



STORMWATER MANAGEMENT SUMMARY PACKET INSTRUCTIONS

1. The Stormwater Management Summary Packet must be completed in its original electronic format by a professional responsible for the design and submitted electronically at two points in the Development Services Permit process: (1) initially with the permit packet and (2) after construction completion with the as-built submittal. The appropriate option must be selected on the packet for each submittal.
2. The [Stormwater Management Summary Packet](https://charlescountymd.info/SWMsummarypacket) located at <https://charlescountymd.info/SWMsummarypacket> consists of the following items to be completed and submitted:
 - a. [Project Information Sheet](#) – The project information sheet must be completed for the entire project.
 - b. [Seal and Certification](#) – The person responsible for completing the Stormwater Management Summary Packet must provide their license number, signature, and Seal & Certification.
 - c. [Tables 1 & 2](#): Individual Facility Inventory List and Data
 - i. Both tables can be found together in the Stormwater Management Summary Excel Workbook as separate Excel worksheets. The worksheets must be converted to PDF and named appropriately before uploading with your permit packet and as-built submittal.
 - ii. Table 1 – Table 1 must be **completed for all** Structural BMPs, Nonstructural BMPs, ESD Practices, and Alternative BMPs.
 - iii. Table 2 – Table 2 must be completed for all Structural BMPs, Nonstructural BMPs, ESD Practices and Alternative BMPs **that have a Construction Purpose of: Conversion, Redevelopment or Restoration.**