

NOTICE

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Office of Planning & Zoning

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OPZ-20-04

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Effective Date

04/03/2020

Phone #:

(410)-222-7450

Identifying Existing Conditions and Natural Resources through the Sketch and Preliminary Planning Process

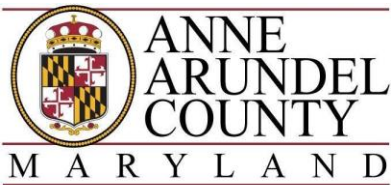
Anne Arundel County encourages the preservation of natural resources through the development process. This preservation cannot be adequately accomplished unless a site's natural resources are mapped at the beginning of the development review process. The purpose of this notice is to provide the general public, reviewing agencies, and the development community with revised sketch plan and preliminary plan checklists that have been updated in an effort to ensure natural resources are appropriately mapped at the onset of the review process.

Please contact the Office of Planning and Zoning at (410)-222-7450 if you have any questions about this notice.

Steve Kaii-Ziegler,
AICP

*Planning & Zoning
Officer*





Office of Planning and Zoning

Steve Kaii-Ziegler AICP, Planning and Zoning Officer

MEMORANDUM

TO: MBIA, Review Agencies and the General Public

FROM: Steve Kaii-Ziegler AICP, Planning and Zoning Officer *SKZ*

SUBJECT: Identifying Existing Conditions and Natural Resources through the Sketch and Preliminary Planning Process

DATE: March 6, 2020

Sections 17-3-201(b) and 17-4-201(b) of the Anne Arundel County Code authorizes the Office of Planning and Zoning to maintain a sketch plan checklist and a preliminary plan checklist that provide information required “to clearly identify areas on the site that are suitable for development.” Part of this suitability analysis necessarily must consider natural resources on the site. Thus, the sketch and preliminary plan checklists and submittal requirements included in this notice have been updated in an effort to ensure that natural resources are adequately mapped on each site at the onset of the development review process.

All sketch and preliminary plan applications, submitted on or after April 3, 2020, must be in conformance with the updated checklists. Any submissions brought to the Permit Center with missing or incomplete packages may be rejected or set aside until all necessary information has been provided. The submission date will not be established until the date that all necessary information has been supplied to the Permit Center.

SKETCH PLAN AND PRELIMINARY PLAN**ANNE ARUNDEL COUNTY
OFFICE OF PLANNING AND ZONING - DEVELOPMENT DIVISION**☐ **Sketch Plan Submittal Requirements**☐ **Preliminary Plan Submittal Requirements**

Application Name: _____

Subdivision #: S _____; Project #: P _____ or Preliminary Plan #: C _____

Date: _____

Instructions: All submissions shall be bundled into the following packages for distribution to the appropriate agencies. Any submissions brought to the Permit Center with missing or incomplete packages may be rejected or set aside until all necessary information has been provided. The submission date will not be established until the date that all necessary information has been supplied to the Permit Center. If any items below are not provided, please provide justification/reasoning in the Letter of Explanation. It should be noted that not all items contained below will necessarily be required for every project. Upon receipt by the review agencies, any necessary plans or attachments deemed incomplete will not be reviewed and may result in denial of the application.

*Design Professional shall place one of the following marks, as appropriate, on each line:
N/A – not applicable Y – provided*

*Items marked with ** must be provided if testing for Adequate Public Facilities*

The Sketch Plan or Preliminary Plan shall be prepared and sealed/certified by an engineer, architect, landscape architect or land surveyor registered to practice in the State of Maryland.

The Stormwater Management Plans must be signed and sealed by an engineer, landscape architect or land surveyor registered to practice in the State of Maryland. (Note that certain plans such as Water and Sewer Plans, Stormwater Management Ponds, Structural Designs, etc., require the seal and signature of a Professional Engineer.)

1. Application Form: The application form must be signed by the property owner or authorized agent.

2. Certificate of Transmittal

3. Submittal Review Fee:

Residential - \$75 per unit.

Commercial / Industrial - \$360 per acre; for sites over an acre the fee will be based on the entire site acreage to the next full acre.

Signs - \$35 for each sign abutting County and State roads and navigable waterways.

4. Modification Request: Provide as many copies as the Modification Procedures requires. Provide separate request for Floodplain and Stormwater Management. See Modification Procedures for fees.

5. Basic Review Package – Minimum Requirements

- a) One (1) copy of a Letter of Explanation for the project. (Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)
- b) One (1) copy of Application.
- c) One (1) copy of Modification Decision Letters.
- d) One (1) copy of the Sketch Plan or Preliminary Plan.
- e) One (1) cut and paste copy if a plan is presented on more than two sheets.

6. Office of Planning & Zoning – Public Information Package

- a) One (1) Basic Review Package.

7. Office of Planning & Zoning – Planner/Environmental/Landscape Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the Community Meeting Form, Verification of Notification, Detailed Meeting Minutes, and Proof of Summary Mailing.
- c) One (1) copy of the Chesapeake Bay Critical Area Report and Habitat Assessment.
- d) One (1) copy of the Forest Interior Dwelling Species Report.
- e) One (1) copy of the Wetland Report.
- f) One (1) copy of the Forest Stand Delineation Plan, Narrative, Data Sheets and Signed checklist.
- g) One (1) copy of the Bog Report.
- h) One (1) copy of written authorization from property owner allowing contract purchaser/lessee to act on owner's behalf.
- i) Title references and history traced back from July 1, 1952 to present date. Include a cover sheet outlining history of the property and provide all copies of current deeds (identify parcel numbers on all deeds), recorded plats and all deeds not covered by plats.
- j) One (1) copy of covenants, conditions and restrictions attached to the property.
- k) One (1) copy of any Variance, Special Exception, Rezoning or Board of Appeals decision.
- l) One (1) copy of the Sketch Plan and Preliminary Plan Submittal Requirements checklist.
- m) One (1) copy of the Sketch Plan-Preliminary Plan Checklist.

8. Office of Planning & Zoning – Planning Division – Planner Package

- a) One (1) Basic Review Package.

9. Office of Planning & Zoning – Planning Division – Water & Sewer Master Plan Package

- a) One (1) Basic Review Package.

10. Office of Planning & Zoning – Cultural Resources Package

- a) One (1) Basic Review Package.

11. Office of Transportation Package

- a) One (1) Basic Review Package.
- b) **One (1) copy of the Traffic Impact Study.
- c) One (1) copy of a Bicycle, Pedestrian and Transit Assessment.

12. Department of Inspections & Permits – Engineer/Utility Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the detailed Community Meeting Minutes.
- c) One (1) copy of the Stormwater Management Report.
- d) One (1) copy of the Floodplain Study (if applicable).
- e) **One (1) copy of the EDU Worksheet.
- f) **One (1) copy of the SWAMP Analysis (if one has already been completed for this project).
- g) **One (1) copy of the Perc Test Results & approved Health Department Site Plan showing perc test locations (if applicable).
- h) Nine (9) copies of the Sewer Study (if applicable).
- i) Two (2) copies of the Pumping Station Design Plan and Report (if applicable).
- j) One (1) copy of the Sketch Plan and Preliminary Plan Submittal Requirements Checklist.
- k) One (1) copy of the Sketch Plan-Preliminary Plan Checklist.

13. Department of Inspections & Permits – Traffic Package

- a) Two (2) Basic Review Package.
- b) **One (1) copy of the Traffic Impact Study.

14. Department of Public Works – Technical Engineering & Planning Division – Utility Package

- a) One (1) Basic Review Package.
- b) Four (4) copies of the Sewer Study and Pumping Station Design Plan and Report.
- c) Four (4) copies of the Grinder Pump Study.
- d) **One (1) copy of the EDU Worksheet.
- e) **One (1) copy of the SWAMP Analysis Worksheet.
- f) Three (3) copies of the Mayo Sewer Study. (Only if in Mayo Sewer Service Area.)

15. Department of Recreation & Parks

- a) One (1) Basic Review Package.

16. Agricultural Review Package

(Package required if site is zoned RA)

- a) One (1) Basic Review Package.

