



City of  
**Rockville**  
Get Into It

**EROSION AND SEDIMENT CONTROL REVIEW CHECKLIST**

**June 2012**

CITY OF ROCKVILLE

DEPARTMENT OF PUBLIC WORKS (DPW)

111 Maryland Avenue

Rockville, Maryland 20850

240-314-8500

[www.rockvillemd.gov](http://www.rockvillemd.gov)

**Project Information:**

Project Name: \_\_\_\_\_

Legal Description: Subdivision: \_\_\_\_\_ Lot(s) and Block(s): \_\_\_\_\_ Parcel(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Acct. ID(s): \_\_\_\_\_

Engineering Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

CPDS Case No: \_\_\_\_\_

DPW SCP Permit No. \_\_\_\_\_ (assigned by DPW)

DPW SMP Permit No: \_\_\_\_\_ (assigned by DPW)

DPW PWK Permit No: \_\_\_\_\_ (assigned by DPW)

**Proposed Work:**

- |  |   |
|--|---|
| _____ Individual Single Family Home Only | _____ Grading Only                                  |
| _____ New Construction Only              | _____ Rough Grading Only                            |
| _____ Demolition and New Construction    | _____ Builder's Sediment Control, No. of lots _____ |
| _____ Demolition Only                    | _____ Other Required Non-City Permits (List below)  |

**How to Use this Checklist:**

This checklist has been developed to provide the engineer with guidance in preparing and submitting Erosion and Sediment Control Plans. All items in this checklist must be addressed. The engineer must complete each item in the checklist prior to submittal and indicate the status by completing the left hand column entitled "Initial Submission." Use the legend below to complete this column. Any items that are marked INC (incomplete) must be explained. The engineer must sign this checklist indicating that it has been completed in accordance with this guidance and the Submission Acceptance Policy below.

Legend: X = Complete or Provided, N/A = Not Applicable, INC = Incomplete (provide explanation)

**Submission Acceptance Policy:**

Correctly filling out this checklist will assist in the acceptance, review and approval process. All of the items in SECTION A - APPLICATION SECTION must be provided with the initial submission for the City to accept the package and forward it to the Reviewer. Incomplete submissions may be rejected. Once forwarded to the Reviewer, the Reviewer will have one week to review the package for the items listed in SECTION B - SUBMISSION REQUIREMENTS. Failure to include the required items or to explain items not included may result in the rejection of the submission without review.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Responsible Person's Name

\_\_\_\_\_  
Title

**EROSION AND SEDIMENT CONTROL REVIEW CHECKLIST - PAGE 2**

<b>Initial Submission</b>	<b>Rockville's Review</b>	
	<b>1st</b>	<b>2nd</b>
<b>A) APPLICATION SECTION</b>		
1 _____ Completed and signed Erosion and Sediment Control (SCP) Application	_____	_____
2 _____ Review Fee (Check made out to City of Rockville.) Review fee is based on the square footage of proposed disturbance.	_____	_____
3 _____ Two copies of the proposed plans. Plans must be on 24" x 36" sheets.	_____	_____
<b>B) SUBMISSION REQUIREMENTS</b>		
1 _____ Transmittal explaining purpose of the submission including explanation of any unusual circumstances	_____	_____
2 _____ One copy of the approved NRI/FSD	_____	_____
3 _____ One copy of the Forest Conservation Plan (FCP). Note: Sediment Control Plan will not be approved by DPW until the FCP has been approved by Forestry.	_____	_____
4 _____ State of MD PE certification on the first sheet of the plan set	_____	_____
<b>C) BASE SHEET</b>		
1 _____ Scale 1" - 30' or larger with north arrow and datum NAD 83/91, NGVD 88, unless otherwise approved. Provide two benchmarks per plan view sheet with location, elevation and description. Single family lot submissions are not required to provide benchmarks.	_____	_____
2 _____ Vicinity Map (1" - 2000') with site outlined/labeled in upper right hand corner	_____	_____
3 _____ Name, address and telephone number of firm or individual that prepared the plan	_____	_____
4 _____ Name, address, telephone number, email of Owner/Applicant on the first sheet	_____	_____
5 _____ Title block including purpose of plan, property's legal description (subdivision, lots, parcels and blocks), election district	_____	_____
6 _____ Number sheets consecutively and provide match lines if needed. If plan set contains more than two plan view sheets provide a composite sheet with drainage divides and sediment control measures shown.	_____	_____
7 _____ Miss Utility Note and Rockville Utility Note on first sheet	_____	_____
8 _____ Seal, signature, license number of qualified preparer on all sheets	_____	_____
9 _____ Add note to all sheets: This Plan Is For Sediment Control Only	_____	_____
<b>D) GENERAL INFORMATION</b>		
1 _____ Include standard notes on the plan: City of Rockville General Notes, Erosion and Sediment Control Notes, and Geotechnical Notes (available at <a href="http://www.rockvillemd.gov">www.rockvillemd.gov</a> ) and Montgomery County Department of Permitting Services (MCDPS) Topsoiling Notes	_____	_____
2 _____ City of Rockville Certification of Cut/Fill/Disturbed Area and Owner/Developer Certification. Plan revisions that increase the disturbed area must include a revised Certification of Cut/Fill/Disturbed Area and revised Application.	_____	_____
3 _____ Standard details for all measures to be used with dimensions, elevations, sizes and/or materials shown where required. If modifications are proposed, label the measures and include a modified detail.	_____	_____

