



Stormwater Division
 Department of Public Works
 800 Rabbitt Road
 Gaithersburg, Maryland 20878

EROSION AND SEDIMENT CONTROL CHECKLIST

Project Name:		ESC Plan Number:	
Project Address:		ESC Plan Level*:	CONCEPT
		*(Concept, Prelim, Final, or a combination per Ch.8)	
Engineer Contact:		Reviewer Contact:	
Engineer Company:		SWM Plan Number:	

<u>Reviewer Markup Legend:</u>	Submittal Date:	Review Date:	Reviewer Initials:
√ Completed Satisfactorily.	_____	_____	_____
INC. Incomplete or Incorrect	_____	_____	_____
N/A Not Applicable	_____	_____	_____
? Not enough info provided.	_____	_____	_____

General Information:
 This checklist has been developed to provide specific instruction to engineers and to serve only as a supplement to the City's Chapter 8 Code. The initial checklist shall be completed by the City's plan reviewer. **All submissions must fully address the City's Chapter 8 Code addressing Erosion and Sediment Control and Stormwater Management for approval and compliance.**

This checklist shall be utilized in the review of the Concept, Preliminary and Final Erosion and Sediment Control Plans. Applicable items shall be provided in the level of detail needed in the first submittal. All comments are expected to be addressed in the immediately following subsequent submission. Failure to do so may result in less than a full review.

Plan Submission Process:
 The Initial Submission and subsequent submittals shall be made electronically for processing and fee acceptance. For all information related to permits please see: <https://www.gaithersburgmd.gov/services/permitting-inspections>

Note to the Applicant / Engineer:
 Your submission for Erosion and Sediment Control Plan has been reviewed. The review was made per the following checklist. If you do not address a checklist item and/or comments on the plan sheets, explain your reasoning in your transmittal letter.

Note: Per Chapter 8, Section 8-25(1)(4): If a stormwater management plan involves direction of some or all runoff off from the site to an adjacent property, it is the responsibility of the developer to obtain from adjacent property owners any easements or necessary property interests concerning flowage of water. Approval of a stormwater management plan does not create or affect any right to direct runoff onto adjacent property without that property owner's permission.

The Review Checklist begins on the next page.

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PART 1: PRE-REVIEW REQUIRED SUPPORTING INFORMATION

___	___	___	Transmittal which specifically explains the purpose of submission (i.e. what plan type, plan level, and associated plan tracking numbers).
___	___	___	Downstream Facility Impacts for Developments that are within the drainage area of a previously approved and installed downstream facility: For downstream regional ponds, the applicant must be aware of the downstream pond and be able to demonstrate no adverse impacts to said pond. This is typically done via the Safe Conveyance / Adequate Outfall Analysis.
___	___	___	Mapped Site Resources: <ul style="list-style-type: none"> <input type="checkbox"/> Wetlands <input type="checkbox"/> Major Waterways <input type="checkbox"/> Floodplains <input type="checkbox"/> Tidal and Nontidal Wetlands <input type="checkbox"/> Wetlands of Special State Concern <input type="checkbox"/> Wetland buffers <input type="checkbox"/> Stream buffers <input type="checkbox"/> Floodplains <input type="checkbox"/> Forests <input type="checkbox"/> Forest buffers <input type="checkbox"/> Steep slopes <input type="checkbox"/> Highly erodible soils <input type="checkbox"/> Springs/seeps <input type="checkbox"/> Intermittent streams <input type="checkbox"/> Vegetative cover <input type="checkbox"/> Ponds <input type="checkbox"/> ESD facilities <input type="checkbox"/> SWM BMPs
___	___	___	NRI/FSD: One (1) Copy of Approved NRI/FSD. <u>Note: NRI/FSD must identify steep slopes and soils. Soil Identification to include the name, symbol, and hydrologic group information.</u>
___	___	___	Wetlands Permit Number: The permit number for tracking purposes.
___	___	___	Floodplain Variance: Submitted documentation for Floodplain Variance, if applicable. Plan may be approved, but permit will not be issued until variance is approved.
___	___	___	USACE Permit (State Waterway Construction Permit) Number: For tracking purposes, the permit is either a Chesapeake Bay TMDL Permit or USACE NW27 (National Watershed Permit Number 27).
___	___	___	Site Plan (Sketch): Submitted ESC/SWM Plans must conform to submitted entitlement plans. Applicant to include copies of Site Plans to demonstrate conformance.

