



## Planning & Zoning: Improvement Plan Checklist

Calvert County, Maryland Department of Planning & Zoning  
 205 Main Street, 2nd Floor, Prince Frederick, MD 20678  
 Phone: (410) 535-2348, (410) 535-1600 ext. 2356  
 MD Relay: (800) 735-2258, Fax: (410) 535-3092  
 eMail: DevRev@calvertcountymd.gov

The following is an excerpt from Article 31 of the Calvert County Zoning Ordinance, which lists the requirements for items to be included on a Preliminary Plan. Mark each box under applicant to indicate that you have reviewed each item and included it on the plan.

All file names should use the format: Project Name, Project Number, Version, Brief Description  
 ([Lisas Kennel\\_CSPR-123456\\_Plan 2\\_Maps](#))

Date submitted		Related Projects:	
Project Name:		Project Number:	

				Applicant	P&Z verify
--	--	--	--	-----------	------------

**Please include the following:**

1	Improvement Plan		
2	Cost Estimate. Please complete a <b>bond form</b> and submit with the letter of credit/bond/check to P&Z. Plantings should be done in the spring or the fall, fall preferred but please check with P&Z during summer months. If the weather is too hot for a length of time, P&Z will put a hold on inspections for plantings and advise that no landscape installations are to be done until the fall. Once installation has occurred, please call 410-535-1600 x8551.		
3	Preliminary approval letter with the conditions related to the plan highlighted.		
4	If any revisions are sent back, submit the marked plans and/or cost estimate that you received.		
5	After receiving an approved plan and cost estimate and posting the bond, please call the Department of Planning & Zoning at 410-535-1600 ext. 8551 to schedule an inspection after installation. All trees/shrubs must be in for one planting season and then re-inspected before a bond is released. If the project or the improvements are phased, call after each installation for an inspection. All improvements must be bonded. If a project has improvements that will not be bonded with a Public Works Agreement, those improvements must be bonded prior to recordation.		