



**EROSION AND SEDIMENT CONTROL REVIEW CHECKLIST**

**November 2021**

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: \_\_\_\_\_

PDS Case No.: \_\_\_\_\_

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

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

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

**Proposed Work:**

<input type="checkbox"/> Individual Single-Family Home Only	<input type="checkbox"/> Grading Only
<input type="checkbox"/> New Construction Only	<input type="checkbox"/> Rough Grading Only
<input type="checkbox"/> Demolition and New Construction	<input type="checkbox"/> Builder's Sediment Control, No. of lots _____
<input type="checkbox"/> Demolition Only	<input type="checkbox"/> 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:**  = 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**

Initial Submission		Rockville's Review			
		1st	2nd	3rd	
<b>A) APPLICATION SECTION</b> (Submissions shall be made using the City's Virtual Permit Application portal available at <a href="http://www.rockvillemd.gov">www.rockvillemd.gov</a> )					
1	_____	Completed and signed Erosion and Sediment Control (SCP) Application	_____	_____	_____
2	_____	Review Fee (Check made out to City of Rockville). Fee amount is based on the square footage of proposed disturbance and per the Public Works Development Fee Schedule as may be updated - available at: <a href="http://www.rockvillemd.gov/286/Streets-Driveway-Right-of-Way">www.rockvillemd.gov/286/Streets-Driveway-Right-of-Way</a>	_____	_____	_____
3	_____	One digital (PDF) copy of the proposed plans. Plans must be on 24" x 36" sheets. Vector-Based PDF files are required for all plans, calculations, reports and other supporting documentation. Drawings created in AutoCAD can be converted to Vector-Based PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."	_____	_____	_____
<b>B) SUBMISSION REQUIREMENTS</b>					
1	_____	Transmittal explaining purpose of the submission including explanation of any unusual circumstances	_____	_____	_____
2	_____	One digital (PDF) copy of the approved NRI/FSD	_____	_____	_____
3	_____	One digital (PDF) 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 Professional Engineer certification on the first sheet of the plan set	_____	_____	_____
<b>C) 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 Applications and Certification of Cut/Fill/Disturbed Area	_____	_____	_____
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.	_____	_____	_____
<b>D) BASE SHEET</b>					
1	_____	Scale 1" = 30' or larger with Legend, North arrow and Datum (NAD 83/91, NGVD 88) unless otherwise approved. Provide two benchmarks with location, elevation and description. Individual 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, telephone number and email of firm or individual that prepared the plan	_____	_____	_____
4	_____	Name, address, telephone number and email of Owner/Applicant on first sheet	_____	_____	_____
5	_____	Title block containing project name, plan description, property's legal description (subdivision, lots, parcels and blocks), election district, etc.	_____	_____	_____
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 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	_____	_____	_____

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

Initial Submission		Rockville's Review			
		1st	2nd	3rd	
<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	_____	Existing and proposed drainage divides shown. Label offsite drainage area amounts (acres) that are conveyed onsite	_____	_____	_____
9	_____	Existing and proposed trees/tree lines, as shown on the approved NRI/FSD, labeled on all sediment control plan view sheets. Identify trees to be removed and include a corresponding symbol in the legend	_____	_____	_____
10	_____	Existing and proposed Forest Conservation Easements and tree save areas shown per the approved Forest Conservation Plan	_____	_____	_____
11	_____	Soil types (e.g., 5A) and Hydrologic Soil Groups (A, B, C, or D) delineated and labeled	_____	_____	_____
12	_____	Steep slopes identified and labeled in accordance with the City's Environmental Guidelines	_____	_____	_____
13	_____	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	_____	_____	_____
14	_____	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	_____	_____	_____
15	_____	Existing topography at minimum two (2) foot contour interval with spot elevations to support existing drainage patterns	_____	_____	_____
16	_____	Proposed improvements (buildings, paving, curb and gutter, sidewalk, etc.)	_____	_____	_____
17	_____	Proposed utilities (water, sewer, storm drain pipes and structures, gas, electric, cable, etc.). Label size and material	_____	_____	_____
18	_____	Proposed grading at minimum two (2) foot contour interval with spot elevations to support proposed drainage patterns	_____	_____	_____
19	_____	Proposed 2:1 or 3:1 slopes labeled. 2:1 slopes require DPW permission	_____	_____	_____

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

Initial Submission	Rockville's Review			
	1st	2nd	3rd	
<b>E) PLAN VIEW (Continued)</b>				
20 _____	All sediment control measures labeled to match details and legend. Note type and/or size if applicable	_____	_____	_____
21 _____	Location of On-site Concrete Washout Structure labeled and detail provided	_____	_____	_____
22 _____	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, cleanout elevation, channel depth of flow, maximum side slopes (specify cut/fill), bottom elevation, embankment elevation, riser and barrel dimensions, where applicable. Stone Outlet Sediment Traps (ST-II, ST-IV) are not allowed Inflow protection (PSDs required for DA >3 acres), outflow protection and maximized 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	_____	_____	_____
23 _____	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	_____	_____	_____
24 _____	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. Adequate access, staging and stockpile areas shown on the plan with appropriate sediment control measures for each	_____	_____	_____
2 _____	Protection of properties adjacent to any on-site disturbance and/or excavation must be incorporated into the design	_____	_____	_____
3 _____	Letters of permission shown on plan or recorded grading easement submitted 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**

Initial Submission	Rockville's Review		
	1st	2nd	3rd
<b>F) SPECIFIC DESIGN REQUIREMENTS (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. Refer to City's Standard Wording for Initial Steps of Sequence of Construction for Private Development Projects. 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 preconstruction meeting. Include a note that the LOD must be marked in the field PRIOR to the preconstruction 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. Sediment control must be provided during the entire construction operation	_____	_____
9 _____	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 (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. Provide MDE NOI permit number on first sheet	_____	_____
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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