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PART 2: OVERALL ENGINEERING PLAN REQUIREMENTS

___	___	___	Titleblock: Project Name, Address, Legal Subdivision (with lots/blocks and/or other appropriate legal references, election district).
___	___	___	Sheet Numbering: Erosion and Sediment Control Plans are separate from Stormwater Management Plans per City Code, All sheets shall be numbered as a single plan set (must have SC-X of X, or ESC-X of X / SWM X of X). ESC/SWM Plans are not allowed to be a part of the greater construction set where no coversheets or overall plan numbers, C-XXX are applied). Typically, applicants use two sheets; numbers: 1) the Plan Number, C-XXX and 2) the sheet number, ESC-X of X / SWM-X of X.
___	___	___	Preliminary locations of sediment traps and basins: Approximate sizes (no grading)
___	___	___	Overall Plan / Composite Sheet / Key map: An Overall Plan is required which identifies ESC measures across large distances for large tracts of lands and larger than typical scales.
___	___	___	Approval Block with Plan Number Included: The bottom right of each plan sheet, approximately 3" by 5" of blank space must be included to accommodate the City's Approval block.
___	___	___	Off-Site Grading: Requires permission from adjacent property owner prior to plan approval (letter of permission on plan or temporary or permanent grading easement document submitted with the liber/folio referenced on the plan).

PART 3: PLAN SPECIFIC REQUIREMENTS

COVER SHEET

___	___	___	Owner / Permit Applicant Name (individual and company), Address, Email Address, and Phone number.
___	___	___	Civil Engineer Name (individual and company), Address, Email Address, and Phone Number.
___	___	___	Vicinity Map with Site Identified (approximate outline of site and label); 1"=2000' minimum scale.
___	___	___	Required Permits Table: The Applicant / Engineer must note all required permits involved with the development including the City's permits.

PLAN VIEW SHEETS

___	___	___	Scale such that readability of measures and improvements are ensured. Typical scales are 1" = 20' and 1" = 30'. <u>Any non-typical scale must be discussed with plan reviewers prior to submission.</u>
___	___	___	Property lines (site boundaries and adjacent properties) with Owner / Legal Description and mailing addresses for Site and immediately adjacent and confronting properties.
___	___	___	Fill Areas: Identify any areas of large amounts of structural fill. Rule of thumb: fill of 2' or more.
___	___	___	Limits of Clearing and Grading: Include conceptual limits of disturbance (LOD). Include the amount of disturbance, in acres.
___	___	___	Topography: Existing and proposed contours (2' contour intervals maximum)
___	___	___	Existing and Proposed Improvements (buildings, streets, utilities, stormwater facilities, etc.)
___	___	___	Natural Resources to be protected must be delineated (aka the buildable envelope must be shown).

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___	___	___	Designated Wetlands with associated 25' buffers.
___	___	___	Identification of steep slopes (15% and steeper)
___	___	___	Soil Boundaries and Identification: On-Site Soils must be identified. Soil boundaries and Hydrologic group must be included on plan (i.e. name, symbol, and Hydrologic Group).
___	___	___	Floodplain, Stream Valley Buffer (SVB), and BRL Impacts: These items must be clearly shown and identified on the plan (as applicable to the property) along with any proposed grading or other improvements in these extents.
___	___	___	Plan Legend: Must include sediment control, soils, Floodplain, SVB, BRL, and temporary storm drain symbology.
___	___	___	Sediment Trap(s): <ul style="list-style-type: none"><input type="checkbox"/> Drainage Divides<input type="checkbox"/> Drainage Area to Trap<input type="checkbox"/> Location of Trap
___	___	___	Sediment Basin(s): <ul style="list-style-type: none"><input type="checkbox"/> Shall not be located within 20' of building foundations.<input type="checkbox"/> Drainage Area to basin<input type="checkbox"/> Construction Access must be delineated
___	___	___	Tree Lines (existing and proposed), Tree Save measures, and Tree Protection measures must be delineated. <u>Note construction details may remain on their prospective plans; the ESC must only delineate the extents of the measures.</u>
___	___	___	Adjacent Property Protection for excavations near site boundaries, i.e. sheeting and shoring, etc.
___	___	___	Proposed Stormwater Management Facilities (ESDs, ponds, BMPs).

PART 4: ADDITIONAL COMMENTS
