

SITE PLAN CHECKLIST – CARROLL COUNTY HEALTH DEPARTMENT

- _____ 1. **Completed application.**
- _____ 2. **Title, Date, and Revision Date(s).**
- _____ 3. **Vicinity Map.**
- _____ 4. **Tax Map Reference** (Map, Block and Parcel).

Site Plan:	_____
Surveyor:	_____
Date received:	_____

- _____ 5. **A Minimum Scale of 1 inch = 100 feet** is required. For individual well/septic plans, (final) preliminary plan and record plat must be prepared to the same scale. Any property lines to be dissolved must be labeled as such.
- _____ 6. **Existing and Final Topography** in two (2) foot contours – include cuts and fills. For lots >5 acres: two (2) foot contours required for at least two (2) acres surrounding building site, sewage disposal area, and well or well site. Slopes exceeding 25% must be delineated (Slopes exceeding 12% must be delineated in the case of lots with sand mounds).
- _____ 7. Boundary of **Soil Classification lines** with soil types denoted, shown superimposed over layout of property. All rock outcrops and drainage ways (including unclassified intermittent streams) must be shown.
- _____ 8. **Surface water** (streams, springs, ponds, etc) on property and within 100 feet of property boundary with 100 foot or greater setback shown. 300-foot setback from normal high water level of existing or proposed water supply reservoirs must be shown. Boundary of **50-year flood plain** (100-year flood plain is acceptable).
- _____ 9. **Area within 2500 feet of normal water level**, measured horizontally, for existing and proposed potable **water supply reservoirs** [2 acre minimum lot area and 175 ft. minimum lot width are required].
- _____ 10. **Area within 5000 feet of water intake** located within a reservoir and/or 5000 feet upstream of intakes on streams used as potable water supply sources [2 acre minimum lot area and 175 ft. minimum lot width are required].
- _____ 11. All **wells** (including hand dug) and approved (or proposed) well locations (with 100 foot radii) and all **septic systems** and approved sewage disposal areas on the property and within 100 feet of property boundary. Wells/well sites within 200 feet downgrade of the property boundary and septic systems/areas within 200 feet upgrade of the property boundary must be shown. Where available, state well permit (tag) numbers and Health Department file numbers for existing wells and septic systems should be shown on the permitted lots.
- _____ 12. **Proposed well location** with 100 feet radius around well, at least 30 feet from foundation location, 10 feet from property lines, 15 feet from roads or designated rights-of-way, 100 feet from any identifiable source of contamination (including but not limited to septic systems/areas, infiltration SWM devices, underground fuel storage tanks, feedlots, cemeteries, and sludge sites). Wells may not be proposed in areas 200 feet or less downgrade from sewage disposal areas.
- _____ 13. **Proposed sewage disposal areas**
 - _____ Must be adequate meeting minimal area/system requirements of COMAR Septic and Subdivision regulations and supported by an adequate number of percolation tests/observation holes. Initial and replacement systems based on percolation test results must be shown to scale within the area.
 - _____ Must be usable (on contour and at least 50 feet wide on contour) excluding the following:
 - _____ Slopes exceeding 25% and areas within 25 feet of slopes exceeding 25%, including slopes created by cuts/fills. In the case of sand mounds, >12% slopes are excluded and must be delineated.
 - _____ Roads, rights-of-way, driveways, and easements.
 - _____ Areas within 100 feet of drilled wells, approved well locations, dug wells, shallow wells, streams and other surface water (ponds, lakes, wet storm water management ponds, etc.).
 - _____ Areas within 300 feet horizontally from the normal high water level of a water supply reservoir and 200 feet from a stream bank 3,000 feet or less upstream from a water intake on a water supply reservoir or intake on a stream used as a potable water supply.
 - _____ Areas within 25 feet of properly abandoned wells.
 - _____ Areas within 25 feet of temporary storm water management facilities and areas within 50 feet of dry ponds.
 - _____ Areas within 10 feet of property lines and areas within 10 feet of existing or proposed buildings (and/or BAFR) or ruins and any other permanent or physical objects.
 - _____ Areas within 25 feet of rock outcrops or drainage ways (natural or manmade).
 - _____ Areas within 25 feet of unsatisfactory percolation tests (satisfactory percolation test(s) will be required to demonstrate a change in soils when in vicinity of failing tests.)

(over)

Site Plan Checklist (continued)

- _____ 14. **Percolation test information:**
a. All proposed, satisfactory; and unsatisfactory test locations must be shown.
b. Plan must include results of all tests on property. Satisfactory tests must include test depth(s) and time(s). Unsatisfactory tests must include the reason for failure (include depth)
- _____ 15. **Rights-of-way and street arrangements.**
- _____ 16. **Easements** including utility and drainage, forest conservation, water resource, etc.
- _____ 17. **Storm Water management devices.** All devices must be shown including those required on individual lots.
- _____ 18. **Property lines, lot dimensions and areas.** Lot area must meet requirements of subdivision regulations.
- _____ 19. **Minimum building lines.** Lot width must meet requirements of subdivision regulations.
- _____ 20. **Building locations** and/or buildable area for Residence (BAFR) and **driveway locations**
- _____ 21. **Percolation test certification** signed by the surveyor stating that all percolation tests/observation holes have been field located and are accurately shown on the plan.
- _____ 22. **Well/septic note** stating that there are no other wells or septic systems within 100 feet of the property boundary other than shown.
- _____ 23. **Pump note** stating that a pumped sewage disposal system may be required: *"If gravity flow to sewage disposal area cannot be ensured, a pumped sewage disposal system will be required."*
- _____ 24. For projects using public water and sewer: Utility drawings must show all **water and sewer connections.**
- _____ 25. **Intended use** of this facility, **population to be served** per 24 hour period, and **accumulative wastewater flows.**
- _____ 26. **Details of septic tank and method of disposal** (i.e. tile field, deep trench, seepage pit, sand mound). Provide **septic calculations** used in determining size of septic system(s) based on assumptions prior to conducting percolation tests and revised according to actual test results.
- _____ 27. **Guidelines for Large On-Site Disposal Systems** (MDE) apply to systems with accumulative wastewater flows for a project will be equal to or exceed 5,000 gallons per day.
- _____ 28. All projects with average daily water use or wastewater flow equal to or exceeding 5,000 gallons per day must be included in the respective **County Water and Sewerage Master Plan** prior to any local or state permit issuance.
- _____ 29. All **air quality requirements** of the Air Management Administration, Maryland State Department of the Environment, must be complied with.
- _____ 30. On-site disposal of **industrial wastes** must be approved by the Water Management Administration, MDE. Industrial waste must remain separate from domestic wastewater or, by permit, meet certain pretreatment requirements.
- _____ 31. **Plans and specifications for any proposed food service facility** must be submitted for review and approval. Chain-type operations may have a unit plan approved by the Maryland Department of Health and Mental Hygiene.
- _____ 32. **Groundwater Appropriation Permit** (required for the specific use).
- _____ 33. **Hydrogeological Study** (required under certain circumstances).
- _____ 34. **Test well(s)** completed to determine groundwater adequacy and/or quality.
- _____ 35. **Percolation test and/or other fees.**
- _____ 36. **Date of most recent sludge application** (for properties used as sewage sludge disposal sites).