



TOWN OF BERLIN
DEPARTMENT OF WATER RESOURCES
TOWN HALL
10 WILLIAMS STREET
BERLIN, MARYLAND 21811
TEL: 410.641.3845 / FAX: 410.641.2316

CONCEPT PLAN CHECKLIST

REQUIREMENTS FOR STORMWATER MANAGEMENT

Project Title _____

Submitter Name/Company: _____

Submission Date: _____

Reviewer Name/Company: _____

Review Date _____

Map _____ Lot _____ Parcel _____ LOD (sq. ft) _____ Bond _____

- ____ 1. Check based on the Total Area of Disturbance/Stormwater Design Area
(Submission will not be accepted without payment of fees at time of submittal. Fees collected for Stormwater Management Review are non-refundable.)

Plans submitted for concept approval shall include, at a minimum, the following:

- ____ 2. General Plan Information:

- ____ a. Name, Address and Telephone Number or Landowner, Applicant and Developer
- ____ b. Project Data – Tax map, Parcel and Lot, Street and Development
- ____ c. Location Map/Appropriate Scale/North Arrow/Legend
- ____ d. Location and Description of Property Line, Monuments and Onsite Benchmarks
- ____ e. Limits and descriptions of all easements and right-of-ways existing and proposed
- ____ f. Building setback lines
- ____ g. Plan shall be signed, dated and sealed by a Professional Engineer
- ____ h. DNR Forest Conservation Plan or Statement

- ____ 3. Site Resources including the following features:

- ____ a. Site Location
- ____ b. Wetlands and wetland buffers
- ____ c. Streams and stream buffers
- ____ d. Floodplains (100-year)
- ____ e. Forests and forest buffers
- ____ f. Steep slopes (>20%)
- ____ g. Highly erodible soils
- ____ h. Topography (existing and proposed, including first floor elevations)
- ____ i. Springs, seeps and intermittent streams
- ____ j. Soils (USDA/NRCS Soil Survey/Worcester County)
- ____ k. Existing drainage areas
- ____ l. Confirmation statement on plans confirming if feature from the list above is not present.
- ____ m. Other: _____

- ____ 4. Development Layout including the following features:
- ____ a. Proposed limits of disturbance
 - ____ b. Locations of all proposed impervious areas, buildings, roadways, parking, sidewalks and other site improvements.
 - ____ c. Location of existing and proposed utilities (i.e. water/well, sewer/septic, telephone, gas, electric, cable stormwater, etc.)
 - ____ d. Other: _____
- ____ 5. ESD Practices:
- ____ a. Proposed locations of ESD practices
 - ____ b. Locations of points of discharge from the site
 - ____ c. Demonstrate stable conveyance at proposed outfall locations
 - ____ d. Other: _____
- ____ 6. Narrative supporting the concept plan – Describes how the design will achieve natural resource protection and enhancement, maintain natural drainage patterns, reduces impervious area, and implements ESD to the MEP.
- ____ 7. Other: _____