

PROJECT SUBCOMMITTEE
FORMAL APPLICATION FORM AND CHECKLIST

Project Title: _____

Applicant (State Agency or Local Jurisdiction/Department): _____

Project Address: _____

County/Town: _____

Before completing the rest of this form, have you:

- Consulted with the Critical Area Commission?
- Determined what review process is required for your project?
- Met the Public Notice requirements for advertisement and posting?

A complete submittal package is required in order for Commission staff to accept an application for processing by the Commission. A complete submittal package includes the following information:

1. This completed checklist and supporting documentation
2. Maps, Site Plans, and Planting Plans
3. Evidence of [Public Notice](#), including:
 - a. Copy of the Newspaper Ad (if required)
 - b. Photograph of posting of the site
 - c. Copies of all comments received
4. If in the [Intensely Developed Area \(IDA\)](#), information demonstrating compliance with the 10% pollutant reduction rule.
5. If applicable, proposed mitigation measures and associated plans including the [Planting Agreement Form](#).
6. If applicable, final sediment and erosion control approval and stormwater management approval or concept approval.

7. If applicable, all Maryland Department of Environment tidal and nontidal wetland authorizations and correspondence from the Maryland Department of Natural Resources Wildlife and Heritage Service and the Maryland Historic Trust.
8. If a State project, information demonstrating [consideration of climate resiliency](#) and any associated Coast Smart Construction Program documentation.
9. If applicable, a completed [Conditional Approval Response Form](#).

APPLICATION CHECKLIST

General Project Information

Please include the following text information, if applicable to the site, in the project application materials. This information may be included in the form of summary documents, letters, reports, or site plan notes.

<input type="checkbox"/> Project name and location	<input type="checkbox"/> Soil erosion and sediment control measures and implementation strategy
<input type="checkbox"/> Project Purpose	<input type="checkbox"/> Lot coverage information
<input type="checkbox"/> Agency sponsoring project	<input type="checkbox"/> Mitigation required for clearing of forest area
<input type="checkbox"/> Project description	<input type="checkbox"/> Mitigation required for impacts to the Buffer
<input type="checkbox"/> Anticipated timeline	<input type="checkbox"/> Afforested area
<input type="checkbox"/> Total acreage in Critical Area	<input type="checkbox"/> Climate Resilience Summary Statement (State Projects Only)
<input type="checkbox"/> Total forest area cleared	
<input type="checkbox"/> Method of stormwater control	
<input type="checkbox"/> Area of Disturbance within Buffer	
<input type="checkbox"/> Area of Canopy Clearing within Buffer	
<input type="checkbox"/> 10% Stormwater Rule Draft ESD Spreadsheet	

General Mapping Features

Please include the following features on all site plans:

<input type="checkbox"/> Vicinity map	<input type="checkbox"/> Existing and proposed lot coverage and utilities
<input type="checkbox"/> Project boundary	- Buildings, roads, paved areas or other areas of lot coverage, parking lots, storm drains, septic areas, stormwater management systems, and shore erosion control structures
<input type="checkbox"/> Scale	
<input type="checkbox"/> Orientation	<input type="checkbox"/> Limit of Disturbance
<input type="checkbox"/> Project Name and Location	
<input type="checkbox"/> Tract or lot lines	
<input type="checkbox"/> Critical Area boundary (Breakdown by IDA, LDA, RCA)	

____ **Limit of Disturbance within Buffer**

____ **Forest and Developed Woodlands**

- Existing forest/dev woodland area
- Proposed clearing
- Afforestation/Reforestation
- Mitigation Areas

____ **Area of canopy clearing within Buffer**

____ **Topography**

- Including steep slopes (15% or greater) and proposed grading.

____ **Soil**

- Type
- Area of hydric soils
- Area of highly erodible soils

____ **Agricultural lands**

____ **Dredging activity and spoil site**

____ **Surface mining sites and wash plants**

Habitat Protection and other Sensitive Area Mapping Features

In addition to showing the following features on the plan, review and comment is required from the associated State or Federal Agency including: MDE, DNR, USFWS, and US Army Corps of Engineers.

____ **Buffers:**

- Minimum 100 ft. from tidal waters, landward edge of tidal wetlands and tributary streams
- Expanded Buffer to include 15% or greater slopes, hydric soils and highly erodible soils
- 25 ft. from nontidal wetlands

____ **Tidal Wetlands**

____ **Nontidal Wetlands**

____ **Threatened and Endangered Species, Species in need of conservation**

____ **Plant and Wildlife Habitats**

- Colonial waterbird nesting sites, historic waterfowl staging and concentration areas, riparian forest, forest interior dwelling bird habitat, areas of state or local significance, and natural heritage areas

____ **Anadromous Fish Propagation Waters**

Mitigation Plan Requirements

If mitigation is required as a result of the project, the submittal must include information on how the mitigation will be met and any proposed Buffer Management Plan, Forest Mitigation Plan, mitigation bank credit use agreement, and/or fee-in-lieu payment receipt to demonstrate compliance with the requirement.

Mitigation Plan Requirements:

_____ A plan drawn to scale showing:

- Limit of disturbance
- Total area of canopy cover removed
- Arrangement of the proposed planting

_____ A landscape schedule that meets the planting standards outlined in COMAR 27.01.09.01-2 and that includes:

- Species type
- Quantity of plants
- Size of plants proposed
- Proposed planting date

_____ A maintenance plan that includes:

- Invasive species and pest control practices
- Watering schedule
- Signature of the responsible party
- Provisions for a minimum of 2 years of monitoring.
- A reinforcement planting provision if survival rates fall below 80%.

_____ A Planting Agreement Form.

Minimum Documentation Requirements

Copies of the following permits/documents should be included in the application package or must be in their final stages (i.e., public comment period completed, permit conditions in final form), if applicable to the site.

_____ **Maryland Department of the Environment (MDE)**

_____ *Tidal wetlands approval*

Tracking #: _____ License #: _____
Application Submission Date: _____
Approval Status: Pending _____ Issued _____

_____ Nontidal wetlands and waterways approval

Tracking #: _____ License #: _____
Application Submission Date: _____
Approval Status: Pending _____ Issued _____

_____ Water Quality Certification

Tracking #: _____ License #: _____

Application Submission Date:
Approval Status: Pending _____ Issued _____

_____ Stormwater Management approval
Tracking #: _____ License #:
Application Submission Date:
Approval Status: Pending _____ Issued _____

_____ Sediment and erosion control plan approval
Tracking #: _____ License #:
Application Submission Date:
Approval Status: Pending _____ Issued _____

_____ **U.S. Army Corps of Engineers (ACOE) Permit**

Permit Type:
____ Nationwide Permit
____ Regional General Permit
____ State Programmatic General Permit
____ Standard Individual Permit
____ Letter of Permission

Tracking #: _____ Authorization #:
Application Submission Date:
Approval Status: Pending _____ Issued _____

_____ **Maryland Department of Natural Resources (DNR)**

_____ Environmental Review letter
Date Submitted:

_____ Wildlife and Heritage Service review letter
Date Submitted:

_____ **Maryland Historical Trust (MHT)**

_____ Review letter
Date Submitted: