CATOCTIN SOIL CONSERVATION DISTRICT
FREDERICK SOIL CONSERVAITON DISTRICT
92 Thomas Johnson Drive, Suite 230
Frederick, MD 21702-4300
301-695-2803 x3
Fax: 301-694-0270

SPECIFICATIONS & PROCEDURES FOR

SEDIMENT & EROSION CONTROL
STORM WATER MANAGEMENT

FOR FREDERICK COUNTY

PLEASE REVIEW THE ENCLOSED INFORMATION

1. CURRENT FEE STRUCTURE
2. HIGHLIGHTS FOR SUBMITTING PLANS
3. FORMS TO BE USED WITH SUBMISSIONS

ALL SUBMISSIONS WILL BE CHARGED AT THE PREVAILING RATES (INCLUDING STATE, MUNICIPAL, AND COUNTY SUBMISSIONS)

THIS DOCUMENT AVAILABLE ON THE DISTRICT WEBSITE:
www.catoctinfredericksc d.com

UPDATED: 1/1/19

Updated: December 2017

Sediment & Erosion control-SWM review
For Frederick County

Contact: Catoctin & Frederick Soil conservation

All submissions must be accompanied by a check per the review schedule

FIRST SUBMISSION -

- 1 PAPER COPY – STAPLED AND FOLDED FOR REVIEW
- FEE REVIEW CHECK ($100.) AND ATTACHED TRANSMITTAL
- TRANSMITTAL SHEET- WITH PROJECT NAME, CONTACT INFORMATION AND PHONE NUMBERS.

RESUBMISISON-

- FEE REVIEW CHECK ($100.)
- TRANSMITTAL SHEET- WITH PROJECT NAME, CONTACT INFORMATION AND POHONE NUMBERS.

Original mylars will not be accepted by this office until requested by district technician in writing on sediment control checklist.(comments)

Mylars/originals and two folded stapled paper copies will be accepted for signatures when requested and must be accompanied by a copy of the final review bill, fee transmittal sheet and a fee review check.

Review time will be 30 working days- status calls will not be forwarded to urban reviewer.

Any call or questions must be from the engineering firm- please do not call before 30 working days.

All urban review and paperwork must be picked up by the engineering firm.

Catoctin and Frederick Soil Conservation
92 Thomas Johnson Drive Suite 230
Frederick, MD 21702
(301)-695-2803 x3

FEE TRANSMITTAL SHEET

Project Name_____

Engineer_____

Contact_____Phone_____

_____ First Submission	$100.00	Check Number _____
_____ Resubmission	$100.00	Check Number _____
_____ Originals for Signature	$_____	Check Number _____

_____Concept Plan	$100.00	Check Number _____
_____ Site Plan	$100.00	Check Number _____
_____ As Built	$100.00	Check Number _____

MAKE CHECKS PAYABLE TO: CATOCTIN AND FREDERICK SCD'S

THIS IS A CARBON TANSMITTAL SHEET WHICH MAY BE PICKED UP AT THE SOIL CONSERVATION DISTRICT'S OFFICE

CATOCTIN & FREDERICK SOIL CONSERVATION DISTRICTS
92 Thomas Johnson Drive, Suite 230
Frederick, MD 21702-4300
Phone: 301-695-2803 Ext. 3

Catoctin SCD_____
Frederick SCD_____
City Plan_____

APPROVED _____ UNACCEPTABLE_____

CHECKLIST REVIEW FORM - SEDIMENT CONTROL

PLAN REVIEWED _____

DATE RECEIVED _____

ENGINEER _____

REVIEWED BY _____ POND REVIEW _____

PERSON CONTACTED _____ DATE _____

COMMENTS____ ORIGINALS____ PICKED UP BY _____ DATE _____

SEDIMENT CONTROL CHECKLIST

GENERAL DATA
_____ Plan at proper scale, 1" = 50' or larger.
_____ Signature Blocks.
_____ Disturbed Area outlined.
_____ Total Sq. Ft. of Disturbed Area.
_____ Location Sketch.
_____ Engineer Certification.
_____ Owner/Developer Certification with printed name, address and phone number.
_____ Inspector's Checklist.