**EROSION AND SEDIMENT CONTROL REVIEW CHECKLIST - PAGE 3**

Initial Submission		Rockville's Review	
		1st	2nd
<b>E) PLAN VIEW</b>			
1	Property (lots, parcels, etc.) outlined with bearings and distances. Note acreage and square footage before any subdivision, dedication or reservation.	_____	_____
2	Proposed lots and blocks shown with bearings and distances. Note individual lot square footages.	_____	_____
3	Proposed right-of-way dedication or reservation delineated with acreage and square footage noted	_____	_____
4	Adjacent property information with owner name, property address and legal description (i.e. subdivision, lot and block.) If adjacent property is part of the proposed subdivision only lot and block is required.	_____	_____
5	Existing and proposed public and private streets with rights-of-way shown and widths labeled	_____	_____
6	All existing and proposed easements shown and labeled with limits, use and liber/folio or plat and plat book. Include P.U.E.s.	_____	_____
7	Natural resources including streams, drainage ways, wetlands, wetlands buffer, and 100 year floodplains. Note: 100 year floodplains exist when the drainage area to any point on the property $\geq$ 30 acres. Unmapped 100 year floodplains require DPW's approval and must be shown on the NRI/FSD. Disturbance or construction in a 100 year floodplain may require a Floodplain Variance (FPV.)	_____	_____
8	Soil Types (i.e. 5A) AND Hydrologic Soil Groups (A,B,C,D) delineated and labeled	_____	_____
9	Steep slopes identified and labeled in accordance with the City's Environmental Guidelines	_____	_____
10	Existing trees including type and size as shown on the approved NRI/FSD	_____	_____
11	Existing features within the project limits (buildings, paving, curb and gutter, sidewalk, etc.) shown and labeled to remain, to be removed, to be abandoned, to be relocated, etc.) Can be lighter for clarity.	_____	_____
12	Existing overhead and underground utilities including location, type, material and sizes. Identify and label any existing utilities that must be removed, abandoned or relocated with the proposed development.	_____	_____
13	Existing topography at minimum 2' contour interval with spot elevations to support existing drainage patterns	_____	_____
14	Proposed improvements (buildings, paving, curb and gutter, sidewalk, utilities, etc.)	_____	_____
15	Proposed utilities (water, sewer, storm drain pipes and structures, gas, electric, cable, etc.) Label size and material.	_____	_____
16	Proposed grading at minimum 2' contour interval with spot elevations to support proposed drainage patterns	_____	_____
17	Proposed 2:1 or 3:1 slopes labeled. 2:1 slopes require DPW permission.	_____	_____
18	Identify trees to be removed and add a symbol to the legend.	_____	_____

