



Baltimore County Soil Conservation District

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DATE: May 1, 2016

TO: Consultants/Engineering Firms

FROM: Mike McGinnis, Chairman

RE: Erosion & Sediment Control Plan Review Fee Increase

The Board of Supervisors for the Baltimore County Soil Conservation District has increased the Soil Erosion and Sediment Control Plan review fees. The new fee system will now be based on the number of square feet disturbed at \$0.005 per square foot of disturbed area, and the fee cap will be revised to \$6,000.

In addition, the fee for the review of Concept Plans and Development Plans as required by the revised storm water management regulations will now be \$175 for a Concept Plan and \$400 for a Development Plan, each due upon the first submittal of the particular plan. This will cover multiple reviews of the same plan, however if the site design is significantly altered a new fee will be required.

Forest Harvest Applications will be charged a fee of \$115 plus \$1.25/acre of harvest area.

Please refer to the attached fee schedules. These increases are necessitated by rising operating costs. The new fees will be effective for any new plans submitted after June 30, 2016. Thank you for your cooperation and support in this matter.

APPROVAL POLICY

The Baltimore County Soil Conservation District (BCSCD) approval of erosion and sediment control plans expires two (2) years from the approval date unless a grading permit is obtained. In this case, the approval expires three (3) years from the approval date, unless site construction has commenced. When the approval expires, plans must be re-submitted for recertification (renewal). If a site is under construction at the end of the approval period, the plan will be subject to re-submittal for an extension at the discretion of the Baltimore County Department of Permits, Approvals and Inspections, Sediment Control (PAI, SC). [Requirements for extension will be handled on a case by case basis.] Landfill and Quarry erosion and sediment control plans will be subject to recertification (renewal) five (5) years from the previous approval date.

PLAN SUBMITTAL REQUIREMENTS AND FEES

SUBMITTAL REQUIREMENTS

Sediment Control

1.) Due to the Stormwater Management Act of 2007, all plans must incorporate environmental site design (ESD) to the maximum extent practicable (MEP) requiring the Erosion and Sediment Control (ESC) and Stormwater Management (SWM) design and review processes to be integrated. Therefore, ESC must be addressed earlier in the planning stages and requires a comprehensive review process. This review process includes the Concept, Site Development and Final plan phases. These phases and their submittal requirements are defined below.

Concept Plan Phase – The Concept plan represents the first phase of the comprehensive process for approving grading, Sediment Control and Stormwater Management plans. (See page 3 for items to include on the Concept plan.)

Submittal requirements to BCSCD for a cursory review are as follows:

- a.) Two (2) sets of Concept plans as submitted to Baltimore County Department of Environmental Protection and Sustainability (DEPS)
- b.) One (1) set of SWM narrative/calculations (for District's information)
- c.) Application fee of \$175.00* and Concept plan review fee voucher (See *Appendix 4*)

* Please use a check or money order made payable to Baltimore County Soil Conservation District.

Site Development Plan Phase - A Site Development plan is the second phase and shall include detailed designs for Stormwater Management and Erosion and Sediment Control. Once the Concept plan is reviewed and approved, the consultant may proceed to the Site Development phase. If DEPS determines that the project may proceed using a "Two-Step" process, therefore bypassing the Site Development phase, then the District will allow the consultant to do the same for the ESC plan. If a Site Development plan is required, any comments received during the Concept plan review must be incorporated into the plan. (See page 3 for items to include on the Site Development plan.)

Submittal requirements to BCSCD for a cursory review are as follows:

- a.) Verification of DEPS Concept plan approval
- b.) Two (2) sets of Site Development plans
- c.) One (1) set of SWM calculations (for District's information)
- d.) One (1) set of grading plans
- e.) Application fee of \$400.00* and Site Development plan review fee voucher (See *Appendix 5*)

*Please use a check or money order made payable to Baltimore County Soil Conservation District.

Final Plan Phase – The Final plan is the last phase and is when the official technical review for the District begins. Any comments received from the Concept/Site Development phases must be incorporated into the Final plan. The Final plan shall be reviewed in accordance with the most current State and District guidelines. (See page 3 for items to include on the Final plan.)

(i.e. elevations/topography, existing improvements, etc.), and to make all necessary on-site investigations to ensure the practicality of a plan. Furthermore, it is the responsibility of the design engineer to ensure that there are no avoidable adverse impacts upon adjacent properties, and that the plans meet all current standards and specifications at time of submittal.

