

## \*\*\*\*\*MAJOR GRADING PERMIT GENERAL PROCEDURES\*\*\*\*\*

**\*\*NOTE\*\*** ALL or SOME of the following items are required to be completed or addressed before a Building Permit may be issued. You may have some of the items already completed or in process, but at the time of this comment not all of the below requirements are met.

**\*\*NOTE\*\*** The following steps and requirements are interdependent and progressively build upon each other. Therefore the order of providing the below items should be closely followed.

**\*\*NOTE\*\*** Sediment control and stormwater management plans are generally separate parts of a single plan set. This plan set may include or be referred to as a SWM Concept Plan, SWM Development Plan, Final SWM Plan, Improvement Plan, Construction Drawings or any combination thereof.

Your licensed professional (PROF) should submit a plan set separately and simultaneously to the following agencies.

- D The Frederick or Catoctin Soil Conservation District (SCD) for the review and approval of Sediment Control. 92 Thomas Johnson Drive, Suite 230 North Amber, Frederick MD, 21702. Please contact Dave Huffer at 301-695-2803 x3 for details.
- D The Frederick County Permits & Inspections for the review and approval of Stormwater Management and/or Public Improvement plans. 30 North Market Street, Frederick, MD 21701. Please contact Nathaniel Krause at 301-600-1137 for details.

**\*\*NOTE\*\*** Following BOTH agencies approval, your PROF will be notified to submit a Mylar (reproducible) and paper copies for signature by authorized representatives of the agencies.

- D The local SCD will sign the Mylar first, after which
- D The same Mylar is provided to P&I for signature.

**\*\*NOTE\*\*** If proceeding directly to grading is the goal, then with the above Mylar, also submit the following: (Please use the "Cost Estimate Worksheet" and "Approved Unit Prices") available at: <http://www.frederickcountymd.gov/index.aspx?NID=1666>

- D A Cost estimate for the dollar amount necessary to install, maintain and remove sediment control devices.
- D A Cost estimate(s) for the dollar amount necessary to build and certify the stormwater management devices. There may be several separate devices, each requiring a separate cost estimate.
- D A Cost estimate (if applicable) for the dollar amount necessary to construct public improvements.

**\*\*NOTE\*\*** Following approval of the cost estimates the PROF will receive a "Performance Agreement Security Requirements" letter which will identify the assigned grading permit numbers, the exact amount of secured funds required, and all related administrative and inspection fees due. This form **MUST** be included with the following and submitted at P&I:

- D "Major Grading Permit" Application Form Available at:  
<http://www.frederickcountymd.gov/index.aspx?nid=1667>
- D Payment of Fees due, as identified on "Performance Agreement Security Requirements" form. The fees may be combined on a single check. Checks should be made payable to: Frederick County.
- D "Performance Agreement" for Sediment Control and Non Dedicated Stormwater Management. Must be the original signed and notarized document, not a copy. Form Available at:  
<http://www.frederickcountymd.gov/index.aspx?NID=1666>
- D "Performance Agreement" for Public Improvements - Roads and Storm Drainage. (If applicable) Must be the original signed and notarized document, not a copy. Form Available at:  
<http://www.frederickcountymd.gov/index.aspx?NID=1666>
- D "Monetary Security" in the form of a Letter of Credit (must be an original document), business or Cashier's check for the amount of the approved cost estimate(s). A Sample "Letter of Credit" is available at: <http://www.frederickcountymd.gov/index.aspx?NID=1666>

**\*\*NOTE\*\*** In addition to the above, a Building Permit may not be issued until a "Deed of Easement and Maintenance Agreement" is provided and recorded in the courthouse. This may be provided at any time AFTER signing of the Mylar.

**\*\*NOTE\*\*** If the project is located within the limits of a municipality: The "Performance Agreement", "Security", and the "Deed of Easement and Maintenance Agreement" must be provided in accordance with the municipal regulations. DO NOT use the above referenced "Performance Agreement(s) or "Monetary Security" documents. Please contact the municipality for directions and applicable documents. (Following execution of the documents, the Town will provide copies to the County).

Please call or E-Mail for additional details.

Eric Dodson, 301-600-3507 ([EDodson@frederickcountymd.gov](mailto:EDodson@frederickcountymd.gov))