



## ***NEW SINGLE-FAMILY DWELLING IN THE CRITICAL AREA PERMIT CHECKLIST***

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Kent County Department of Planning, Housing, and Zoning  
Kent County Government Center  
400 High Street, Chestertown, MD 21620  
410-778-7423 (phone) 410-810-2932 (fax)

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Attached you will find the application packet for the construction of a new single-family dwelling in the Chesapeake Bay Critical Area. If you have any questions, please do not hesitate to call the Department of Planning, Housing, and Zoning at 410-778-7423. Please return the completed application and fee with the following:

- 1) Permit Fees
- 2) Kent County Building Permit Application
- 3) Site Plan
- 4) Two (2) Sets of Construction Plans & One (1) Electronic Digital Plan
- 5) Sediment Control Permit & One (1) Electronic Digital Plan
- 6) Stormwater Management Plan
- 7) Entrance Permit – County Roads or State Highway
- 8) Lot Coverage Checklist
- 9) Buffer Enhancement and Forest Management Plans, when applicable
- 10) Letter of Authorization (*if applying on behalf of the property owner*)

In addition to the County Building Permit, the following permits or approvals may be needed depending on the location of the property: Kent County Environmental Health Department, Kent County Department of Water and Wastewater, County Roads Entrance Permit or State Highway Entrance Permit, Joint Permit from the Maryland Department of Environment and Army Corps of Engineers.

Once the completed application is received, the Department of Planning, Housing, and Zoning will forward the application to other agencies for their review and approval. You may be contacted directly by those agencies with questions concerning your applications. Any questions concerning other agency reviews should be directed to that agency.

Please allow at least **30 business days** (not including weekends or holidays) to process, review, and approve the application before the permit can be issued.

Once the application is approved, you will receive a building permit and permit card which is to be posted on the property. Please pay particular attention to any conditions placed on the permit as the Certificate of Occupancy will **not** be issued until these conditions are fulfilled. In addition to the building permit and permit card, the permit package will contain a house number and instructions for posting the number; inspections required and instructions for scheduling inspections; information on obtaining electrical service; a 911 Survey; and the requirements for receiving an occupancy permit.



WORK CANNOT BEGIN UNTIL THE PERMIT HAS BEEN REVIEWED, APPROVED, & ISSUED.

**1) Permit Fees:**

- a. Kent County Building Permit (check payable to **the Commissioners of Kent**)
- New Single-Family Dwelling \$0.15 per square foot; minimum \$215.00
  - Sediment Control Inspection minimum \$100.00
  - **Standard** Sediment Control App. & Review: \$100 application & \$100 review-\$200.00
- OR**
- **Detailed/Formal** Sediment Control App. & Review: \$200 application & \$200/acre \$400.00
  - Stormwater Management Plan: Minimum \$300.00
  - New Home Builder Registration Fee: \$50.00  
(This is collected on behalf of the Maryland Attorney General)

**Note:** If the property owner acts as the builder/contractor, the \$50.00 fee is not collected, however, an Affirmation of Landowner as a home builder/contractor form is required.

- b. Kent County Environmental Health – **for review** (if the property is served by a private well and/or private septic; a separate check payable to the **Kent County Health Department**)  
Effective 9/1/2024 \$200.00

**2) Kent County Building Permit Application:**

Please pay particular attention to each question and be sure to provide the exact yard setbacks, distance from mean high tide, edge of tidal wetlands, or tributary streams whichever is the closest; impervious surface from the attached checklist; structure height, and your contact information. The property owner must either sign the permit or provide a letter authorizing an agent to act on their behalf. Application instructions can be found on our website: <https://www.kentcounty.com/planning/building-permits>

**3) Site Plan:** An aerial view of the property is required. Please note a survey may be necessary.

A legible scale of the site plan that includes the following: (See sample sketch)

- Size, shape, and dimensions of the property
- Dimension of the proposed dwelling, including garage, breezeway, & decks/porches
- **Distance from the proposed dwelling to all four (4) sides of the property lines**, waterways, and wetlands measured from the eaves or other outermost portion of your dwelling.
- Location of well and septic and distance to the proposed dwelling, if applicable.
- Setbacks must be met for the well: 30 ft from the foundation, and 50 ft from the source of contamination. Contact the Environmental Health Dept for more information.
- Driveways and other entrances to your property
- Road names and abutting right of ways: Easements where applicable
- Area to be disturbed

- The 100-foot buffer, nontidal wetlands, and their buffer when applicable
- Areas where trees/forest will be removed and replanted, if applicable
- All other proposed lot coverage such as patios

#### 4) ***Construction Plans:***

Two (2) sets of construction plans - hard copies (to include documentation of compliance with International Residential Building Code and Energy Conservation Code provisions - Website: <https://www.kentcounty.com/planning/building-permits>) and an **electronic digital plan sent to the Permit Specialist**. A sprinkler system for all new homes is required by the State of Maryland. The Building Inspector reviews the construction plans and if approved one (1) set of plans will be issued to the property owner when the permit has been issued and one (1) set will be kept on file with the Planning & Zoning Dept.