17. Board of Education

- a) One (1) Basic Review Package.

18. Health Department

- a) One (1) Basic Review Package.
- b) One (1) copy of the Perc Test Results & approved Health Department Site Plan showing the perc test locations.
- c) One (1) copy of the Wetland Report.

19. Fire Department

- a) One (1) Basic Review Package.

20. Library

- a) One (1) Basic Review Package.

21. Soil Conservation District

- a) One (1) Basic Review Package.
- b) One (1) copy of the Stormwater Management Report.
- c) One (1) copy of the Geo-Technical Report.
- d) One (1) copy of the Floodplain Study.
- e) One (1) copy of the Wetland Report.

22. Maryland State Highway Administration

- a) One (1) Basic Review Package.
- b) Six (6) copies of the Traffic Impact Study. (If project on a State Road.)
- c) One (1) copy of the Stormwater Management Report and Computations. (If project on a State Road.)

23. Maryland State Aviation Administration

(MAA package is required if the project is within the 4-mile radius of BWI Airport – includes projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15 or 16)

- a) One (1) Basic Review Package.
- b) One (1) copy of the Stormwater Management Report and Computations.
- c) One (1) copy of the Geo-Technical Report.

24. Baltimore Gas & Electric

- a) One (1) Basic Review Package.
- b) One (1) copy of the Forest Stand Delineation Plan, Narrative and Data Sheets. (Only required if in Critical Area or if Forest Stand Delineation or Forest Conservation Plan are included.)

25. Verizon

- a) One (1) Basic Review Package.

26. Critical Area Commission

(Package required if site is within Critical Area)

- a) One (1) Basic Review Package.
- b) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- c) One (1) copy of the Forest Interior Dwelling Species Report

27. Department of Natural Resources – Fish & Wildlife Division

(Package required if site is in the Critical area or Bog Protection Area)

- a) One (1) Basic Review Package.
- b) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.

Anne Arundel County Office of Planning and Zoning

Project Name-Number																																																		
Design Professional	Design Professional Certification (Seal, Signature and expiration information)				Seal																																													
Instructions: 1. The checklist must be submitted with the first submittal. 2. Packages submitted without the completed checklist will not be reviewed and will be returned to the applicant. 3. Design Professional (Des.) should insert into each box either of the following: a. ✓ This item has been addressed b. N This item does not apply to this project 4. All boxes must be checked. 5. The review engineer (Rev.) will upon review of the plans verify by inserting either of the following: a. ✓ This item has been adequately addressed or agree that it does not apply. b. X This item has not been adequately addressed. (Use the remarks column to indicate via letter designation, which item needs to be addressed or if a more detailed response is required then indicate in the remarks column that the item is addressed in the comment letter). 6. A copy of the checklist will be returned to the applicant as an attachment to the comment letter. 7. The Checklist must be returned with the second submittal utilizing the same check format indicated in item 3 above																																																		
.	This checklist is being provided as a general guide for identifying the minimum features that should be addressed prior to submitting the plans for review.																																																	
.	Plans are to be designed based on the standards set forth in the appropriate design manuals as stipulated in the Anne Arundel County Code.																																																	
.	The design consultant, by assigning his/her seal and signature, certifies that the plans were completed in accordance with the current design standards.																																																	
.	Plans lacking all information required by this checklist will be deemed incomplete and returned to the consultant without the benefit of review. The submittal date will not be established until complete plans and all required attachments have been submitted for review.																																																	
.	Efforts should be made to limit the number of plan sheets to four (4).																																																	
	<table border="1"> <thead> <tr> <th colspan="2">Submittal</th> <th colspan="2">Submittal</th> <th rowspan="2">Sketch Plan-Preliminary Plan Checklist (Also used as SWM Concept Plan)</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Des.</th> <th>Rev.</th> <th>Des.</th> <th>Rev.</th> </tr> </thead> <tbody> <tr> <td colspan="6">Applicable to all plan sheets</td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td>Size: 24" x 36"</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td>Title block shall include: A) Project Name and number B) Sheet Title C) Date, D) Tax Map, Block and Parcel E) Assessment District</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td>Block with design consultant information including signature and seal of a Design Professional registered in the State of Maryland (Comar, Section 14-101).</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td>A) Legend B) North Arrow (NAD 83) C) Scale: Centered below applicable plan or profile</td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td>Drafting: A) labeling is legible (not overlapping, etc.) lines/line weight and symbols used are defined in legend. B) Match lines shown were applicable and correctly labeled.</td> <td></td> </tr> </tbody> </table>				Submittal		Submittal		Sketch Plan-Preliminary Plan Checklist (Also used as SWM Concept Plan)	Remarks	Des.	Rev.	Des.	Rev.	Applicable to all plan sheets						1				Size: 24" x 36"		2				Title block shall include: A) Project Name and number B) Sheet Title C) Date, D) Tax Map, Block and Parcel E) Assessment District		3				Block with design consultant information including signature and seal of a Design Professional registered in the State of Maryland (Comar, Section 14-101).		4				A) Legend B) North Arrow (NAD 83) C) Scale: Centered below applicable plan or profile		5				Drafting: A) labeling is legible (not overlapping, etc.) lines/line weight and symbols used are defined in legend. B) Match lines shown were applicable and correctly labeled.	
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Anne Arundel County Office of Planning and Zoning

