

Harford County Government-Department of Public Works Road & Storm Drain Plan Transmittal

Plan Name: _____

Contract Number: _____ Plan Number: _____

Eng. Firm: _____ Phone: _____

Contact Person/Eng: _____ E-mail Address: _____

Check submittal type	REQUIRED SUBMITTAL PACKAGE		Date In	Target Date	Date Out
#1 Fee Authorization Letter	Original signed Fee Authorization Letter (signed by corporate officer, property owner, contract purchaser, lessee, or tenant) w/proof of ownership see line #2 below. Required for all first, update, and ownership change submittals				
#2 Proof of Ownership	Recorded deed, executed purchase contract, executed settlement statement, tax bill, executed lease agreement. Executed operating agreement if developer entity is an LLC				
First Review	Submit the following electronically: road & storm drain plan set Drainage computation report with hydraulic gradient computations Copy of the erosion & sediment control (grading) plan view sheets only Copy of water & sewer plan and profile sheets Copy of current Preliminary Plan Approval Letter Copy of the property plat (preliminary or recorded) Send electronic version of entire submittal to constructionplans@harfordcountymd.gov				
Subsequent Review	Submit electronic plan set with new contract and plan numbers Submit electronic plan set with redline comments Send electronic version of entire submittal to constructionplans@harfordcountymd.gov				
Final Review	Submit 1 rolled mylar with original signatures and Harford County signature block with contract and plan numbers Submit electronic final plan set with redline comments Submit electronic request to prepare the public works agreement(s) Send electronic version of entire submittal to constructionplans@harfordcountymd.gov				
Revision First Review	Submit electronic copy of road & storm drain plan with revision stated in revision block Send electronic version of entire submittal to constructionplans@harfordcountymd.gov				
Revision Final Review	Submit 1 rolled mylar with original signatures with revision stated in revision block Submit electronic plan set with redline comments Send electronic version of entire submittal to constructionplans@harfordcountymd.gov				
Update of Expiring Plans	Submit 1 rolled mylar with original signatures and Harford County update signature block Send electronic version of entire submittal to constructionplans@harfordcountymd.gov				
Ownership Change First Review	Submit electronic copy of the road & storm drain plan set with Harford County update signature block Submit original signed fee authorization letter and proof of ownership (submit paper versions-see lines #1 and #2 above for the details) Send electronic version of entire submittal to constructionplans@harfordcountymd.gov				
Ownership Change Final Review	Submit 1 rolled mylar with original signatures and new contract and plan numbers and Harford County update signature block Send electronic version of entire submittal to constructionplans@harfordcountymd.gov				
Waiver or Variance Request	Submit electronic copy of the road & storm drain affected plan sheets Submit electronic request letter stating waiver or variance with satisfied requirements Send electronic version of entire submittal to constructionplans@harfordcountymd.gov				
Other					
Reviewer's Comments					