

Harford County Government-Department of Public Works Erosion and Sediment Control 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 a LLC				
First Review	Submit an electronic version of the plan set to constructionplans@harfordcountymd.gov *See the Fee Authorization and Proof of Ownership requirements noted above				
Subsequent Review	Submit an electronic version of plan set with redline comments addressed and add the new contract and permit numbers send to constructionplans@harfordcountymd.gov				
Final Review	Submit 2 folded and stapled plan sets with Soil Conservation signature block and contract & permit numbers noted Submit 1 rolled mylar set with Soil Con. signature block and contract and permit numbers Submit 1 grading permit application with original signatures (submit paper version) Submit electronic version of submittal sent to constructionplans@harfordcountymd.gov				
Revision First Review	Submit an electronic version of the plan with the revision noted in the revision block send to constructionplans@harfordcountymd.gov				
Revision Sub. Review	Submit an electronic version of the plan with the revision noted in the revision block send to constructionplans@harfordcountymd.gov				
Revision Final Review	Submit 2 folded and stapled plan sets with Soil Conservation signature block Submit 1 rolled mylar set with Soil Conservation signature block Submit an electronic version of submittal sent to constructionplans@harfordcountymd.gov				
Ownership Change First Review	Submit the original signed fee authorization letter and proof of ownership (submit paper versions-see lines #1 and #2 above for the details) Submit an electronic version of entire plan set to constructionplans@harfordcountymd.gov				
Ownership Change Final Review	Submit 2 folded and stapled plan sets with Soil Conservation signature block with the new contract and plan numbers noted Submit 1 rolled original mylar with Soil Con. signature block with new contract and plan numbers Submit 1 grading permit application with original signatures (submit paper version) Submit an electronic version of submittal sent to constructionplans@harfordcountymd.gov				
Update First Review	Submit an electronic copy of the originally approved plan with Soil Conservation update signature block send to constructionplans@harfordcountymd.gov				
Update Final Review	Submit 2 folded and stapled plan sets with Soil Conservation update signature block and new contract and permit numbers noted Submit 1 rolled original mylar set with Soil Conservation update signature block with new contract and permit numbers Submit 1 grading permit application with original signatures (submit paper version) Electronic version of entire submittal sent to constructionplans@harfordcountymd.gov				
Reviewer's Comments:					