SEDIMENT CONTROL PLAN
_____ Existing & proposed topography.
_____ Existing & proposed improvements.
_____ 100 year floodplain delineated.
_____ Wetlands delineated.
_____ Proper identification of planned practices, label sediment control.
_____ Locations & methods of stabilization.
_____ Stockpile or borrow area.
_____ Stabilized construction entrance.

NOTES & DETAILS
_____ Sequence of operations.
_____ Sediment control notes.
_____ Utility notes.
_____ Standard drawings for engineering structures or reference to specifications.
_____ Secondary utility notes.
_____ Soil map and type for site.
_____ Home construction phase detail.

STORM DRAINAGE PLAN
_____ Proposed method of outfall channel stabilization.
_____ Pipe outfall Q10 & velocity10 placed on drawing.
_____ Natural or designed channel below outfall structure.

PERMITS & LETTERS
_____ Storm water management letter.
_____ Water Resources Administration permit/letter.
_____ Corps. of Engineers permit/letter.
_____ Notice of Intent Status / 1 acre or more.

NOTE: No fill or permanent structures permitted in 100 year floodplain without prior MD WATER RESOURCES ADMINISTRATION approval.

LEGEND: ✓ = ACCEPTED INC = INCOMPLETE NA = NOT APPLICABLE

COMMENTS: _____

ENGINEER/ ARCHITECT
DESIGN CERTIFICATION

I hereby certify that the plans have been designed in accordance with local ordinances, COMAR 26.17.01, and 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control.

Signature	Registration Number	Date

OWNER/ DEVELOPER

I CERTIFY THAT THIS PLAN OF SEDIMENT CONTROL WILL BE IMPLEMENTED TO THE FULLEST EXTENT, AND ALL STRUCTURES WILL BE INSTALLED TO THE DESIGN AND SPECIFICATIONS AS SPELLED OUT IN THIS PLAN AND THAT ANY RESPONSIBLE PERSONNEL INVOLVED IN THE CONSTRUCTION PROJECT WILL HAVE A CERTIFICATION OF ATTENDANCE AT A DEPARTMENT OF ENVIROMENT APPROVED TRAINING PRORAM FOR THE CONTROL OF SEDIMENT AND EROSION BEFORE BEGINNING THE PROJECT. I ALSO AUTHORIZE PERIODIC ON-SITE EVALUATION BY THE CATOCTIN/FREDERICK SOIL CONSERVATION DISTRICT PERSONNEL AND COOPERATING AGENCIES.

_____OWNER/DEVELOPER_____DATE

SEQUENCE OF CONSTRUCTION

1. Notify sediment control inspector 24 hours prior to start of construction.
2. Perform clearing and grubbing required for installation of pond and perimeter controls.
3. Install pond and perimeter controls. Notify sediment control inspector and obtain approval before proceeding further.
4. Complete all required clearing and grubbing.
5. Complete road grading.
6. Complete rough grading for remainder of site.
7. Install utilities and block storm drain inlets unless otherwise noted on the plan.
8. Complete building construction.
9. Complete final grading, stabilization, and landscaping.
10. Clean and repair pond to design dimensions.
11. Notify sediment control inspector and obtain approval to remove sediment and erosion control devices.

DISTURBED AREA QUANTITY

The total area to be disturbed shown on these plans has been Determined to be approximately _____sq. ft. and the total amount of excavation and fill as shown on these plans has been comoputed to be approximately _____cu.yds. of fill.

_____ _____

NAME DATE

*The disturbed area quantity must be specified on the cover sheet (first page) of plans.

STREAM CLOSURE STATEMENT

As of June 1, 1992, ALL sediment and erosion control plans and/or stormwater management plans that include in-stream work must have the stream closure dates(s) shown in the sequence of construction.