#### 5) ***Sediment Control Plan & Permit:***

The attached form may be used if the project disturbs less than 20,000 square feet, no more than 400 cubic yards of cut and fill are proposed, steep slopes, nontidal wetlands, and their buffers are not disturbed, highly erodible soils will not be disturbed, and the disturbance is not within the 100-foot buffer or stream protection corridor. Otherwise, a formal sediment control plan is needed. Contact Kent County Soil Conservation District for additional information. Samples are available upon request.

#### 6) ***Stormwater Management Plan:***

The attached form may be used for projects when the total site lot coverage does not exceed 15% and the total land area disturbed is less than 20,000 square feet. A formal stormwater plan is required for other projects. . Required items noted on the plan: North Arrow, Scale, 6” fall at 10 ft from structure, and Limit of Disturbance. Samples are available upon request.

#### 7) ***Driveway Entrances:***

Before the Planning Dept will issue a building permit for new construction, the County Roads Dept or State Highway Administration **must inspect all existing driveway entrances and install all new driveway entrances for driveways that exit onto a county road or state road**. The same applies to any new driveway even if there is no new construction. Please work directly with both agencies. Private road maintenance is the responsibility of the property owner.

#### 8) ***Lot Coverage Checklist:***

Please complete the attached lot coverage checklist. The amount of lot coverage permitted on your property varies according to the size of your property. Lot coverage includes all areas where water cannot infiltrate such as sidewalks, decks without adequate spacing, buildings, paved or gravel driveways, and roof eaves. For a complete list of lot coverage, please consult the guidance paper published by the Chesapeake Bay Critical Area Commission at [http://www.dnr.state.md.us/criticalarea/pdfs/lot\\_coverage.pdf](http://www.dnr.state.md.us/criticalarea/pdfs/lot_coverage.pdf) or contact the Department of Planning, Housing, and Zoning.



**9) Critical Area Forest Clearing Plan or Buffer Management / Enhancement Plan:**

Before any trees can be removed within the Critical Area or the 100-foot Critical Area Buffer, a plan must be obtained from the Department of Planning, Housing, and Zoning. In addition, if any new lot coverage is proposed on a parcel which contains a buffer, then a Buffer Enhancement Plan is required.

**10) Letter of Authorization**, if applying on behalf of the property owner. *See the below example.*

**IMPORTANT:** If you are a contract purchaser, the permit cannot be issued until the property transfers.

- *If the property owner(s) listed on this application does not correspond with the current Maryland Tax Assessment Records, a copy of the recorded deed will need to be submitted with the application.*
- *If you plan to purchase the property and fill out the application in your name, you will need a signed letter from the current owner authorizing you to apply. A copy of the contract is also sufficient to process a permit.*
- *If you are a contractor applying on behalf of the owner, you will need a signed letter from the owner authorizing you to apply.*
- *If the property is owned by a Corporation, LLC, or Partnership, then you will need to provide documentation on who is authorized to sign on behalf of the Corporation, LLC, or Partnership.*

**Kent County, Maryland, Letter of Authorization**

I, \_\_\_\_\_, give \_\_\_\_\_  
*(Property owner's name)* *(Applicant's name)*

permission to apply for a use permit for my property located at \_\_\_\_\_  
*(Address of property)*

\_\_\_\_\_  
*Property owner's signature*

\_\_\_\_\_  
*Date*

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**Other Permitted Information** (Please contact them directly).

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| Kent County Culvert Permit<br><i>(if applicable)</i>                                 | Fees paid to the Kent County Roads Dept.<br>New Entrance or existing (410-778-4252)       |
| State Highway Entrance Permit<br><i>(if applicable)</i>                              | Contact the State Highway<br>Administration (410-778-0818)                                |
| Private Well and/or Septic<br>Percolation Test/Well Permit<br><i>(if applicable)</i> | Fees paid to Contact the Kent County<br>Environmental Health Department<br>(410-778-1361) |
| Public Water and/or Sewer Allocation<br><i>(if applicable)</i>                       | Contact the Department of Water and<br>Wastewater (410-778-3287)                          |
| Sediment Control   | Contact Kent Soil & Water Conservation<br>410/778-5150 Ext 3                              |
| Stormwater Management  | Contact Public Works<br>410/778-2600  |
| Middle Dept Inspection Agency<br>(MDIA)  | To schedule inspections:<br>Easton, MD 410/882-8300                                       |
| Fire Marshal   | Rough & Final Inspections:<br>Easton, MD 410/822-7609                                     |