



Cecil County Department of Public Works Sediment & Stormwater Branch

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Elkton, MD 21921

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Final Lot Grading Plan Review Checklist

Project Name/Location: _____
Engineering Firm: _____ Phone Number: _____
Contact Person: _____ E-mail Address _____

The following lists of items are the **minimum** requirements for review and approval of all final lot grading plans which accompany grading permits. Plans not meeting these minimum requirements will be deemed incomplete and returned. This checklist must be **completed, signed and submitted by the plan preparer** as part of the plan submittal package. Any items which do not apply to the project should be marked as N/A (Not Applicable). **All plans submitted for review must contain original signatures in either blue or red ink.**

Plan Template Format

- | | |
|--|--|
| <input type="checkbox"/> Plan size: 22"x34" (folded to 8 1/2" x 11") | <input type="checkbox"/> Plan scale: 1" = 40' (min) |
| <input type="checkbox"/> DPW approval block (lower left corner, 2" x 4") | <input type="checkbox"/> North Arrow (upper left corner) |
| <input type="checkbox"/> Existing contour lines (light grey, dashed lines) | <input type="checkbox"/> Proposed contours (1' intervals, solid black) |
| <input type="checkbox"/> Title Box (lower right corner) containing: | <input type="checkbox"/> Consultant Information |
| <input type="checkbox"/> "Final Lot Grading Plan for ___" | <input type="checkbox"/> Company Name |
| <input type="checkbox"/> Name of Subdivision or | <input type="checkbox"/> Mailing Address |
| <input type="checkbox"/> Name & Number of Minor Subdivision | <input type="checkbox"/> Telephone Number |
| <input type="checkbox"/> Site Address | <input type="checkbox"/> Fax Number |
| <input type="checkbox"/> Tax Map, Parcel and Lot Number | <input type="checkbox"/> Legend (use symbols from 1994 MD Standards) |
| <input type="checkbox"/> ADC Map Coordinates (Page, Grid) | <input type="checkbox"/> Sequence of Construction (upper right corner) |

Minimum Information Requirements

- | | |
|--|---|
| <input type="checkbox"/> Building setbacks | <input type="checkbox"/> House Footprint (w/dimensions to property lines) |
| <input type="checkbox"/> Limits of disturbance delineated | <input type="checkbox"/> Spot Elevations (four outside corners of house) |
| <input type="checkbox"/> Lot lines clearly shown with metes and bounds | <input type="checkbox"/> Spot Elevations (high and low points) |
| <input type="checkbox"/> Adjoining property owner's labeled | <input type="checkbox"/> Drainage flow arrows |
| <input type="checkbox"/> Adjacent roads labeled | <input type="checkbox"/> Finish floor elevation |
| <input type="checkbox"/> Reference to approved e&s plan (title and approval date) | <input type="checkbox"/> E&S bmp location and label (per approved plan) |
| <input type="checkbox"/> Reference to approved swm plan (title and approval date) | <input type="checkbox"/> SWM bmp location and label (per approved plan) |
| <input type="checkbox"/> Driveway Location (existing and/or proposed) | <input type="checkbox"/> Septic reserve area delineated |
| <input type="checkbox"/> Driveway slope labeled (at 50' intervals) | <input type="checkbox"/> Septic tank riser locations |
| <input type="checkbox"/> Driveway Culvert (location & profile) | <input type="checkbox"/> Proposed or existing well location |
| <input type="checkbox"/> Pipe diameter & length | <input type="checkbox"/> Public water line location and labeled |
| <input type="checkbox"/> Invert elevations (inlet & outlet) | <input type="checkbox"/> Public sewer line location and labeled |
| <input type="checkbox"/> Ground elevation at center of pipe (12" cover req'd) | <input type="checkbox"/> Sewer cleanout location and labeled |
| <input type="checkbox"/> Locations of all utilities with above ground features (propane risers, cable, telephone, cable boxes & pedestals) | |
| <input type="checkbox"/> All roof ridgelines and downspout locations with direction of flow | |

- | | |
|--|--|
| <input type="checkbox"/> Site Analysis Table containing: | <input type="checkbox"/> Best Management Practice Table: |
| <input type="checkbox"/> Lot size | <input type="checkbox"/> Type & quantities of e&s controls |
| <input type="checkbox"/> Disturbed area (sq. ft.) | <input type="checkbox"/> Type & quantities of swm bmps |
| <input type="checkbox"/> Existing impervious area (sq. ft.) | <input type="checkbox"/> Owner/Developer Certification |
| <input type="checkbox"/> Proposed impervious area (sq. ft.) | <input type="checkbox"/> Plan Certification |
| <input type="checkbox"/> Estimated Cut Volume (yd ³) | <input type="checkbox"/> Professional Certification |
| <input type="checkbox"/> Estimated Fill Volume (yd ³) | |
| <input type="checkbox"/> Drainage Basin Numbers (8 digit & 12 digit) | |