NOTE: See Water Resources Administration specifications.

EROSION AND SEDIMENT CONTROL NOTES

1. ALL EROSION AND SEDMINET CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN CONTINUOS COMPLIANCE WITH THE LATEST VERSION OF THE *2011 MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL.*

2. ALL UTILITIES, SUCH AS STORM DRAIN, PUBLIC WATER, SANITARY SEWER, ELECTRIC POWER, TELEPHONE, CABLE, AND GAS LINES THAT ARE NOT IN PAVED AREAS AND ARE NOT UNDERGOING ACTIVE GRADING SHALL BE TEMPORARILY OR PERMNANENTLY STABILIZED WITHIN 3 DAYS OF INITIAL DISTURBANCE.

3. THE OWNER/DEVELOPER OR THEIR DESIGNATEE IS RESPONSIBLE FOR CONDUCTING ROUTINE INSPECTIONS AND REQUIRED MANITENANCE. THE SITE AND CONTROLS SHOULD BE INSPECTED WEEKLY AND THE NEXT DAY AFTER EACH RAIN EVENT**. ANY ACCUMLATED SEDIMENT SHALL BE REMOVED AND DISPOSED OF IN A SUITABLE AREA AND SHALL BE TEMPORARILY OR PERMANENTLY STABILIZED.

   **ANY PROJET THAT HAS A STATE ISSUED N.O.I PERMIT MUST DOCUMENT EACH INSPECTION AND MAINTAIN AN INSPECTION LOG. (*PLEASE SEE THE N.O.I FOR DETAILS)*

STANDARD STABILIZATION NOTE

Following initial soil disturbance or re-distribution, permanent or temporary stabilization must be completed within:

A. Three (3) calendar days as to the surface of all perimeter dikes, swales, ditches, perimeter slopes, and all slopes steeper than 3 horizontal to 1 vertical (3:1); and

B. Seven (7) calendar days as to all other disturbed or graded areas on project site not under active grading.

For stabilization standards and specifications, refer to the following sections in the **2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control:**

Temporary Stabilization – **Section B-4-4**

Permanent Stabilization – **Section B-4-5**

SIGNATURE BLOCKS

Signature blocks are required on each page of project applicable to sediment and erosion control and/or storm water management review.

All projects located east of the Catoctin Mountains, in the Monocacy River drainage, will require the signature blocks and statement show below:

FREDERICK SOIL CONSERVATION DISTRICT

Approved By _____
District Manager

Date: _____

SCD approval for sediment and erosion control is contingent upon issuance of all applicable regulatory permits.

All projects located west of the Catoctin Mountains in the Catoctin Creek drainage will require the signature blocks and statement shown below;

CATOCTIN SOIL CONSERVATION DISTRICT

Approved By _____
District Manager

Date: _____

SCD approval for sediment and erosion control is contingent upon issuance of all applicable regulatory permits.

SEDIMENT CONTROL/ STORM WATER MANAGEMENT REQUIRED INSPECTIONS

YOU MUST NOTIFY THE SEDIMENT CONTROL AND STORMWATER MANAGEMENT OFFICE AT 301-694-1679 BEFORE 9:00 A.M- 24 HOURS PRIOR TO THE REQUIRED INSPECTION. FAILURE TO NOTIFY THIS OFFICE WILL RESULT IN A STOP WORK ORDER OR OTHER PENEALTIES AS OUTLINED IN FREDERICK COUNTY CODES.

*************NOTICE*********

THIS LIST IS FOR SEQUENCE OF CONSTRUCTION ONLY. THIS OFFICE ASSUMES NO RESPONSIBILITY OR LIABILITY FOR IMPROPER INSTALLATION OF ANY ITEM ON THIS CHECKLIST. THIS OFFICE RECCOMMENDS THAT A PROFESSIONAL ENGINEER BE PRESENT FOR EACH OF THE REQUIRED INSPECTIONS.

