



St. Mary's Soil Conservation District

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District Policy # 15

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St. Mary's Soil Conservation District **Public Information Request Policy**

In accordance with the Public Information Act, the St. Mary's Soil Conservation District will provide access to plans under the following guidelines:

1. The request must be made in writing, stating the name, address, phone number and email of the requester (as appropriate to enhance communication). The requester shall provide specific information about which plans he or she seeks to review citing the name and address of the individual/business submitting the plan and/or the site location for the project or the name of the project.
2. The St. Mary's Soil Conservation District will respond within 10 business days unless there are extraordinary circumstances that require extensive search and preparation, in which case the District may require the allowed 30 days to respond.
3. The St. Mary's Soil Conservation District will provide up to two hours of their time for search and preparation as specified under the Public Information Law, but if additional time is required, the requester will be advised that additional time will be required at a charge of \$35.00 per hour, payable in advance.
4. The St. Mary's Soil Conservation District will provide a time and location where the plans can be reviewed. It is not required that the staff within the District provide any support or technical assistance or explanation to go along with the plan review, but if staff is available, the District may provide technical assistance about the plan at a fee of \$35.00 per hour allocated in 15-minute increments, payable in advance.
5. Copies of information being reviewed will be available for a fee as follows:
 - Letter-size paper (8 ½ " x 11") will be charged at \$1.00 per copy.
 - Ledger size paper (11" x 17") will be charged at \$1.50 per copy.
 - CD's will be \$5.00 each.
 - Plan size copies (24" x 36") are available at \$5.00 per page plus an additional charge of \$20.00 to cover the cost of having plans sent out for copying. **All copying costs are payable in advance.**