	Submittal		Submittal		Sketch Plan-Preliminary Plan Checklist (Also used as SWM Concept Plan)	Remarks
	Des.	Rev.	Des.	Rev.		
Cover Sheet						
6					Legal name, address, telephone number and email address of the owner, developer, applicant, and design consultant;	
7					Vicinity Map (minimum 4" x 4" Scale 2000' = 1") (Title Sheet) A) Located in upper right hand corner, B) North arrow shown to top C) Scale shown D) Roads labeled	
8					Location Plan Scale 1"=200' A) Shows actual location of project and surrounding streets	
9					Index of Drawings Table: All drawing titles are shown in table and labeled accordingly	
10					Benchmark - B. M. number., description and elevation. (Vertical control NAVD 1929 or NAVD1988) consultant must indicate which is used. No assumptions	
11					Tabulate: Provide a table that shows the following information: A) Runoff amount to the POI B) Runoff amount generated by site drainage area to POI C) Ratio of site runoff to Total runoff to POI D) Runoff amounts must be calculated and shown for each drainage area E) Curve number and time of concentration computation is based on developed conditions as per current zoning	
12					Outfall Statement(s): A) Provide a description of each outfall point from the site. B) If outfall is to an open channel, describe channel indicating whether or not erosion is evident between the site outfall and the POI.	
13					Provide a tax-map layout that shows the location of the site and abutting parcels, at a scale that allows clear depiction of information presented	
Sheet 2 - Existing Conditions and Resource Mapping						
14					A site outline showing bearings and distance (Information obtained from plats and deeds is sufficient at this stage) <i>Do not show lease lines as property lines</i>	
15					The zoning of the lot (show division lines and identify acreage of each zoning classification)	
16					Adjacent property information, including names, addresses, tax account numbers, deed reference and zoning	
17					The location, dimension and label of existing structures, driveways, sewers, water lines, storm drains, etc. on and within 100 feet of the site boundary	
18					The location of existing private onsite water and sewerage facilities; Offsite well and septic within 100' of the site boundary	
19					Topography (2 foot contours) extending a minimum of 100 feet beyond the site boundaries (County topo is allowed at this stage)	
20					If natural drainage patterns within site are not clearly depicted by topographic information, provide flow arrows etc. that show patterns	
21					Pre development discharge points from the site	
22					Bog Contributing Drainage Area and Bog Protected Streams	
23					The Critical Area boundary and classifications and a tabulation of acreage by Critical Area classification (LDA, RCA or IDA)	

