

City of Salisbury



MARYLAND



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

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SALISBURY, MARYLAND 21801
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TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

Consultant
Street Address
City, State, Zip Code
Tel: (area) number
Fax: (area) number

Re: Project Name
Location
Concept Plan Number:
Date Received by P.W.:

DATE

Ladies and Gentlemen:

Salisbury Public Works has reviewed your concept submittal for (Project Name), and provide the following comments:

(PICK NOTE 1 OR 2)

1. Your concept SWM plan must be resubmitted for additional review; disregard comments 2-7.
2. Your concept SWM plan may be resubmitted for additional review or you may go to the "PRELIMINARY" submission stage. If resubmitting for SWM review only, disregard comments 2-7.

SUBMISSION OF PRELIMINARY SITE PLANS

3. When approval is expected, (if required), by the Planning Commission, the developer's consultant may prepare and submit a "PRELIMINARY" plan to Wicomico County Department of Planning & Zoning. This plan should contain all civil engineering data including storm water management calculations.
4. Four (4) sets of "PRELIMINARY" plans are delivered to Gloria Smith of the Wicomico County Department of Planning & Zoning, 410-548-4860, for distribution to the various agencies including two (2) sets to Salisbury Public Works. Engineer's Certification Block & Seal - signed and Sealed by a registered professional engineer or land surveyor (registered in Maryland) required on the cover sheet of **all "Preliminary" submittals.**

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5. Initial preliminary site development plan submittals to be reviewed by this office must be accompanied by a completed copy of the Improvement Construction Plan Submittal Checklist. Any submission which does not have a completed checklist attached to it or which does not adequately address all items listed on the checklist or in the concept plan review letter will be rejected without being reviewed.
6. Any resubmitted plan, which is in response to a comment letter generated by this department as a result of a previous review, must address those review comments point-by-point. One set of resubmitted plans must accompany the response letter to be delivered to Salisbury Public Works, attention Gary C. Hales. A submission which does not address the comment letter in this manner or which does not adequately address all comments will be rejected without being reviewed. A resubmitted plan, which, in the opinion of this office, is significantly redesigned, will be subject to a second review fee.
7. These measures will reduce the confusion and inefficiency which results from incomplete or inadequate site plan submittals and should reduce plan review response time. The City reserves the right to make judgments of adequacy and completeness. These provisions will be strictly enforced. Your cooperation in this matter will be greatly appreciated.
8. Include the current Wicomico County Water/Sewer Plan Service Category on the plans using the following note:
"Wicomico County Water/Sewer Plan Service Category W-___ / S-___".

"The subject property's designation on the Wicomico County Water and Sewer Plan must reflect the appropriate usage category. If this site is categorized W-6 or S-6, the site plan approval for the project will be withheld until the W/S Plan has been amended. Contact Mr. John Redden of Wicomico County Dept. of Public Works at 410-548-4180 for information on the amendment process."
9. Sample documents are available in this office or at:
<http://www.ci.salisbury.md.us/publicworks/developer/SamplesOfDevConDocs/Samples%20Of%20Developers%20Contractor%20Documents.htm>.

STORM WATER MANAGEMENT

10. In an effort to eliminate flooding and standing water as a result of the proposed project, the City will require a stormwater-drainage site plan with sufficient "spot elevations" to confirm that drainage will be directed away from all existing and proposed structures and toward an acceptable outfall. This plan must be submitted to and approved by Salisbury Public Works prior to issuance of a building permit. The plan must include proposed finished grade elevations that extend a minimum of ten feet beyond the property lines on all sides.

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11. Per City ordinance 2101, section 13.28.050 (2) C., the ESD planning techniques and treatment practices and structural stormwater management measures must be recorded in the land records of the County. A check made payable to Mark S. Bowen, Clerk of Circuit Court must accompany the final approved as-built mylars. The fee is currently \$10 per sheet.
12. All elevations must be in City datum. Reference the City benchmark used in the survey.

MISCELLANEOUS

13. *(COULD INCLUDE ANYTHING THAT COULD BE A MAJOR PROBLEM HERE)*

Gary C. Hales
Development Coordinator
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Fax. 410-548-3107
ghales@ci.salisbury.md.us

Project Number: 00-000

cc: Name of Developer and/or owner
Address

E-Mail P & Z - Gloria Smith
Kevin Keenan

File Copy

Revised 8-12-2011