



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

TITLE:	Grading Permit Requirements		
ISSUED BY:	Department of Planning & Zoning Department of Public Works		
RESPONSIBLE STAFF:			
ISSUE DATE:	September 25, 2025	REVISION DATES:	October 11, 2022 March 3, 2023 September 25, 2025
EFFECTIVE DATE	Effective Immediately		
REVIEWED/APPROVED BY:	Jason Brinkley, Director of Planning & Zoning John Cosgrove, Jr., Director of Public Works		
APPLICABLE ZO SECTION:	Section 30-2 Permits and Zoning Approval Required		
ATTACHMENTS:	N/A		
GUIDELINE	<input checked="" type="checkbox"/> POLICY	<input checked="" type="checkbox"/> PROCEDURE	
This document needs to be reviewed/updated:			
Annually	Other Interval:		
(Fiscal Year)	<input checked="" type="checkbox"/> As needed	Flag for review on:	
(Calendar Year)			

I. Purpose

To establish a uniform countywide requirement for grading permit applications to ensure safe, efficient, and compliant land development.

II. Goal

To reduce review times, improve plan accuracy, and prevent construction delays resulting from unforeseen site conditions.

III. Policy Overview

All land-disturbing activities in Calvert County require a building/grading permit, regardless of the size or volume of disturbance.



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Required to be submitted with the building/grading permit is a site plan showing the design of the proposed project. Below explains the design level of the plan based on project size.

Plot Plan:

Required for projects that involve less than 5,000 square feet of land disturbance and less than 100 cubic yards of excavation/fill.

Plot Plan Requirements:

- Existing conditions and proposed improvements;
- Property boundaries;
- All existing and proposed structures;
- Location of driveway, well, and septic system;
- All recorded easements (e.g., slope, forest retention, drainage, access);
- Existing and proposed contours and wood lines;
- All existing and proposed stormwater management features;
- For the full list of additional requirements see [Building Permit Plan Requirements](#); and
- Follow stormwater management review section below

Professionally Prepared Plan:

Required for projects that involve more than 5,000 square feet of land disturbance and/or 100 cubic yards or more of excavation/fill.

Professional Plan Requirements:

- Prepared by a Professional Engineer licensed in the state of Maryland, or Professional Land Surveyor licensed in the state of Maryland, or Landscape Architect licensed in the state of Maryland;
- Follow and submit the [Building Permit Checklist](#); and
- Follow stormwater management review section below

Stormwater Management Review:

Professionally prepared plans are required for the design of all stormwater management (SWM) facilities. For projects developed in phases that individually disturb less than 5,000 square feet of land, or for multiple related activities submitted separately, the Department of Public Works may evaluate the total cumulative land disturbance to determine the applicability of professional design and SWM requirements.



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Stormwater Management Relocations:

If a proposed improvement to a single-family dwelling necessitates the relocation of an existing stormwater management Best Management Practice (BMP), a professionally prepared plan may not be required by the Department of Public Works, provided the following conditions are met to the Department's satisfaction:

- The relocation does not alter the originally approved design elements, including but not limited to storage volume and materials.
- The proposed relocation site has an equal or better USDA Hydrologic Soil Group classification.
- All applicable local and state, setback requirements are met.
- The relocation will not result in increased off-site discharge or adversely impact adjacent properties.

The Department of Public Works reserves the right to require professionally prepared plans for stormwater management relocations based on discretionary review of the proposed plot plan. This includes, but is not limited to, projects involving:

- Modifications to previously approved drainage areas
- Addition or alteration of impervious surfaces not reflected in prior approvals
- Development within or adjacent to environmentally sensitive areas

Final determination will be made by the Department of Public Works based on the scope, scale, and potential impacts of the proposed work.