

## Standard Grading & Standard Stormwater Management Plan Guidelines and Frequently Asked Questions

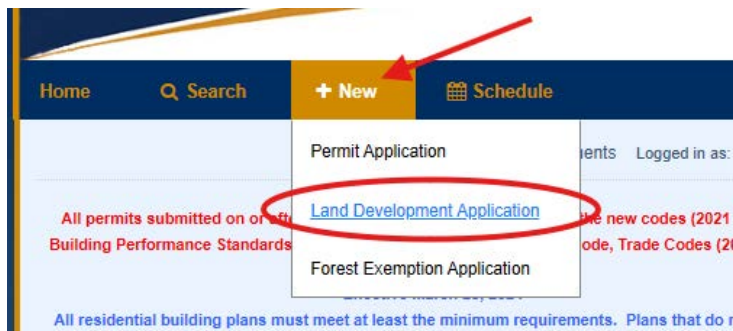
Projects disturbing greater than 5,000 square feet (SF) in area and/or 100 cubic yards (CY) in volume are subject to grading and soil erosion and sediment control requirements based on State and local regulations. Projects which singularly or cumulatively disturb 5,000 SF are subject to stormwater management requirements based on State and local regulations. Single-lot residential projects and minor earth disturbances projects less than 30,000 SF and 1,000 CY can address the requirements with a Standard Grading Plan (SGP) and a Standard Stormwater Management Plan (SSWP).

### How do I apply for a SGP and/or SSWP?

Application should be made ahead of or concurrent with building permit application. Building permit applications for projects that require grading will not be processed until the SGP/SSWP have been received. It is preferred that application be made through the County's Accela Citizen Access (ACA) portal:

<https://aca-prod.accela.com/WASHCOMD/>

Once signed into ACA you'll submit the SGP/SSWPs as new land development applications



On the record selection page you'll choose the indicated record types below. A separate application is required for each the SGP and SSWP.



Alternately, paper SGP/SSWP submissions may be dropped off to the Washington County Administrative Annex located at 747 Northern Ave during normal business hours weekdays 7:30 am – 4:30 pm. All paper applications will be scanned and reviewed electronically. Additional fees will apply for paper prints of final approved plans.

#### **What needs to be included in my application?**

- Completed copies of the [SGP form](#) and [SSWP form](#) signed by the legal property owner
- Plan drawing that addressed the design requirements of both plan types
  - Everything under “Design” item 13 on page 3 of the SGP form
  - Everything under “Design” item 11 on page 3 of the SSWP form (if applicable)
- Plan review fees as given on the first page of the plan forms
  - Credit card payment can be made online through Accela Citizen Access once the plan has been accepted for processing.
  - All checks, including applicable Soil Conservation District fees, shall be made out to “**Washington County Treasurer**”, and mailed or dropped off to our 747 Northern Ave office. Please include reference of the County record number (i.e. SGP-YY-### or SSWPYY-###) and/or plan name with the check.

#### **If I submit an SGP, do I need to also apply for a soil erosion and sediment control plan?**

Soil erosion and sediment control requirements should be addressed within the SGP; a separate soil erosion and sediment control plan is not required. As part of the normal review process the County will route your SGP to Soil Conservation District for approval.

#### **I uploaded my grading plan with my building permit application - why is it not being processed?**

Projects subject to grading requirements need both an **approved grading plan and grading permit**. Land Development plan applications must, at minimum, be made at the same time as permit application. To avoid delay its recommended the grading plan is applied for as early as practicable, in advance of permits.

#### **Who can prepare my standard plan(s)?**

Standard plans do not require a seal from a professional engineer. The preparer still needs an adequate understanding of topography, drainage, stormwater, and soil erosion and sediment control to address the plan requirements. For this reason, most standard plans are prepared by local consulting firms.

#### **What if my project exceeds 30,000 SF or 1,000 CY?**

Grading, stormwater, and soil erosion and sediment control requirements for a single lot residential project above 30,000 SF and/or 1,000 CY can be addressed with a Site Specific Grading Plan. Please contact a Maryland licensed design professional for assistance.

#### **When is a Grading Certification submittal required?**

Regardless of who prepared your plan a Grading Certification signed and sealed by a Qualified Professional must be received by the Washington County Division of Permits & Inspections prior to issuance of a use and occupancy permit.

#### **Who can I contact for more information?**

Any technical questions on grading or disturbance determinations should be directed to the plan review staff within the Division of Engineering.

## Standard Grading Plan (SGP) and Standard Stormwater Management Plan (SSWP) Review Process

