



Baltimore County
Department of Environmental Protection and Sustainability
Ground Water Management Section
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Site Plan Requirements for Building Permits for Properties using Wells and Onsite Sewage Disposal Systems

(Effective March 1, 2022)

New Dwellings, New Commercial Buildings, Replacement Buildings, Large Additions, and Pools

All permits for new construction of dwellings or commercial buildings and replacement structures must be accompanied by a scaled site plan that meets the minimum standards as outlined below. The Groundwater Management Section (GWM) reviews these permits to ensure that the proposed work is in compliance with well and onsite sewage disposal system (OSDS) regulations. GWM also requires that site plans meeting these standards must also be provided for large additions, and pools.

Be advised that these requirements do not factor in regulations, requirements or other restrictions that may pertain to approval from other County agencies (i.e., zoning setbacks, forest buffer easements, stormwater management, etc).

Site Plan Requirements

- Site plans must be professionally drafted from AutoCAD or similar computer-aided drafting software. Hand drawn figures, and photos of plans will generally not be accepted as they do not reproduce well, are often difficult to read, and rarely have the level of detail and accuracy that is needed. Depending on the type and quality of plans available, site plans created from approved county records may be a suitable base maps for using with your permit application. However, GWM reserves the right to require that new plans be created by a licensed surveyor or engineer;
- Site plans must be scaled drawings (e.g., 1":20', 1":30', 1":40', 1":50' or 1": 60') with a minimum 0.5" border;
- Site plans must include:
 - A title block with the owner name, property address, subdivision name, Lot number, tax ID number, plan date and map scale;
 - Property boundaries (for large properties, it may be necessary to show the entire property at one scale with an enlarged area for the proposed house, well and OSDS);
 - Topography with a contour interval of at least 5 ft. across the property.

Site Plan Requirements for GWM

(Effective March 1, 2022)

- Grading: Areas to be graded must be clearly shown with existing and proposed topography.
- Streams, springs, floodplains and water bodies on the property;
- Forest Buffer and Forest Conservation areas, as approved by the Environmental Impact Review Section;
- Existing and proposed structures on the property (dwelling, garage, sheds etc.). The exact footprints of the existing and proposed structures must be shown on the plan;
- The proposed number of bedrooms to be served by an OSDS and the total square footage of the building. If the proposed work is an addition to an existing dwelling, include the number of existing bedrooms and proposed new bedrooms and square footage. The number of bedrooms indicated on the plan must be consistent with the building plans. In general, rooms greater than 100 ft² with a door, closet and window will be considered a bedroom for OSDS design purposes. For non-residential properties, site plans must be accompanied by a Water Usage Letter. Please refer to the GWM policy manual for details about Water Usage Letters;
- First Floor and basement elevations of the proposed building to be served by an OSDS;
- Existing and proposed stormwater management facilities;
- Existing and proposed wells on the property;
- Existing and proposed driveways, decks, patios, etc.;
- The approved sewage disposal area including completed percolation test holes with the corresponding perc test hole ID (this information can be obtained from GWM records). The sewage disposal area should be free of hash marks and other notes so that the approved septic system design can be shown on the plan; and
- The proposed location of the OSDS including sewer lines, septic tanks and all septic system components. For conventional OSDS design, GWM will provide the applicant with the basic design information that meets county and state regulatory standards. It is the responsibility of the applicant to ensure that all plumbing fixtures on the first and second floors (and preferably the basement) will drain by gravity to the septic tank as shown on the plan. The initial installation of conventional soil absorption trenches must be installed in highest elevation of the approved sewage disposal area. Pump chambers may be required to meet this standard. Keep in mind, the site plan approved by GWM will be used by the OSDS installer to install the system and by Plumbing Inspection for Use and Occupancy approval.

Site Plan Requirements for GWM

(Effective March 1, 2022)

Site Plan Requirements for Minor Additions, and Accessory Structures, Sheds, and Tanks

For minor additions (< 500 ft²), decks, accessory structures without plumbing, sheds, and propane tanks, a site plan must also accompany the permit application to show the proposed improvements relative to the existing well and septic system. The existing well and septic system components **MUST BE SHOWN** on the site plan. Acceptable site plans for these types of permits can usually be created through the “Baltimore County Site Plan” online application. (See instructions below). You can request well and septic records from GWM through our online request form:


<https://www.baltimorecountymd.gov/departments/environment/groundwatermgmt/index.html>