TYPE OF INSPECTION	MISC. COMMENTS /INITIALS
1. PRECONSTRUCTION MEETING	
2. COMPLETION OF SEDIMENT CONYTROL MEASURE (IF USING BASIN SEE #6 BELOW)	
3. PRIOR TO MODIFICATION OR REMOVAL OF SED. CONTRL.	
4. INFILTRATION SYSTEMS A. SITE READINESS PER SEQUENCE OF CONSTRUCTION B. INFILTRATION AREA. PROTECTED FROM SESIMENTATION C. DIMENSIONS D. FILTRATING MATERIAL E. FILL MATERIAL F. SIZE, PLACEMENT, TYPE OF PIPING G. OBSERVATION WELL H. COVER/STABILIZATION	
5. OPEN CHANNEL FLOW ATTENUATION A. SITE READINESS PER SEQUENCE OF CONSTUCTION B. CROSS SECTION CONFORMANCE C. MATERIAL (TYPE/SIZE) D. STABILIZATION	
6. RENTENTION/DETENTION STRUCTURES (BASIN/PONDS) A. SUBGRADE PREPARARTION 1. CORE TRENCH 2. SUITABLE MATERIAL/ COMPACTION B. EMBANKMENT CONSTRUCTION 1. SUITABLE MATERIAL/COMPACTION 2. SLOPE GRADE 3. DIMENSIONS C. BARREL AND RISER ASSEMBLY 1. CORRECT MATERIAL ONSITE 2. SIZZING 3. ANTI-SEEP COLLARS 4. ANTI-FLOTATION DEVICE 5. CONCRETE CRADLE (RCP ONLY) 6. INSTALLATION /BAXKFILL/COMPACTION D. CONCCRETE STRUCTURES 1. FOOTER DEMINSONS 2. REINFORCING MATERIAL (TYPE, SIZE,PLACEMENT) 3. WEIR POUR/MATERIAL/SLUMP TEST 4. FORM STRIP AND FINISHING E. IMPOUNDING AREA 1. LOW FLOW CHANNELS/STABILIZATION 2. DEWATERING DEVICE 3. EMERGENCY SPILLWAY 4. EXTENDED DETENTION DEVICE F. OUTFALL AREA (LEVEL SPREADER,RIPRAP CHANNEL, ECT.. G. VEGETATIVE STABILIZATION H. MISCELLANEOUS_____	

