

Harford County Government-Dept of Public Works
Stormwater Management Plan Transmittal-Part 2 of 3

Project Contract Number: _____ Plan Name: _____

Plan number: _____ ENG Firm: _____ Phone No: _____

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

<input checked="" type="checkbox"/>	SUBMITTAL TYPE Check all that apply	REQUIRED PACKAGE	DATE IN & DPW initials	TARGET DATE	DATE OUT
<input type="checkbox"/>	Fee Authorization Letter	Signed Original Fee Authorization Letter (signed by corporate officer, property owner, contract purchaser, lessee or tenant) and proof of ownership, purchase contract, or lease copy			
<input type="checkbox"/>	Proof of Ownership or Lease	Real property assessment record, copy of recorded deed or tax bill, copy of executed purchase contract, executed settlement statement or executed lease agreement EXECUTED Operating Agreement showing authorized Members if Developer Entity is an LLC.			
<input type="checkbox"/>	FINAL PLAN	4 folded SWM plan copy sets with 4 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 copy Preliminary Plan Approval Letter 2 boring & geotech reports 1 Final Plan checklist 1 SWM Site Development Plan checklist marked approved Fee Authorization Letter & proof of ownership if not previously submitted (see above)			
<input type="checkbox"/>	FINAL PLAN SUBSEQUENT REVIEW	4 folded SWM plan copy sets with 4 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 folded markup SWM plan set (redlined comments) 1 markup computations (redlined comments)			
<input type="checkbox"/>	FINAL REVIEW	4 folded SWM plan copy sets with 4 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 folded markup SWM plan set (redlined comments) 1 rolled original SWM mylar set 1 SWM Final Plan checklist marked up 1 SWM Permit Application with original signatures (8½ x 14) 1 SWM maintenance agreement signed by owner Fee Authorization Letter & proof of ownership if not previously submitted (see above) DAC Meeting approval letter			
<input type="checkbox"/>	FINAL REVIEW SMALL POND APPROVAL	4 folded SWM plan copy sets with 4 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 folded markup SWM plan set (redlined comments) 1 rolled original SWM mylar set 1 SWM Final Plan checklist marked up 1 O&M for MD 378 ponds 1 SWM Permit Application with original signatures 1 SWM maintenance agreement signed by owner DAC Meeting approval letter			
<input type="checkbox"/>	UPDATE of expired or soon to expire plans	1 rolled original SWM mylar set with "UPDATE" Harford County signature block 2 folded SWM plan copy sets 1 SWM Permit Application with original signatures (8½ x 14)			
<input type="checkbox"/>	Approved plans for Distribution	1 folded SWM plan copy set			
<input type="checkbox"/>	OTHER (Special Request)				

SCD for Pond Approval:

Reviewer Comments/Date:

Reviewer Comments/Date:

Reviewer Comments/Date:

Reviewer Comments/Date:

Remarks→ See Back