



**DIVISION OF PLANNING AND PERMITTING  
FREDERICK COUNTY, MARYLAND**

*Department of Permits and Inspections*  
30 North Market Street • Frederick, MD 21701  
Phone (301) 600-3507 • Fax (301) 600-2309

**APPLICATION INFORMATION  
MINOR GRADING & STORMWATER MANAGEMENT  
STANDARD PLAN AGREEMENTS**

**We have gone paperless!! This application should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>**

Submission Requirements

- 1. Copy of the plot plan. A hand drawn plan may be used, but a legal survey is preferred. In all cases, the plans must be legible and include the following:
  - Property Owner name(s)       Street Address of property       Acreage of the property
  - Limits of disturbed area       Entrance to the property       North direction arrow
  - Existing & Proposed drainage paths       Existing & Proposed impervious areas
  - Shape and size of property, including all property lines (and property line dimensions if possible)
  - All natural resources, including; streams, floodplains, ponds, wetlands, etc.

- 2. Fees are due at the time of application. *(Fees are non-refundable)*
  - Minor Grading / Standard Plan Agreement for Sediment Control
    - Review / Inspection Fee ----- \$104.00
    - Soil Conservation District Review Fee ----- \$60.00
    - Total Due **WITHOUT** SWM ----- **\$164.00**
  - Minor SWM / Standard Plan Agreement for Stormwater <sup>1</sup>
    - Review Fee ----- \$64.00
    - Total Due **WITH** SWM ----- **\$228.00**

<sup>1</sup> The Standard Plan Agreement for Stormwater Management is ONLY required if the disturbed area is over 5,000 square feet.

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## MINOR GRADING & STORMWATER MANAGEMENT STANDARD PLAN AGREEMENTS *(Continued)*

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### PROCEDURES

#### STEP ONE - APPLY FOR THE MINOR GRADING / SWM PERMIT(S)

*Where to apply:* Applications should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>.

*When Applications Are Accepted:* Applications can be submitted electronically 24/7 via the citizen portal.

#### STEP TWO - OBTAIN REVIEW APPROVALS

The Minor Grading & Stormwater Management Standard Plan Agreement Applications will be reviewed by Environmental Compliance Section (ECS), P&I Engineering, Soil Conservation District (SCD) and Zoning. If there are questions or additional information required, you will receive a HOLD notice via email.

**ISSUANCE:** The Minor Grading Permit package will be emailed to the applicant usually within 24-hours of approval.

#### STEP THREE - PROVIDE REQUIRED NOTIFICATIONS

- **PRIOR TO START:** Notice shall be provided to ECS staff at least 24-hours prior to any earth disturbance.
  
- AT PROJECT COMPLETION:** Notice shall be provided to ECS staff within 5 days of completing and stabilizing the earth disturbance. Failure to provide proper notice and receiving a PASSED inspection could result in a permit renewal fee.

#### CONTACT INFORMATION

Schedule Inspections & General Information -----	(301) 600-3507
Permits & Inspections Engineering Staff -----	(301) 600-1560
Zoning Planner -----	(301) 600-1143
Soil Conservation District -----	(301) 695-2803 x3