**EROSION AND SEDIMENT CONTROL REVIEW CHECKLIST - PAGE 4**

<b>Initial Submission</b>	<b>Rockville's Review</b>	
	<b>1st</b>	<b>2nd</b>
<b>E) PLAN VIEW (Continued)</b>		
19 _____ All sediment control measures labeled to match details and legend. Note type and/or size if applicable.	_____	_____
20 _____ Sediment Traps must include:		
Trap data - type, existing and developed drainage areas, storage required, storage provided, weir crest elevation, storage depth, top and bottom storage dimensions, clean out elevation, channel depth of flow, maximum side slopes, bottom elevation, embankment elevation, riser and barrel sizes where applicable.	_____	_____
Inflow protection, outflow protection and maximization of flow length in traps including baffle with top of baffle elevation, if required.	_____	_____
Dewatering device, if required, including detail and all design information (size, material, elevations, etc.) Provide MCDPS or similar detail.	_____	_____
Temporary diversion of runoff around trap construction area	_____	_____
Safety fence, type, material, and height	_____	_____
21 _____ Sediment Basins must include:		
Basin data - type, existing and developed drainage areas, storage required, storage provided, weir crest elevation, storage depth, top and bottom storage elevations, clean out elevation, channel depth of flow, maximum side slopes, bottom elevation, embankment elevation, riser and barrel sizes . Provide necessary computations.	_____	_____
Inflow protection, outflow protection and maximization of flow length in traps including baffle with top of baffle elevation, if required. Cross section with applicable design information for basin outfall channel	_____	_____
Dewatering device including detail and all design information (size, material, elevations, etc.) Provide MCDPS or similar detail.	_____	_____
Temporary diversion of runoff around basin construction area. If there is a base flow, incorporate a clean water diversion into the design.	_____	_____
Safety fence, type, material, and height	_____	_____
22 _____ Legend for all existing and proposed plan elements that are not labeled.	_____	_____
<b>F) SPECIFIC DESIGN REQUIRMENTS</b>		
1 _____ LOD must incorporate realistic and sufficient area for operation of equipment for all construction activities including construction and removal of sediment control measures.	_____	_____
2 _____ Protection of properties adjacent to any on-site disturbance and/or excavation must be incorporated into the design.	_____	_____
3 _____ Easements or letters of permission will be required prior to plan approval for any off-site disturbance.	_____	_____
4 _____ Diversion of off-site runoff must at a minimum incorporate an A-2 channel treatment.	_____	_____
5 _____ No sediment control devices are to be located within 20' of a building foundation	_____	_____
6 _____ Areas to be pumped shall be directed to a sediment trap or basin or to a minimum of three sediment tanks in series. (Provide detail.)	_____	_____

**EROSION AND SEDIMENT CONTROL REVIEW CHECKLIST - PAGE 5**

<b>Initial Submission</b>	<b>Rockville's Review</b>	
	<b>1st</b>	<b>2nd</b>
<b>F) SPECIFIC DESIGN ELEMENTS (Continued)</b>		
7 _____	Temporary storm drain diversion must include:	_____
	Profile with inverts, slopes and pipe material and length	_____
	Temporary connections to other pipes or structures if applicable	_____
	Temporary connections must be shown on the storm drain plans	_____
8 _____	Sequence of Construction on first sheet if possible. Sequence must include a pre-construction meeting with the City's Sediment Control Inspector, Construction Management Project Inspector and Forestry Inspector with a minimum of 48 hours notice. Include a note that all other agencies issuing permits must be present at the pre-construction meeting. Include a note that the LOD must be marked in the field PRIOR to the pre-construction meeting. Detail all measures that must be relocated, adjusted, removed or incorporated as construction progresses. Include major components of construction such as sediment control installation, clearing and grubbing, grading, utility construction, temporary diversions, curb and gutter and paving, building construction, SWM construction, stabilization and sediment control removal. Note if any construction must occur in a certain order or must be delayed.	_____
9 _____	Sediment control must be provided during the entire construction operation. Measures to be relocated, adjusted or removed must be clearly shown and explained in the Sequence of Construction.	_____
<b>G) STORM DRAIN SYSTEMS (For informational purposes only)</b>		
1 _____	Provide one set of storm drain plans (can be at second submission) and show existing and proposed topography 100' below any outfall, even if beyond the property.	_____
2 _____	All outfalls must runoff in a non-erosive manner to an existing storm drain system, adequate receiving channel, or measure where approved by DPW.	_____
3 _____	Storm drain plans must show outfall cross sections details with outfall dimensions, side slopes, longitudinal slope, 10 year water surface elevation and velocity and rip-rap (class, dimensions and filter fabric specifications)	_____
<b>H) OTHER REQUIRMENTS</b>		
1 _____	Plans must be submitted to affected utility companies for coordination. Provide documentation.	_____
2 _____	Maryland Department of the Environment NOI, if required, must be obtained prior to SCP permit issuance.	_____
3 _____	Copies of Waterway and Wetlands permits, if required, must be provided prior to plan approval.	_____
4 _____	Approved Rockville Floodplain Variance (FPV) if applicable. Note: Sediment Control Permit (SCP) will not be issued until FPV is approved by DPW.	_____
5 _____	Cost estimate for erosion and sediment control including temporary and permanent stabilization - provide at second review unless otherwise directed. Utilize City Standard Prices for Cost Estimating as may be updated - available at <a href="http://www.rockvillemd.gov">www.rockvillemd.gov</a>	_____

**COMMENTS:**

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