

UBRAN PROGRAM FEE POLICY

Beginning August 1, 1996, the Washington County Soil Conservation District began charging fees for soil erosion and sediment control review services in accordance with the resolution (Attachment A) adopted by the Washington County Commissioners, June 25, 1996. A resolution package (Attachment B) to approve a revision to the fee system, effective, October 1, 2001, was adopted by the Washington County Commissioners, August 21, 2001. A resolution (Attachment C) to approve a second revision to the fee system, effective, March 1, 2005, was adopted by the Washington County Commissioners, February 15, 2005. A resolution (Attachment D) to approve a third revision to the fee system, effective, January 1, 2008, was adopted by the Washington County Commissioners, December 11, 2007. A resolution to approve a fourth revision to the fee system, effective, July 1, 2010, was adopted by the Washington County Commissioners, May 25, 2010. A resolution to approve a fifth revision to the fee system, effective, October 1, 2017, was adopted by the Washington County Commissioners, September 12, 2017.

The policies listed below will guide the implementation of this fee structure:

1. Plan approvals will be in effect for 3 years with the exception of surface mining and landfill plans, which will be in effect for 5 years unless renewed by the District.
2. Renewal of plans at the 3 year expiration that are not revised will be charged the current plan update fee. Plans submitted for renewal out of date by 90 calendar days or more and not under construction, will be required to meet current standards and specifications and pay the full review fee.
3. Applicants who apply for renewal of surface mining and/or landfill plans will be required to pay the full review fee based on the disturbed area.
4. Plan revisions affecting sediment control features, disturbed area, or pond approvals shall require the payment of the full review fee based on the current and/or proposed disturbed area; a minimum fee of \$600 will be charged with a maximum of \$4,000.
5. Plan Review and Field Services fees will be charged for each initial submission as appropriate. The Field Service Fee is a one-time (initial submission) fee. No review or approval will be done until all fees are paid. Preliminary courtesy reviews are allowed.
6. Fees for Soil Erosion and Sediment Control Plans may be collected at the Washington County Division of Engineering & Construction Management - Plan Review and/or the District at the discretion of the District Board of Supervisors.
7. Plans submitted by Federal, State, and local units of government will be exempt from all fees.
8. Fees will be waived for plans submitted by volunteer fire companies and ambulance/rescue companies in accordance with memo from Washington County Administrator dated May 6, 1997.

Harry E. Strite
Harry E. Strite
District Chair

Enacted: July 1996
Amended: October 25, 2017

URBAN PROGRAM PLAN REVIEW POLICY

1. Plans will be reviewed and approved for compliance with the Washington County Stormwater Management, Grading, Soil Erosion and Sediment Control Ordinance, State Sediment Control Regulations (COMAR 26.17.01.07), the 2011 Standards and Specifications, or the latest version thereof, for Soil Erosion and Sediment Control and for the preservation of public health and safety by designated District staff on behalf of the District Board of Supervisors.
2. District staff will refer to the Board of Supervisors, any plan that is questionable or any plan, in which, the applicant is unwilling to incorporate those measures necessary for the prevention of soil erosion, sedimentation, and/or dam failure.
3. Approved plans will be returned to the County, municipality, owner/developer, and/or consulting firm/land surveyor, which requested approval or review for their soil erosion and sediment control plan.
4. At each regular monthly meeting, a list of approved plans will be presented to the District Board of Supervisors for approval. The approved Sediment Control Review Report will be incorporated into the minutes and filed accordingly.
5. The District shall review plans in the order in which they are received and shall notify the applicant of approval or reasons for the disapproval or modification within 30 calendar days.
6. Projects designated as "Fast Track" by Washington County or the City of Hagerstown will be given the highest priority for review.
7. Every effort will be made for expedited reviews by the District at the request of Washington County and the City of Hagerstown.
8. The District Board of Supervisors, by written notice, may suspend soil erosion and sediment control approval in accordance with COMAR (26.17.01.09).