Anne Arundel County Office of Planning and Zoning

	Submittal		Submittal		Sketch Plan-Preliminary Plan Checklist (Also used as SWM Concept Plan)	Remarks
	Des.	Rev.	Des.	Rev.		
24					Soils labeled and shaded based on Hydrologic Soil Group (A, B, C, D).	
25					Tabulations including the gross area of the lot, floodplain, wetland, wetland buffer, stream buffer and existing impervious coverage in acreage and square feet, ratio of existing impervious coverage to total site area, and linear feet of stream per classification	
26					The location and size of all existing easements with label explaining the purpose and recording references	
27					The location of slopes by categories of 15 to <25% and 25% and greater; steep slope buffer	
28					The location and label of 100-year floodplain, including FEMA floodplain; the location of coastal floodplain and coastal high hazard areas	
29					Tidal and nontidal wetland limits based on wetland study, Wetlands of Special State Concern and wetland buffer	
30					Streams with classification labeled (Ephemeral, Intermittent, Perennial,) and stream buffer	
31					Bog limits, bog 100-foot upland buffer, and bog limited activity area, based on bog study and bog buffers	
32					Critical Area 100-foot buffer, expanded buffer and Habitat Protection Areas	
33					Identification and location of rare, threatened, or endangered species habitat	
34					Highly erodible soils indicated by separate shading	
35					The location of all historic resources, archaeological sites and cemeteries	
36					Identification and limits of Greenway	
37					Existing forest line	
38					Specimen trees and associated critical root zone (label type, size in dbh and health)	
39					Show clear delineation of the areas that are to be protected from development including, but not limited to, Items 26 through 38	
40					Certification note: provide a note, signed and sealed by the design professional, certifying that the location of all natural and man made features shown on the plan have been field verified	
	Sheet three - Establish and show the Point(s) of Investigation POI					
41					Drainage area map: Provide a drainage area map that shows the entire drainage area to site and POI	
42					Scale shall allow for legible presentation of required information	
43					All Drainage area maps: A) Contours numbered with legible lettering B) contour lines extend at least 100' beyond drainage area boundaries C) Travel path for Tc shown with segments labeled (distance, slope and "n" factor) D) Curve number or C Factor areas shown by contrasting shading or colors E) acreage shown) F) North arrow shown G) Scale shown	
44					Clearly label the discharge point(s) from the site	

Anne Arundel County Office of Planning and Zoning

	Submittal		Submittal		Sketch Plan-Preliminary Plan Checklist (Also used as SWM Concept Plan)	Remarks
	Des.	Rev.	Des.	Rev.		
45					Runoff Curve Numbers and Times of Concentration must be: A) Based on ultimate development conditions as per current zoning, assuming no storage within existing BMPs located within the drainage area B) Computations based on the 10 year design storm	
46					Maps used to depict items utilized in developing curve numbers (Zoning and HSG) shown at same scale as applicable drainage area map.	
47					Information shown on drainage area map must correlate with information used in computation booklet	
48					Indicate location of photographs for walking tour	
49					All maps used for comparison such as existing and proposed development shown at same scale	
	Preliminary determination of adequate conditions downstream of site outfalls					
50					Information provided at concept should be sufficient to determine if Peak Management Qp10 will be required	
51					Discharge to closed system: Provide as built maps of system to point of investigation or preliminary surveyed mapping if as built information is unavailable	
52					Discharge to open channel system: Provide photographic walking tour from site outfall to POI	
53					Discharge is via sheet flow: Demonstrate that sheet flow will be maintained after development as per the SWM design manual	

