



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

## Engineered Plan Submittal Guidelines

When engineered erosion and sediment control plans are required, applicants shall at a minimum address the following items with the initial submission:

1. A completed **SCD Transmittal Letter and Appropriate Review Fees based on total disturbed area**.  
*Please note: plans will be rejected or not reviewed until such time as fees are paid.*
2. A **SCD Block** on the cover sheet with the following information:
  - a. Name, address and telephone number of
    - i. Owner
    - ii. Developer
    - iii. Applicant
  - b. DLUGM #
  - c. Volume of cut
  - d. Volume of fill
  - e. Total disturbed area
  - f. Area to be vegetatively stabilized
  - g. Total acres of site
3. **Location map** with North arrow, scale, main road, pertinent landmarks and any other information necessary to easily locate the property.
4. Leave a blank space for approval stamp (at least 4" x 3"), or provide approval block on the cover sheet in the lower right hand corner like sample shown here:

St. Mary's  
Soil Conservation District  
Plan Sheets \_\_\_\_\_  
Approved \_\_\_\_\_  
By \_\_\_\_\_  
Plan expires \_\_\_\_ years from  
approval date
5. Plan at an appropriate **scale**, no smaller than 1" = 100'.
6. Existing and proposed **topography** at 2' intervals and topo number labeled.
7. **Limits of Disturbance**. Limits must be labeled and located outside of all sediment control measures and proposed grades.
8. **Topsoil and overburden stockpile areas** are to be located within limits of disturbance and have sediment control measures associated with them.

9. A delineation on the plan drawing of all **soils divides** as taken from the appropriate soil survey information available through the Soil Conservation District.
10. Proposed disturbances of **1 acre or greater**, a Notice of Intent (NOI) needs to be filed with MDE and the 8 points of the general permit must be addressed on the plan.
11. **Pre-development and post development drainage maps** are required for all sites that have sediment basins and/or storm water management ponds or as required by the District.
12. **Sequence of construction** shall, at a minimum, contain the following with a time frame for each step:
  - a. Pre Construction Meeting requirement with St. Mary's SCD
  - b. Clearing and grubbing for those areas necessary for installation of perimeter sediment controls.
  - c. Installation of perimeter sediment controls.
  - d. Rough grading of site including but not limited to:
    - i. Sediment basin/storm water management pond construction
    - ii. Storm drain system
    - iii. Road construction
    - iv. Building construction
    - v. Stream crossing
    - vi. Utility installation
  - e. Final grading, landscaping, permanent stabilization and
  - f. Removal of sediment controls upon the MDE inspectors approval.
13. **Storm drainage and pipe inlet and outfall** conditions such as:
  - a.  $Q_{10} + V_{10}$
  - b. Length, width, depth and d50 of outfall pad
  - c. Invert elevations
  - d. Site conditions around all discharge points from site,
  - e. Length, type, size, and percent slope for all pipes.
14. **Structural design details** for all sediment control measures used.
15. **Temporary and permanent seeding schedules** showing rates per 1000 sq. ft and per acre. Also, include lime and fertilizer rates as determined by soil test or as specified in standards and specifications for sediment and erosion control. (*Make sure planting (seeding) depths are 1/4 to 1/2 inch.*)
16. **Inspection agency approval statements** as follows:
  - a. Approval of the inspection agency shall be requested upon completion of the installation of perimeter erosion and sediment controls, but before proceeding with any other earth disturbance or grading.
  - b. Approval shall be requested upon final stabilization of all sites before removal of sediment controls.
  - c. The contractor shall notify MDE, Environment Division, at least 48 hours prior to commencing clearing or grading at: (410)537-3510 or MDE, Sediment and Stormwater Admin, 1800 Washington Blvd, Baltimore, MD 21230-1708.

**17. Temporary and permanent stabilization statement.**

- a. Following initial soil disturbance or redisturbance, permanent or temporary stabilization shall be completed within:
  - i. **Three (3) calendar days** for all perimeter controls, dikes, swales, ditches, perimeter slopes and all slopes greater than 3 horizontal to 1 vertical (3:1) and
  - ii. **Seven (7) days** as to all other disturbed or graded areas in the project site.

**18. Owner/developer certification:**

- a. Any clearing, grading, construction or development, or all of these, will be done pursuant to this plan and that all responsible personnel involved in the construction project will have a certificate of training at a Maryland Dept of Environment approved training program before beginning the project.

**19. Consultant certification:**

- a. I hereby certify that the plans have been designed in accordance with approved erosion and sediment control ordinances, regulations, standards, and criteria.

**20. If stormwater management is not required,** a statement that stormwater management has been waived or exempted is required on plan.

**21.** An approved **Forest Conservation Plan** is to be received by the District prior to plan approval or if the project is exempt from FCP, then provide statement to that effect.

**22. Private driveways** shall require an improved surface material on intermittent slopes in excess of 12%. The surface material shall be crushed concrete, asphalt, CR-6, blue chip or an equivalent surface treatment acceptable to the Soil Conservation District.

**23. Provide Utility Construction Note:**

All trenches or holes created for utility installation shall be backfilled, compacted, and stabilized at the end of each work day. Excavated trench material shall be placed on the high side of the trench or hole. No more trench or hole shall be opened than can be stabilized the same day. If an area must be left unstabilized overnight, silt fence will be placed immediately downstream of all disturbed areas and stockpiles, and appropriate safety measures will be installed as required.

**24. Show location** of all streams, non-tidal wetlands, tidal water, critical areas, and 100-year flood plains.

**25. Verify** that all perimeter control measures that have been selected are adequate for the site; i.e. positive flow to all earth dikes; drainage areas to stone outlet structures do not exceed 0.5 acres; no concentrated flow directed toward silt fence; and silt fence does not run perpendicular to contour lines.