

PRE-CONSTRUCTION MEETING CHECKLIST

DATE: _____

PROJECT/SITE LOCATION: _____ DLUGM # _____

GREEN CARD HOLDER: _____ GREEN CARD NO. _____

1. Signed/stamped SCD approved plans on-site and available at all times.
2. The project management representative(s) will follow all requirements of the approved plans and will not proceed with any earth-moving activity until approval is received from Maryland Department of the Environment (MDE). **NO changes** to the approved plans, construction sequence or any modification or removal of controls can be made without the expressed knowledge and written approval by the St. Mary's County SCD. Adherence will be strictly enforced.
3. As a matter of policy, St. Mary's SCD **does not** approve field revisions at the pre-construction meeting other than for very minor changes to make the plan work, such as relocating earth dikes, silt fences, or stockpiles. In order to avoid delays at the start of construction due to the need for redline plan revision approvals, it is important for the contractor and the owner/developer to advise the engineer as the sediment control plan takes shape.
4. The MDE Inspector must be contacted for inspection of the installation of the erosion and sediment controls **PRIOR** to proceeding with grading of the site and upon final stabilization prior to removal of sediment controls at least 48 hours in advance.
5. Erosion and sediment control plans EXPIRE two (2) years from their approval date. It is the applicant's responsibility to renew the permit thirty (30) days prior to its expiration. Failure to do so will result in work stoppage and/or penalties.
6. The owner/agent is responsible for contacting any/all regulatory agencies as required and having the applicable approvals in hand BEFORE commencing project. Below is a list of agency contacts:

MDE	410-537-3510	St. Mary's DLUGM	301-475-4200, x1580
DPW&T	301-863-8400	Wetland issues	410-537-3819
Metcom	301-373-4733	SMECO	1-888-440-3311
7. Stabilization is required in seven (7) days for all perimeter controls and for slopes greater than 3:1 and fourteen (14) days for all other inactive disturbed or graded areas in the project site.
8. Individuals who should be in attendance at the pre-construction meeting are:
 - a. Owner/developer
 - b. On-site construction supervisor
 - c. Green card holder, if other than person in (a) or (b) above
 - d. Contractor representative
9. Topics of discussion at pre-construction meeting:
 - a. Compliance with all required permits (NOI, Wetland Permits, etc.);
 - b. Review of and adherence to the approved sequence of construction;
 - c. Implementation and continued maintenance of controls;
 - d. Stabilization requirements;
 - e. Self-inspection requirements and maintaining records; and
 - f. Need for open communication between field personnel and St. Mary's SCD ESC staff.

I, the undersigned, indicate by my signature that I understand and will abide by the aforementioned discussion topics. I understand that failure to comply or abide by this document, the Grading Permit, or any of the approved plan requirements is a violation of St. Mary's County Ordinance and may subject myself and/or the project to a Stop Work Order, Notice of Violation, Civil Penalties or any combination thereof.

RESPONSIBLE PARTY: _____ COMPANY: _____

ADDRESS: _____ CONTACT NUMBER: _____

SIGNATURE: _____