Harry E. Strite
Harry E. Strite
District Chair

Enacted: June 1973
Amended: October 25, 2017

URBAN PROGRAM - SOIL EROSION AND SEDIMENT CONTROL/POND PLAN RETENTION
POLICY

It is the policy of the Washington County Soil Conservation District to retain Standard Grading and Soil Erosion and Sediment Control Plan for Single Lot Single Family Residential Construction and minor Earth Disturbances (less than or equal to 30,000 square feet or 1,000 cubic yards), and Standard Soil Erosion and Sediment Control Plans for Forest Harvest Operations for a period of 3 years after approval.

Soil Erosion and Sediment Control Plans for earth disturbances greater than 30,000 square feet of area and/or 1,000 cubic yards of excavation or fill will be retained until the 3-year expiration, when dead filed by the Maryland Department of the Environment, submitted for a revision, a 3-year update, 5-Year Update, or by the District's Final Site Closeout Review.

Pond construction plans and as-built plans will be retained by the District indefinitely. The District will only maintain the plan portion of the file either in hard copy or digital format. The computations and correspondence will be destroyed following as-built approval.

Harry E. Strite
Harry E. Strite
District Chair

Enacted: May 1975
Amended: October 25, 2017

**POLICY FOR SUBMISSION OF STANDARD EROSION AND SEDIMENT CONTROL
PLAN
FOR
FOREST HARVEST OPERATIONS**

It is the policy of the Washington County Soil Conservation District for review of Forest Harvest Plans, Buffer Management Plans, and/or a plan modification for soil erosion and sediment control as follows:

1. Plans will be accepted by the District, from the landowner, operator, or consultant requesting approval for erosion and sediment control.
2. A plan review and approval fee will be charged for each submission. No reviews will be conducted until the fee has been paid. Fees will be changed by the Board when necessary to cover the cost of plan review and approval.
3. Plans will be reviewed by the District Manager or designee for specific measures for erosion and sediment control. Plans remain valid 3 years from the date of approval.
4. Approved harvest plans (original copy) and any attachments will be retained by the District 3 years and copies sent to the landowner, operator, consultant, Maryland Department of the Environment (MDE) and the State of Maryland (Department of Natural Resources).
5. At each regular monthly meeting, a list of approved plans will be presented to the District Board of Supervisors for approval. The approved Sediment Control Review Report will be incorporated into the minutes and filed accordingly.

Harry E. Strite
Harry E. Strite
District Chair

Enacted: November 10, 2004
Amended: October 25, 2017

INTERMITTENT STREAM DEFINITION AND POLICY

(For Sensitive Area Element of the County's Comprehensive Plan)

WHEREAS, the Washington County Soil Conservation District has been given the responsibility to review and recommend stream buffers for certain development activities under the Washington County Sensitive Area Element of the Comprehensive Plan.

THEREFORE, the following definitions and policies shall be followed when making determinations on the presence or absence of streams and recommendations for buffers:

1. A stream shall be defined as a perennial or intermittent watercourse identified in the most current Soil Survey for Washington County, Maryland and field verified by the District when necessary. When there is a discrepancy between the USDA, NRCS Web Soil Survey (WSS) and the printed or digitized versions available from the Washington County Soil Conservation District, the printed version takes precedence.
2. A stream buffer is defined as an area on one or both sides of a stream that is designated for the purpose of protecting, preserving or, improving water quality by providing for filtration and dissipation of the energy of flowing water or the maintenance or stabilization of the stream bank to prevent erosion.
3. The updated Soil Survey for Washington County, February 2002, and the attached Sensitive Area Stream Buffer criteria shall be used by the District staff to define streams subject to the requirements for establishment of stream buffers. Buffer widths shall be determined per the Washington County Subdivision Ordinance, Section 409.


Betty J. Meyers
District Chair

Enacted: September 1997
Amended: April 20, 2011