



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 ----- \$120.00
 - Soil Conservation District Review Fee ----- \$78.00
 - Total Due **WITHOUT** SWM ----- **\$198.00**
 - Minor SWM / Standard Plan Agreement for Stormwater ¹
 - Review Fee ----- \$74.00
 - Total Due **WITH** SWM ----- **\$272.00**

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

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

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