

**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	<b>Original signed Fee Authorization letter</b> (signed by corporate officer, property owner, contract purchaser, lessee, or tenant) w/proof of ownership see line #2 below. <b>Required for all first, update, and ownership change submittals</b>			
#2 Proof of Ownership	Recorded deed, executed purchase contract, executed settlement statement, tax bill, executed lease agreement. <b>Executed operating agreement if developer entity is a LLC</b>			
First Review	Submit an electronic version of the plan set to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a> *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 <b>add the new contract and permit numbers</b> send to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a>			
Final Review	Submit 2 folded and stapled plan sets with Soil Conservation signature block and <b>contract &amp; permit numbers noted</b> Submit 1 rolled mylar set with Soil Con. signature block and <b>contract and permit numbers</b> Submit 1 grading permit application with original signatures (submit paper version) <b>Submit electronic version of submittal sent to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a></b>			
Revision First Review	Submit an electronic version of the plan with the revision noted in the revision block send to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a>			
Revision Sub. Review	Submit an electronic version of the plan with the revision noted in the revision block send to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a>			
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 <b>Submit an electronic version of submittal sent to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a></b>			
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) <b>Submit an electronic version of entire plan set to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a></b>			
Ownership Change Final Review	Submit 2 folded and stapled plan sets with Soil Conservation signature block <b>with the new contract and plan numbers noted</b> Submit 1 rolled original mylar with Soil Con. signature block with <b>new contract and plan numbers</b> Submit 1 grading permit application with original signatures (submit paper version) <b>Submit an electronic version of submittal sent to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a></b>			
Update First Review	Submit an electronic copy of the originally approved plan with Soil Conservation update signature block <b>send to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a></b>			
Update Final Review	Submit 2 folded and stapled plan sets with Soil Conservation update signature block and <b>new contract and permit numbers noted</b> Submit 1 rolled original mylar set with Soil Conservation update signature block with <b>new contract and permit numbers</b> Submit 1 grading permit application with original signatures (submit paper version) <b>Electronic version of entire submittal sent to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a></b>			

Reviewer's Comments: