



St. Mary's Soil Conservation District
26737 Radio Station Way, Suite B
Leonardtwn, MD 20650
Phone: 301-475-8402 ext. 3 ♦ Fax: 301-475-8391
www.stmarysscd.com

District Policy # 15

Date Approved: March 4, 2009

Amended: November 5, 2015 (Added #6 A &B)

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.
 - Official/Stamped copy of aerial photography will be charged \$5.00 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.**

6. During the 2015 Legislative Session, the General Assembly enacted Chapter 266 and 350 that impose new requirements on the District under the Public Information Act (PIA):

- A. Chapter 266: District Designation of PIA Contact Person

Effective October 1, 2015 the St. Mary's Soil Conservation District designated representative as submitted to the Attorney General:

Bruce A. Young, District Manager
St. Mary's Soil Conservation District
26737 Radio Station, Suite B
Leonardtown, MD 20650
301-475-8402 ext 3

Bruce.Young@stmarysscd.com

www.stmarysscd.com

- B. Chapter 350: District Designation of Records Immediately Available

Records that the District can make available to any requester quickly with little if any effort or cost are as follows:

- 1) District Open Meeting Minutes,
- 2) Forest Harvest Standard Erosion and Sediment Control Plans,
- 3) Erosion and Sediment Control Correspondence, which may include 8.5" x 11" photocopies of plans or portions thereof, and
- 4) MDE Approved Sludge Permits