



FREDERICK COUNTY, MARYLAND DIVISION OF PLANNING AND PERMITTING

Department of Permits and Inspections

30 North Market Street • Frederick, MD 21701
Phone (301) 600-3507 • Fax (301) 600-2309

APPLICATION INFORMATION

MAJOR GRADING / STORMWATER MANAGEMENT PERMIT INFORMATION

Submission Requirements

- 1. A copy of the Performance Agreement and Security Requirements Letter (Provided with the approval of the cost estimate). ¹
- 2. Fees are due at the time of application. (*Fees are non-refundable*)
 - Major Grading
 - Admin Process Fee ----- \$530.00
 - Inspection Fee ----- 3.33% of the appr'd cost estimate
 - Stormwater Management (*Required for each separately permitted structure*)
 - Admin Process Fee ----- \$530.00
 - Inspection Fee ----- 3.33% of the appr'd cost estimate

***NOTE:** *There is a \$516.00 fee to modify a Performance Agreement or its associated security after it has been formally executed by the County*

¹ *In some instances a Major Grading permit may be required without needing one or more of the following: SCD approved plans, approved cost estimates or performance agreement and securities. This includes successive permits for specific uses such as Townhouses, Condos, Apartments and Commercial Businesses that are covered by an existing parent Major Grading/SWM permit.*

- 5. One or more of the following Attachments may be required prior to the issuance of the Major Grading Permit. Refer to the letter referenced in Item #2 to determine required documents.

***NOTE:** *If the project is located within a municipality, the following documents must be submitted to the County.*

(Please refer to the latest versions at: www.frederickcountymd.gov/index.aspx?NID=1666)

- Performance Agreement for Sediment and Erosion Control and/or Non-Dedicated Stormwater Management, secured by a Letter of Credit (LOC) or Escrow Account.
 - *See Document: **PERF. AGREEMENT - SEC/SWM - LOC** -AND-*
- A SEC/SWM monetary security in the form of Cash, Check or LOC (ONLY).
 - *See Document: **Sample: LETTER OF CREDIT - SEC/SWM***

- Performance Agreement for Sediment and Erosion Control and/or Non-Dedicated Stormwater Management, secured by a Surety Bond.
 - *See Document: **PERF. AGREEMENT - SEC/SWM - BOND** -AND-*
- A SEC/SWM monetary security in the form of a Surety Bond *(*Also requires supplemental security of LOC or Escrow Account*)
 - *See Document: **Frederick County SURETY BOND***

***NOTE:** *Associated Building Permits will not be issued until the issuance of the Major Grading / SWM Permits.*

MAJOR GRADING / SWM PERMIT APPLICATION (Continued)

PROCEDURES

STEP ONE - APPLY FOR THE MAJOR GRADING / SWM PERMIT

Where to apply: Applications are accepted at the Department of Permits and Inspections at 30 North Market Street.

Business Hours: Applications are accepted Monday through Friday (excluding County Holidays) between 8:00 AM and 3:30 PM.*

**To assure adequate time to complete your application, please apply prior to 3:00 PM.*

STEP TWO - OBTAIN REVIEW AND APPROVAL OF LEGAL DOCUMENTS *

- Performance Agreement for Sediment and Erosion Control and/or Non-Dedicated Stormwater Management as appropriate to security provided.
 - Monetary guarantee in the amount of the approved cost estimate.
- Deed of Easement and Maintenance Agreement for Stormwater Management device(s).
 - Title Opinion Letter.
 - Recordation at the Frederick County Court House.

ISSUANCE: A Notice of Major Grading / SWM Permit Approval letter will be emailed to the applicant.

NOTE: The permit placard will be delivered at the MANDATORY pre-construction meeting. Please schedule this meeting with the inspector listed at least 24-hours prior to the requested start date/time.

* NOTE: Certain successive Major Grading permits for specific uses such as Single Family Homes, Townhouses, Condos, Apartments and Commercial Businesses that are covered by an existing parent Major Grading/SWM permit, may NOT be subject to this step.

GENERAL INFORMATION - PERMIT EXPIRATION AND RELEASE OF GUARANTEE

- Major Grading / SWM Permits Expire 1-Year from the date of permit issuance.
 - Permits should be renewed 60-days prior to their expiration.
 - In-active Site: With inspector approval, may renew by paying the flat Admin Fee of \$530.00 ONLY.
 - Active Site: Requires the flat Admin Fee of \$530.00 plus 3.33% of the REMAINING secured fund balance.
- Secured funds may be periodically reduced depending on the amount of satisfactory work completed on-site. Please NOTE that sediment control devices must have sufficient funds to install, repair and eventually remove them. SWM ponds and sediment basins destined to become SWM ponds must retain 100% of their secured funds until, at least, a partial as-built drawing and associated documents are received and approved.
 - Complete a "Guarantee Release Request" form available at the following website:
<https://www.frederickcountymd.gov/DocumentCenter/Home/View/1018>

CONTACT INFORMATION

General Info - Agreements, Securities, Permit Status ----- (301) 600-3507
Permits & Inspections Engineering Staff ----- (301) 600-1560