## DEVELOPMENT REVIEW ENGINEERING IMPROVEMENT PLAN CHECKLIST

(All checklists must be completed and material provided to be considered a complete submission)

Improvement Plan Applications: Improvement Plan, Minor Improvement Plan, and Mass Grading Plan

(Intake)	(Applicant)	IMPROVEMENT PLAN
		Completed Improvement Plan Application (8 copies)
		Improvement Plan (8 copies)
		SWM/SD Computations (2 copies)
		Application Fees¹
		Other Items Submitted
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(Intake)	(Applicant)	MINOR IMPROVEMENT PLAN
		Completed Minor Improvement Plan Appl. (6 copies)
		Minor Improvement Plan (6 copies)
		SWM/SD Computations (2 copies)
		Application Fees¹
		Other Items Submitted
(intake)	(Applicant)	MASS GRADING PLAN
		Completed Mass Grading Plan Application (8 copies)
		Mass Grading Plan (8 copies)
		SWM Computations (2 copies)
		Application Fees¹

NOTE: This checklist includes the minimum requirements for a complete submission. During the review process, additional information may be requested to adequately review the plan. In addition to revised plans and computations (if applicable), a point-by-point response letter and the original comment letter from the County is required for the second and each subsequent review. All prints must be folded to 81/2 " x 11". Please contact Kim Mezzanotte at 301-600-1106 for any exceptions.

- 1 Initial Fees are required at  $1^{st}$  submittal. Additional sheet fees may be assessed and must be paid prior to or with the  $2^{nd}$  submission.
- 2 If Stormwater Management is not addressed on plan, SWM Computations are not required.