



**Date Received  
(Plan Review and Permitting)  
(Engineering and Construction)**

**Date Received  
(WCSCD)**

**Washington County Soil Conservation District  
Transmittal/Submittal Checklist**

Project Name: \_\_\_\_\_

Plan Type – Plat, Preliminary Consultation, Concept Review, Site Development Review, Final Review, 2-Year Update, 5-Year Update, Revision, or As-Built:

\_\_\_\_\_  
*(If the plan is under the “Final Review” category and is a subsequent submission, i.e. comments addressed, original & prints for signature, etc., please indicate as so)*

Example: “Initial Review – Review #2”

Owner/Developer’s Name: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

Owner/Developer’s Address:  
\_\_\_\_\_  
\_\_\_\_\_

Design Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Design Firm Address: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS (Plats & Preliminary Consultations):**

(Please indicate the documents, etc. as included "INC" or Non-Applicable "N/A")

- \_\_\_\_\_ One (1) copy of the Plan (Preliminary, Simplified, Final, Redevelopment, etc.)
- \_\_\_\_\_ Soils Map w/stream layer, etc. turned on and project area delineated
- \_\_\_\_\_ Topography Map w/drainage area delineated
- \_\_\_\_\_ Support Documentation, such as, evidence of flow, sinkholes, etc.

**SUBMITTAL REQUIREMENTS (Concept Plans):**

(Please indicate the documents, etc. as included "INC" or Non-Applicable "N/A")

- \_\_\_\_\_ One (1) copy of the Plan, to include, title sheet, proposed stormwater, FCA, etc. and any applicable details and notes
- \_\_\_\_\_ Plan Review Fee  
*(No review will be performed until full payment of fees are received)*
- \_\_\_\_\_ Soils Map w/project boundaries shown
- \_\_\_\_\_ Geotechnical Report w/recommendations

**SUBMITTAL REQUIREMENTS (Site Development, Final Plans, etc.):**

(Please indicate the documents, etc. as included "INC" or Non-Applicable "N/A")

- \_\_\_\_\_ One (1) copy of the Soil Erosion and Sediment Control Plan, to include, title sheet, stormwater management, SHA, landscaping, FCA and applicable details and notes
- \_\_\_\_\_ Plan Review and Field Services Fee  
*(No review will be performed until full payment of fees are received)*
- \_\_\_\_\_ Soil Erosion and Sediment Control Plan Narrative
- \_\_\_\_\_ Soils Map w/project boundaries shown
- \_\_\_\_\_ Pond Information Sheet & Pond Summary Form (MD-ENG-14) (as applicable)
- \_\_\_\_\_ One (1) copy of the Stormwater Management Report
- \_\_\_\_\_ Geotechnical Report w/recommendations
- \_\_\_\_\_ Sediment Basin Computations (as applicable)
- \_\_\_\_\_ Red lined plans with subsequent submissions

**SUBMITTAL REQUIREMENTS (As-Built Plans):**

(Please indicate the documents, etc. as included "INC" or Non-Applicable "N/A")

\_\_\_\_\_ One (1) copy of the as-built stormwater management plan

\_\_\_\_\_ Plan Review Fee  
*(No review will be performed until full payment of fees are received)*

\_\_\_\_\_ As-Built Pond Summary Form (MD-ENG-14) (as applicable)

\_\_\_\_\_ One (1) copy of the as-built stormwater management Report

\_\_\_\_\_ Geotechnical testing, etc. reports

**FEES:**

(Please indicate the documents, etc. as included "INC" or Non-Applicable "N/A")

Disturbed Area in Acres: \_\_\_\_\_

Review (Concept, Site Development, etc.) Fee: \$\_\_\_\_\_

Field Services Fee: \$\_\_\_\_\_

***Total Fees Included with Submission:*** \$\_\_\_\_\_

(Please include check information, i.e. received from)

**SUBMITTED BY:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date