



WASHINGTON COUNTY
LAND DEVELOPMENT ENGINEERING

80 West Baltimore Street
Hagerstown, Maryland 21740-6003
Telephone: 240-313-2400
Fax: 240-313-2401
TTY/Hearing Impaired: 240-313-2430

MEMORANDUM

TO: All Interested Parties

FROM: Jennifer Smith, P.E, Deputy Director, DPW, LDE

DATE: September 7, 2010

RE: **Technical Memo No. 16**
Procedures Required for Issuance of a Grading Permit for Any Plan Requiring SWM

This Technical Memorandum describes the minimum procedures required to be completed prior to issuance of a grading permit for any plan requiring stormwater management (SWM). Please follow these procedures closely, in order to keep projects on schedule and avoid unacceptable delays and inaccurate submissions due to procedural inefficiencies.

A grading permit will not be issued until all of the following items have been completed, in the following sequence, and to the satisfaction of the Department of Land Development Engineering (LDE):

- 1.) **Site plan approval.** Until the site plan is approved by the Deputy Director, DPW, LDE there will be no action taken by LDE SWM staff. The site plan or construction drawings, or grading plan must be approved prior to completion and submission of: the Inspection and Maintenance Agreement; the Stormwater Construction Estimate; the Performance Surety; and the Pre-Construction Meeting.
- 2.) **Inspection and Maintenance Agreement.** The Inspection and Maintenance Agreement shall be completed, submitted and recorded as per the Washington County Grading, Stormwater Management, and Soil Erosion and Sediment Control Ordinance. LDE SWM staff will not accept any submissions that are completed prior to site plan approval.
- 3.) **SWM Construction Cost Estimate.** The construction cost estimate for SWM shall be completed and submitted as per Technical Memo 15 - SWM Construction Cost Estimates. LDE SWM staff will not accept any submissions that are completed prior to site plan approval.

- 4.) **Performance Security.** The SWM performance security shall be provided by the developer/owner after LDE approval of the SWM Construction Cost Estimate. LDE SWM staff will not accept any submissions that are completed prior to site plan, construction drawings, or grading plan approval; Inspection and Maintenance Agreement recordation; and, LDE approval of the SWM Construction Cost Estimate.
- 5.) **Pre-construction meeting.** A pre-construction meeting shall be completed with all parties present, as described in the Washington County SWM Pre-Construction Checklist.

Any deviation from these procedural requirements must be approved by the Deputy Director, DPW, LDE. Should you have any questions, please feel free to contact me or Mr. John Swauger at 240-313-2400.

cc: Joe Kroboth, Director, DPW
John Swauger, Department of Land Development Engineering