

**Harford County Government-Department of Public Works Stormwater Management Plan Transmittal 1 of 3**

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
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#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 concept, 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 an LLC</b>			
Concept Plan Review	Submit the following electronically: concept plan set, computations, narratives Submit electronic concept plan check list <b>Electronic version of entire submittal sent to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a></b>			
Concept Plan Subsequent Review	Submit the following electronically: concept plan set, computations, narratives, redline comments and redline comps <b>with new contract and plan numbers noted on the plans</b> Submit electronic concept check list with markups <b>Electronic version of entire submittal sent to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a></b>			
Site Development Plan Review	Submit the following electronically: site development plan set, computations, and narratives <b>with contract and plan numbers noted</b> Submit boring and/or Geotech reports Submit copy of current preliminary plan approval letter Submit site development plan check list Submit previously approved concept plan check list Submit site plan application waiver letter or verification of DAC meeting <b>Electronic version of entire submittal sent to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a></b>			
Site Development Subsequent Plan	Submit the following electronically: site dev. plan set, computations, narratives, redline comments and redline comps with <b>contract and plan numbers noted</b> Submit electronic site development check list with markups <b>Electronic version of entire submittal sent to <a href="mailto:constructionplans@harfordcountymd.gov">constructionplans@harfordcountymd.gov</a></b>			
Reviewer's Comments:				