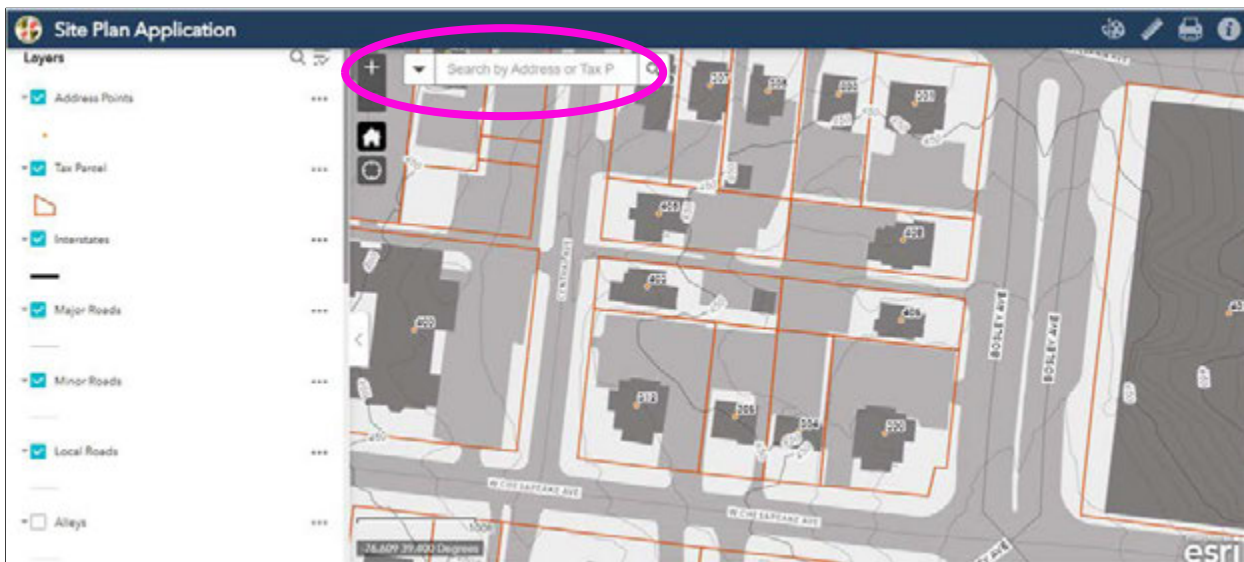
Instructions for Using the Baltimore County Site Plan Application

Note: Plans created by this application are not survey-grade, and Baltimore County does not warrant or guarantee the accuracy of the data provided. Some projects may require engineered or surveyed drawings.

Go to the URL for the site plan application:

<https://portal.baltimorecountymd.gov/portal/apps/webappviewer/index.html?id=83debcf44b5a4571bc4aa3a7a0298c5b>

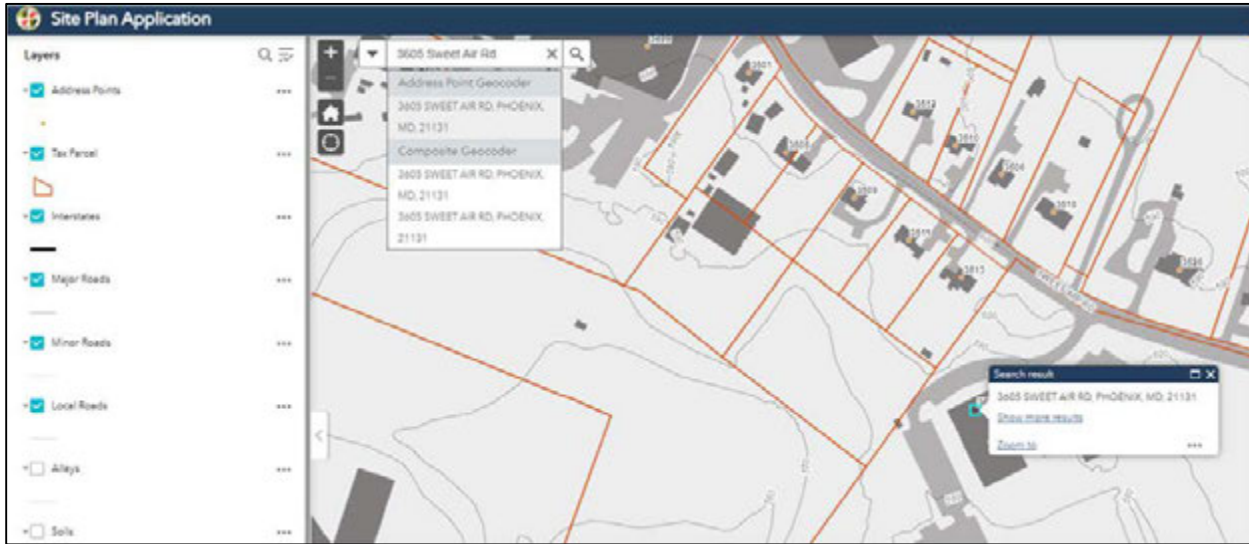
Enter an address (or tax parcel ID) in the search box and click on the search icon. 



The map will zoom to the subject property, which is indicated by a bubble and highlight around an address point.

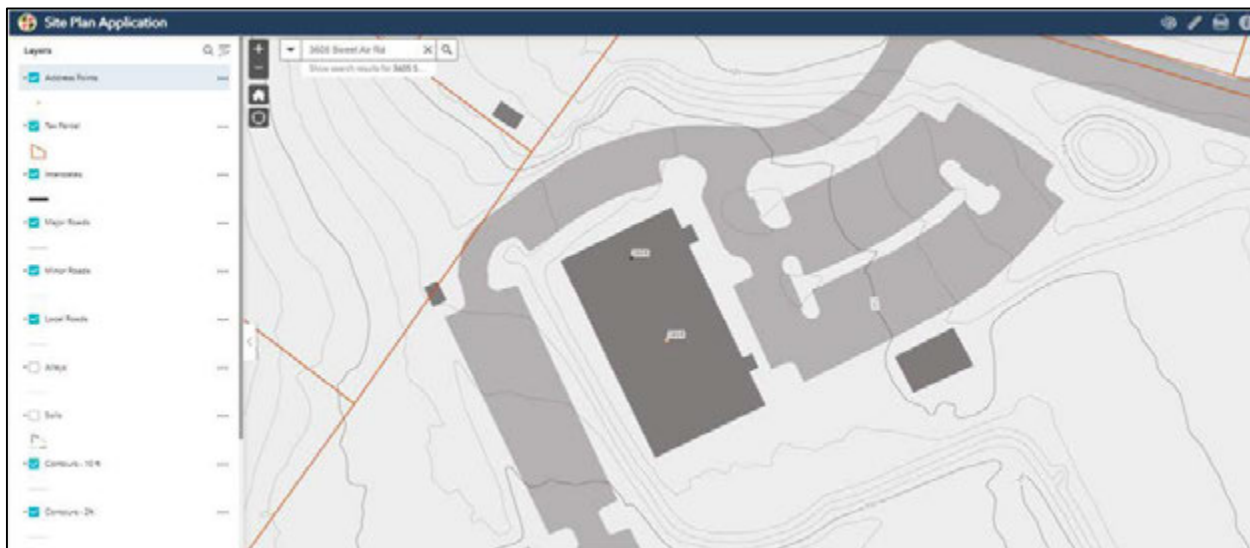
Site Plan Requirements for GWM

(Effective March 1, 2022)



Data layers for property boundaries, buildings, roads, and topography are automatically shown.


Other available data layers can be checked on or off using the layers tab to the left of the screen. This tab can be collapsed and expanded with the arrow on the right edge if more viewing room is desired.



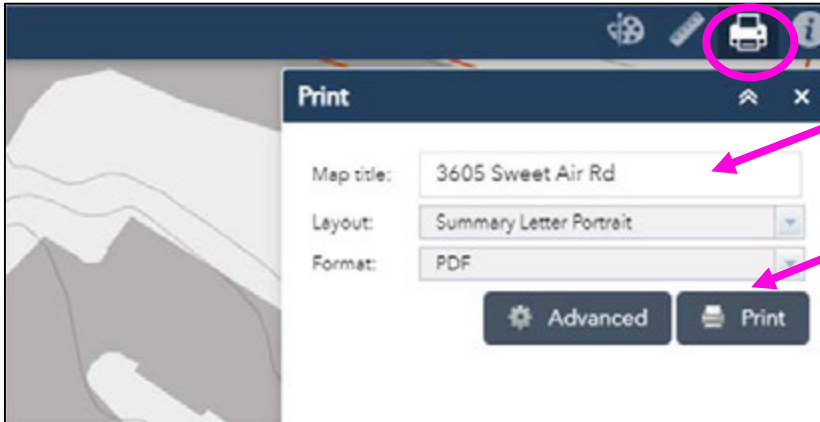
Use your mouse to zoom closer with the scroll wheel or +/- buttons near the search bar, and position the desired property in the center of the screen by clicking and dragging.

