



## 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.
- ☐ Provide a narrative description and map identifying the location of cemeteries and known historic and archaeological resources on the site. [Cemetery Protection Policy](#)
- ☐ 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 <sup>1</sup>
    - Review Fee ----- \$74.00
    - Total Due **WITH SWM** ----- **\$272.00**

<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