FOR UTILITY WORK ONLY OR FOR OFF-SITE UTILITY WORK

1. Disturbance outside of LODA cannot exceed 5000 square feet.

2. Place all excavated material on high side of trench.

3. Only do as much work as can be done in one day so backfilling, final grading, seeding, and mulching can occur.

4. Any sediment control measures disturbed by construction will be repaired the same day.

STOCKPILE NOTES

1. No stockpiling allowed on asphalt.

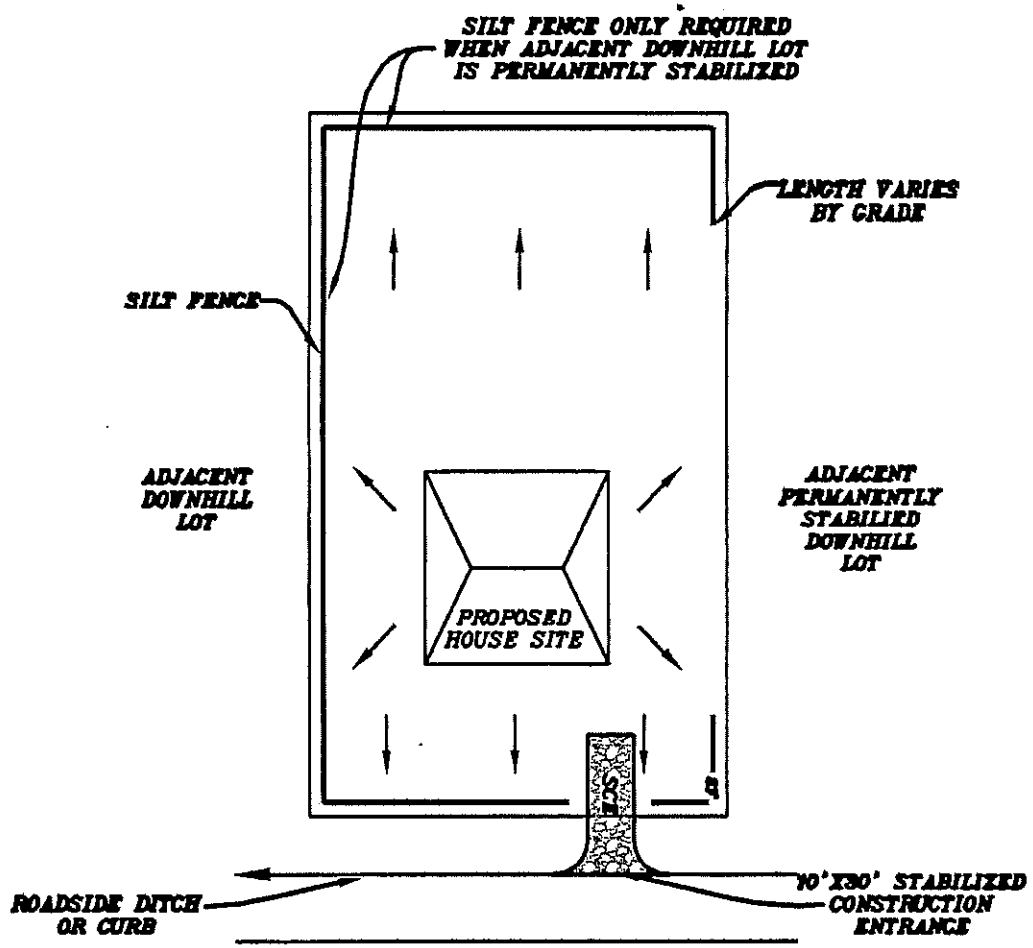
2. All stockpiles left at the end of the day need to be stabilized until the next redisturbance.

REVISED UTILITY NOTE
FOR SECONDARY UTILITY WORK

A. All disturbances from secondary utilities such as phone cable, electric cable, TV cable, etc. will be the subcontractor's responsibility to bring work area back to grade level that was existing and seed and mulch any disturbance from installation of lines or conduit.

B. Subcontractors will be responsible for re-installing or repairing any silt fence or sediment controls that were existing to maintain proper sediment control that might have been damaged.

Approved by:
Soil Conservation District
Sediment and Erosion Control
August 17, 2006