Site Plan Requirements for GWM

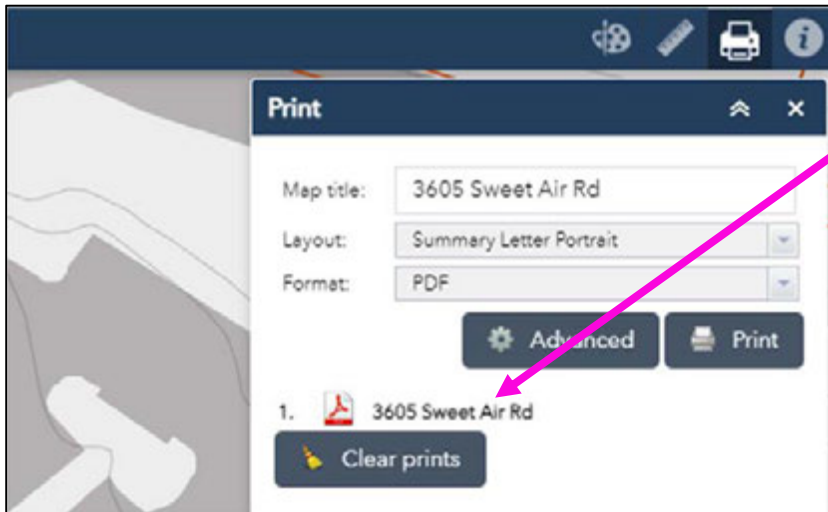
(Effective March 1, 2022)

To print, click the printer icon  in the upper right hand corner of the window.

Important Note: If you turned on the Orthos layer, it must be turned off before printing



Enter the address for your map title. Please keep to under 40 characters
Then click the



A .pdf document will be created. Click on the document to preview in a new window.

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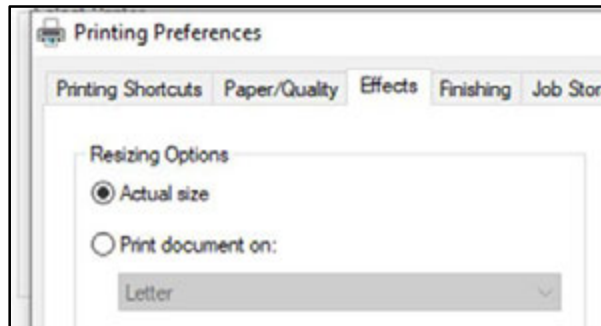
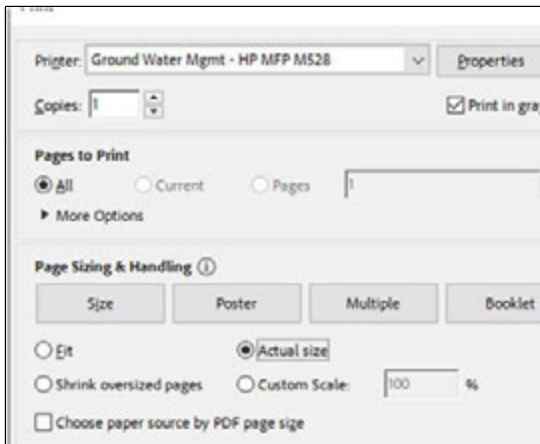


Verify that the subject property is centered in a complete and useful way for your intended purpose.


To change the scale or position of the property, go back to the application screen, adjust the map view with your mouse or the +/- buttons, and click the print button again. Multiple previews/.pdfs can be generated this way.

You can now save the file you want to your computer, send the map to your printer, or just print directly from the preview window.

WHEN PRINTING TO PAPER, MAKE SURE “ACTUAL SIZE” IS SELECTED IN YOUR PRINTER SETTINGS. This prevents your printer from shrinking or enlarging the site plan and ensures the scale is preserved. Below are some examples of actual size settings.



Use this site plan to show your proposed improvements. They can be carefully hand-drawn using a ruler or scaled ruler. You can also use the scale bar at the bottom of the plan for reference.

Alternatively, you can click on the draw icon  in the upper right, where there are tools that can be used to mark up the site plan electronically before printing or saving. These tools are simple/limited, and may not be sufficient for accurately showing your improvements.