

## APPENDIX B-2

### SKETCH STORMWATER MANAGEMENT PLAN SUBMITTAL CHECKLIST

EFFECTIVE MAY 4, 2010

NOTE: THE FOLLOWING CHECKLIST REPRESENTS THE MINIMUM INFORMATION TO BE SUBMITTED FOR SUPPORT OF A STORMWATER MANAGEMENT CONCEPT PLAN, SITE DEVELOPMENT PLAN, AND/OR FINAL DESIGN PLAN. THE TOWN MAY REQUEST ADDITIONAL INFORMATION AS DEEMED NECESSARY.

COMPLETE THE APPROPRIATE CHECKLIST AND SUBMIT IT WITH THE PLANS, APPLICATION FORM, NARRATIVE OR REPORT, AND FEE. ITEMS IN BOLD ARE REQUIRED FOR CONCEPT AND/OR SITE DEVELOPMENT PHASE REVIEW.

#### I. Sketch Plan Submittal

##### A. Site and Resource Map

Natural Resources Identified on Plan, including, but not limited to:

Please use these responses for the following:

(Provided = P; Not Provided = NP; Not Applicable = N/A)

Tidal and Non-Tidal Wetland Boundaries	_____
Wetland Buffers	_____
Floodplain Boundaries and Elevations	_____
Streams and other Waterways	_____
Stream Buffers	_____
Forest Boundaries	_____
Forest Buffers	_____
Critical Areas	_____
Steep Slopes (>25%)	_____
Erodible Soils	_____
Areas of High Recharge	_____
Springs	_____
Soil Types and Hydrologic Soil Groups	_____
Bedrock and/or other Geologic Features	_____
Vegetative Cover	_____
Existing Drainage Areas and Flow Patterns	_____
Existing Stormwater Outfalls	_____
Site and Resource Map field verified by a properly licensed design professional.	_____

Existing contours (1' max intervals) and utilities shown. \_\_\_\_\_

Large tracts of contiguous open spaces, forested areas and other important resources protected by conservation easements. \_\_\_\_\_

Opportunities for afforestation identified. \_\_\_\_\_

Wetland, stream and forest buffers enhanced and/or

expanded. \_\_\_\_\_

**B. Site Fingerprinting and Development Layout**

Locations of proposed impervious areas provided. \_\_\_\_\_

Proposed contours (1' max intervals) and utilities shown. \_\_\_\_\_

Preliminary locations of proposed Environmental Site Design (ESD) practices provided. \_\_\_\_\_

Locations of stormwater outfalls and conveyance provided with offsite storm drains, culverts and grass channels with size and slope. \_\_\_\_\_

Limit of disturbance and extent of clearing & grading. \_\_\_\_\_

Site natural resources protected during construction.  
If site natural resources must be disturbed during construction, please include an explanation in the stormwater narrative. \_\_\_\_\_

**Better Site Design Techniques incorporated, including:**

Sheetflow and overland flow provided wherever possible \_\_\_\_\_

Building footprint and site layout designed to protect conservation areas \_\_\_\_\_

Proposed streets, rights of way, and/or sidewalks with modifications to reduce impervious area \_\_\_\_\_

Landscaped medians and/or cul-de-sacs \_\_\_\_\_

Stormwater management features in medians or cul-de-sacs \_\_\_\_\_

Private open road section with grass channels and/or biofilters \_\_\_\_\_

Minimize numbers of parking spaces and sizes \_\_\_\_\_

Narrow frontages to reduce road length \_\_\_\_\_

Site graded to encourage runoff from impervious areas to pervious areas or other natural conveyance systems \_\_\_\_\_

**C. Stormwater Narrative**

**Title Page includes:**

Job Name \_\_\_\_\_

Owner/Developer \_\_\_\_\_

Design Professional \_\_\_\_\_

Date Prepared \_\_\_\_\_

Seal and Signature (properly licensed Design Professional) \_\_\_\_\_

Project is identified as new development or redevelopment. \_\_\_\_\_  
(Redevelopment projects have  $\geq 40\%$  total site imperviousness)

Project and streets designed for 2-year and 10-year quantitative management. \_\_\_\_\_

Project is identified as being within the Tanyard Branch Watershed. (Projects within this watershed must manage proposed 10-year storm flows to the existing 2-year storm discharge rate.) \_\_\_\_\_

A narrative that supports the concept and describes how the design will achieve:

Natural resource protection and enhancement \_\_\_\_\_

Maintenance of natural flow patterns \_\_\_\_\_

Reduction of impervious areas through better site design, alternative surfaces, and non-structural practices \_\_\_\_\_

Implementation of ESD planning techniques and practices to the Maximum Extent Practicable (MEP) \_\_\_\_\_

Preliminary ESD sizing calculations provided \_\_\_\_\_

Integration of erosion and sediment controls (ESC) into the stormwater strategy \_\_\_\_\_

D. Sketch Plan Meeting

Following the Sketch Plan submittal, a meeting will be scheduled between the Town of Easton Planning & Zoning, Town Engineer, the Talbot County Soil Conservation District (SCD) ESC reviewer, the owner/developer, the SWM and ESC designer(s), and any other reviewers deemed necessary by the Town of Easton and/or the Talbot County SCD. Official Minutes from the Sketch Plan Meeting must be submitted for review and acceptance by all parties. These minutes must accompany all future submittals. \_\_\_\_\_

This checklist completed by \_\_\_\_\_ Date \_\_\_\_\_