



**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:	December 17, 2021	REVISION DATES:	October 11, 2022 March 3, 2023
EFFECTIVE DATE	Effective Immediately		
REVIEWED/APPROVED BY:	Mary Beth Cook, Director of Planning & Zoning John Cosgrove, Jr., Acting Director of Public Works		
APPLICABLE ZO SECTION:	Section 4-1.01 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 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 Grading activities that disturb less than 5,000 square feet of land area and disturb less than 100 cubic yards (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



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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 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 Grading activities that disturb less than 5,000 square feet of land area and disturb less than 100 cubic yards of earth but will need to submit a Plot Plan⁵. At a minimum a Plot Plan must be to scale and include the following: boundary of property, all existing and proposed structures, driveway location, location of well and/or septic, all recorded easements (i.e. slope, forest retention, drainage, access, sewage disposal, etc.), existing and proposed wood line, existing and proposed contours, All existing stormwater management devices. For the full list of requirements see Building Permit Plan Requirements at <https://www.calvertcountymd.gov/2659/Building-Permit-Plan-Requirements>. However, for projects exceeding a Limit of Disturbance greater than 5,000 SF and 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 Pools¹;
- b. New Residential Dwelling and Commercial Building Foundations¹;
- c. Modifications to existing inground or underground storm water management devices or storm water conveyance systems²;
- d. Modifications to roofs or other existing impervious areas that alter drainage areas in excess of 5,000 SF²;
- e. Shore Erosion Control Measures³;
- f. Construction within the Critical Area³;
- g. Extraction of root systems, including those of invasive vine material, within the Critical Area³;
- h. Retaining Walls⁴

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.

¹A completed grading permit application is required regardless of Limit of Disturbance area and 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 grading activities disturb less than 5,000 square feet of land area and disturb less than 100 cubic yards.



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Plan prepared by a licensed Professional Engineer, Land Surveyor or Landscape Architect is required if grading activities disturb more than 5,000 square feet of land area and disturb more than 100 cubic yards

²Storm water management computations shall be provided.

³A 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 grading activities disturb less than 5,000 square feet of land area and disturb less than 100 cubic yards. Construction for purposes of this policy shall include all man-made activity not already addressed under another application. Examples of applicability include but are not limited to patios, driveways, walkways and grading under 5,000sf. Examples of exclusions include prefabricated sheds (when placement does not require earthwork), fences, etc. Please note marine construction (pier, shore erosion control, etc.) if proposing impacts above MHW will require a grading permit. If only accessing via land (all impacts above MHW must be temporary) then only a buffer management plan is required.

⁴ 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 grading activities disturb less than 5,000 square feet of land area and disturb less than 100 cubic yards. If the retaining wall is 3 feet or greater structure design plans for the retaining wall must be submitted for review.

⁵ Stormwater Management may be required if the disturbance proposed is considered cumulative disturbance as part of an overall project as determined by the department of public works.