type="checkbox"/> <b>PROCEDURE</b>	
<b>This document needs to be reviewed/updated:</b>			
<b>Annually</b>	<b>Other Interval:</b>		
<b>(Fiscal Year)</b>	<input checked="" type="checkbox"/> <b>As needed</b>	<b>Flag for review on:</b>	
<b>(Calendar Year)</b>			

**I. Purpose**

To establish a County wide policy requirement for grading permit application submittals.

**II. Goal**

To reduce the review time for grading permit applications and minimize the need to address construction delays due to unforeseen field conflicts.

**III. Background/Provision**

Calvert County currently requires submission of information for all land development projects and grading activities, even those that are below Maryland State mandated thresholds of 5,000 SF of disturbance or 100 CY of fill/excavation (COMAR 26.17.01.05 and 26.17.02.05). Consequently, all grading permit applications are reviewed, creating extensive delays for processing grading permits that exceed the State mandated thresholds. Grading activity that does not meet these criteria have been granted waivers from submission of a plan prepared by a licensed Professional Engineer, Land Surveyor or Landscape Architect which accurately depicts existing physical conditions, including storm water management devices. However, on numerous occasions such projects



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have necessitated modifications to storm water management devices not identified in the initial application phase requiring county staff to address these issues in the field while construction is underway. This situation not only requires county staff to immediately redirect their attention and workload priorities but results in unanticipated construction costs and delays for applicants.

### IV. Scope

Under this policy, grading permit exemptions will no longer be issued and, with limited exceptions as noted below, applicants will no longer be required to submit grading permit applications for projects that have a Limit of Disturbance (LOD) of less than 5,000 SF or excavation/fill less than 100 CY. However, for projects exceeding a Limit of Disturbance greater than 5,000 SF or excavation/fill greater than 100 CY, a plan prepared by a licensed Professional Engineer, Land Surveyor or Landscape Architect which accurately depicts existing physical conditions, including location and type of storm water management devices will be required. **Exemptions from submitting such plans shall no longer be granted.**

- a. Inground Pools<sup>1</sup>;
- b. New Residential Dwelling and Commercial Building Foundations<sup>1</sup>;
- c. Modifications to existing inground or underground storm water management devices or storm water conveyance systems<sup>2</sup>;
- d. Modifications to roofs or other existing impervious areas that alter drainage areas in excess of 5,000 SF<sup>2</sup>;
- e. Shore Erosion Control Measures<sup>1</sup>;
- f. Construction within the Critical Area<sup>3</sup>;
- g. Extraction of root systems, including those of invasive vine material, within the Critical Area<sup>3</sup>;
- h. Retaining Walls<sup>4</sup>

### V. Grandfathering

Under this policy, if a permit approved prior to the effective date of this policy, is re-routed prior to the permit's 2-year expiration period, it shall be grandfathered from this policy's requirements.

<sup>1</sup>Plan prepared by a licensed Professional Engineer, Land Surveyor or Landscape Architect is required but may not require storm water management computations if the cumulative LOD is less than 5,000 SF and existing storm water devices are not impacted.

<sup>2</sup>Storm water management computations shall be provided.

<sup>3</sup>A completed grading permit application is required regardless of Limit of Disturbance area or excavation/fill volume, however a plan prepared by a licensed Professional Engineer, Land Surveyor or Landscape Architect which accurately depicts existing physical conditions, including storm water management devices is NOT required if disturbance is less than 5,000 SF or fill/excavation is less than 100 CY

<sup>4</sup> A completed grading permit application is required regardless of Limit of Disturbance area or excavation/fill volume, however a plan prepared by a licensed Professional Engineer, Land Surveyor or Landscape Architect which accurately depicts existing physical conditions, including storm water management devices is NOT required if disturbance is less than 5,000 SF or fill/excavation is less than 100 CY. If the retaining wall is 3 feet or greater structure design plans for the retaining wall must be submitted for review.