Anne Arundel County Office of Planning and Zoning

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	Des.	Rev.	Des.	Rev.		
	Sheet four - Development Concept Plan					
54					Plan scale shall be no smaller than 1" = 100'	
55					Show a 100 foot peripheral strip that shows the existing topography off site	
56					Show and label all existing conditions as delineated on the Existing Conditions and Resource Mapping Sheet 3	
57					Show buildable areas: Provide a clear delineation of the areas/features that are to be protected from development as delineated on the Existing Conditions and Resource Mapping Sheet 3, item number 39.	
58					Show and label setbacks as required by the zoning of the parcel and adjacent parcels	
59					Development layout showing buildings, roads, parking, easements, etc.	
60					Show and label proposed and required landscape areas	
61					Proposed limits of clearing and grading	
62					Location of proposed impervious areas	
63					Proposed roads	
64					Utilities: A) Show location of water and sewer that abuts the site B) Indicate current water and sewer service areas (Existing, planned, no planned service etc.) C) If water and sewer does not abut the site, and site is in the planned or existing service area, provide mapping that shows the location of and distance to the existing water and sewer closest to the site. (Limit of mapping should be equal to the minimum required extension distance (RED) as indicated in the current sewer master plan http://www.aacounty.org/PlanZone/MasterPlans/WaterSewer2007/Index.cfm)	
65					Forest Conservation computations	
66					Proposed Bicycle Pedestrian Transit per 17-6-113	
67					Location of proposed utilities: Plan view only	
68					Preliminary location of ESD practices	
69					Private sewer Show location and all percolation test results	
70					Private water - Show location	
71					Open Space: Show A) Location B) Type	
72					Tabulation: A) Use B) Density C) Gross Site Area, Proposed Lot area and Limit of Disturbance in acres and square feet D) Bulk Parcels E) Parking required and provided F) Floor Area G) Existing and Proposed Coverage in acres and square feet H) Existing and Proposed Coverage site ratio I) Show Growth Tier (I,II,III, or IV) and list developmental restriction	
73					Provide Table that shows: Total on site acreage of each Hydrologic Soil Group (HSG)	

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	Des.	Rev.	Des.	Rev.		
74					Abutting properties show: A) Lot numbers, and street address numbers B) Owners name and Tax Account Number	
	Site layout meets the criteria listed below:					
75					Proposed imperviousness and disturbance is minimized by implementing clustering and other techniques	
76					Protects conservation areas to the Maximum Extent Practicable	
77					SWM is addressed by utilizing natural areas and landscape features to manage runoff from impervious surfaces	
78					Site graded so that runoff flows from impervious areas directly to pervious areas or natural conveyance systems	
79					Natural flow paths between the site and upstream and downstream systems are maintained	
80					Sheet flow and natural overland flow processes maintained wherever it is feasible	
81					Stable conveyance of runoff provided to offsite areas.	
82					Structural BMPs are used only where absolutely necessary	

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	Des.	Rev.	Des.	Rev.		
Reports, Computations and Attachments						
83					SWM Concept report and computations are provided in a booklet that is A) Bound B) Sheets numbered C) Signed and Sealed by design professional D) Contains a table of contents	
84					SWM Narrative must be included that provides the following information:	
84					1. Supports the concept plan, indicates other alternatives that were explored and explains why they were not	
85					2. Describes how natural resources are protected and possibly enhanced.	
86					3. Describes how natural flow patterns are maintained	
87					4. Explains how impervious surfaces have been reduced based on the use of: a) Better site design b) Use of alternative surfaces and c) nonstructural practices	
88					5. Outlines the integration of erosion and sediment control into the stormwater strategy	
89					6. Explains how the 10% pollutant reduction will be achieved if required.	
90					Bog: Bog protection plan for bog protected area	
91					Critical area: Provided a buffer management plan for any disturbance in the 100 ft buffer and expanded buffer	
Computations						
92					Study points: A) Same for pre and post development B) Clearly labeled and numbered.	
93					Drainage area information used in computations clearly depicted on drainage area maps.	
94					The same method of computation used when comparing runoff (i.e. if TR-55 used for post development runoff, it must be used for pre development as well)	
95					Computations: Limited to feasibility of achieving Pe and Peak management goals. A) Estimate rainfall amount treated in each facility B) Provide a table that shows the summation of Pe for each nonstructural method and device (weighted by drainage area) and compare to Estimated Pe and peak management volume required.	
96					Flood plain determination, if required (Including supporting computations)	
Attachments						
97					Walking tour photographs (at 50 foot intervals, or closer if necessary)	
Adequacy of facilities						
If the applicant wishes to address adequacy of facilities at this stage, the additional items listed below must be submitted.						
98					Traffic Impact study A) Include mitigation plan if required	
99					EDU worksheet	
100					Detailed outfall study	
101					Mitigation for inadequate outfall: If it is determined that the site has an inadequate outfall, then a mitigation plan must be submitted.	