When plans are submitted for review, they must meet all minimum required specifications and have the Consultant's certification signed, sheets sealed and details/specifications for measures provided. In order to qualify for a "complete" final phase review, critical items such as the sequence of operations, existing and proposed topography and drainage area maps must be clear and meet District requirements. Without acceptable drainage area maps a review of the sediment control measures (i.e., silt fence, earth dikes, sediment traps, sediment basins, stream diversions, etc.) would be inappropriate. If only a portion of the checklist can be completed, plan review shall be considered as an "incomplete" or "partial" review.

We will not design plans for any firm or individual consultant. We will provide guidance to out of state firms or those that are new to the area. Engineering firms which have previously dealt with us will be expected to provide their own in-house training.

C.A.D.D. PRODUCED PLANS

On Computer Aided Design & Drafting (C.A.D.D.) drawings it will be the responsibility of the engineer to ensure that all necessary information is retained and has not inadvertently been removed and that the plan is complete on every submission. When previously approved C.A.D.D. produced plans are revised, and the revisions are relatively minor in nature, instead of producing new sheets, make the revisions on the originally approved mylars.

FOLDING REQUIREMENTS FOR PLAN PRINTS

All plan prints submitted must be folded to fit within a legal size filing cabinet.

REVIEW FEE REQUIREMENTS AND CLARIFICATION

The District's review fee requirements pertain to all formal non-public erosion and sediment control plans. A fee will be required with the initial submittal of plans as outlined below. The fee shall be a flat fee or based on the total disturbed area stated in square feet, as outlined below. See *Appendices 4-7* for Fee Vouchers.

- (1) Concept phase plan submittal – Application fee of \$175
- (2) Site Development phase plan submittal – Application fee of \$400
- (3) Final Phase plan submittal, or
Recertification of a previously approved plan which has expired

Review Fee* = Total Disturbed Area (Sq. Ft) [minimum 1 acre (43,560 Sq.ft)] x \$0.005

EXAMPLE: Total Disturbed Area is 270,072 sq.ft
270,072 sq.ft x \$0.005 = \$1,350.36

*Fee is capped at \$6,000 regardless of disturbed area.

- (4) Revision #1, with additional acreage added to the plan, fee will pertain to the additional acreage only, minimum 1 acre (43,560 sq.ft)

Review Fee* = Additional Disturbed Area (Sq. Ft) [minimum 1 acre (43,560 Sq.ft)] x \$0.005

EXAMPLE: Additional Disturbed Area is 87,120 sq.ft
87,120 sq.ft x \$0.005 = \$435.60

Fee Revised (7/1/16)

*Fee is capped at \$6,000 regardless of disturbed area.

Note: In the event that a revision involves extensive plan changes, a full fee may be charged at the discretion of the District, (this will be on a case by case basis).

- (5) The second and all subsequent revisions of a previously approved plan (even if additional acreage is added to the plan), will be charged 50% of the full review fee that is charged for final phase plan submittals.
- (6) Recertification of a previously approved plan which has not expired and will not require plan revisions shall be charged 50% of the full review fee that is charged for final phase plan submittals, but no less than \$225 (See Example A). In the event that the full fee is less than \$225, the full fee will be charged (See example B).

Example A: Total Disturbance of 75,832 sq.ft

Review Fee = [Total Disturbed Area (Sq. Ft) [minimum 1 acre (43,560 Sq.ft)] x \$0.005] ÷ 2

Review Fee = [75,832 x 0.005] ÷ 2

Review Fee = 379.16 ÷ 2 = \$189.58

Since calculated fee is less than \$225, the minimum fee of \$225 is due.

Example B: Total Disturbance of 36,155 sq.ft

Review Fee = [Total Disturbed Area (Sq. Ft) [minimum 1 acre (43,560 Sq.ft)] x \$0.005]

Review Fee = 43,560 (minimum) x \$0.005 = \$217.80

Since the full review fee is less than \$225, the full fee is due.

- (7) Recertification of a previously approved plan with no proposed revisions which is active in the field with an open grading permit shall be charged \$175.
- (8) Forest Harvest Plans will be charged a \$115 application fee plus \$1.25 per acre (round disturbance to the next whole acre). See *Appendix 7* for Forest Harvest Plan Review Fees Voucher.

Example: 19.4 acres of Harvest area

Application fee = \$115

20.0 acres (rounded figure) x \$1.25 = \$25

Total Fee = \$115 + \$25 = \$140

- (9) No Fee is Applicable for the Following:

- (1) Sediment and erosion control standard plan for areas not to exceed 20,000 Square feet.
- (2) Sediment and erosion control standard plan for individual houses with disturbances between 20,000 and 30,000 square feet.
- (3) Revision #1, no additional acreage added to plan (Recertifications excluded).
- (4) County and State projects.