TYPICAL SOIL EROSION CONTROLS FOR HOUSE CONSTRUCTION

NOT TO SCALE

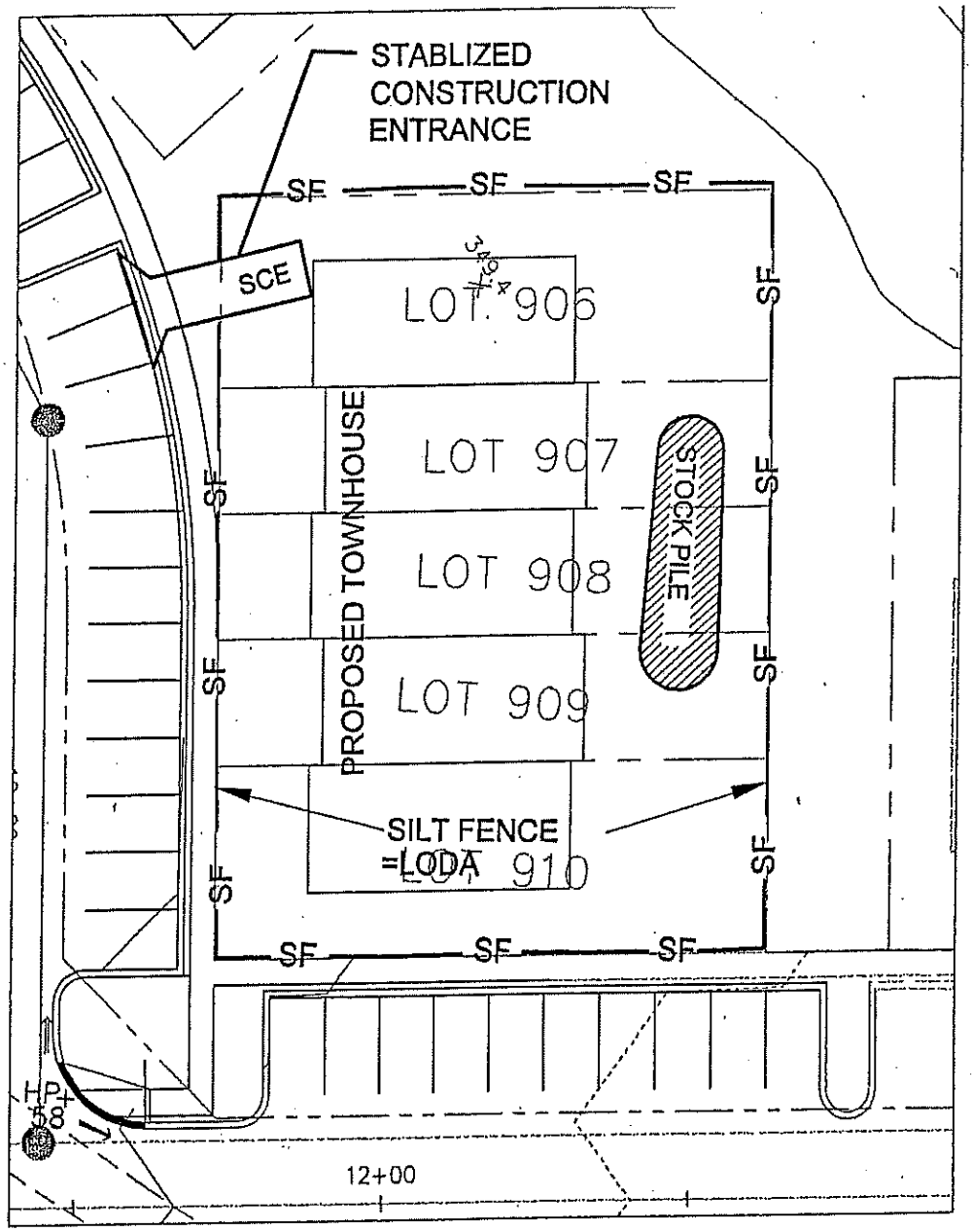
HOME CONSTRUCTION PHASE DETAIL

A. REGIONAL SEDIMENT CONTROL DEVICES MUST REMAIN IN PLACE WHERE SINGLE-FAMILY HOME CONSTRUCTION IS ACTIVE. IN THOSE AREAS WHERE SINGLE-FAMILY HOME CONSTRUCTION REMAINS ACTIVE, THE HOMEBUILDER MUST INSTALL INDIVIDUAL STABILIZED CONSTRUCTION ENTRANCES FOR EACH HOME SITE.

B. AS INTERMITTENT HOUSES ARE PERMANENTLY STABILIZED, REGIONAL PERIMETER CONTROLS FOR THAT LOT ONLY MAY BE REMOVED WITH PERMISSION FROM THE INSPECTOR. ADDITIONAL CONTROLS MAY BE NECESSARY AS DETERMINED IN THE FIELD TO PREVENT SEDIMENT LOSS ONTO COMPLETED LOTS AND TO PROVIDE COMPLETE CAPTURE.

C. AS FINAL LOT GRADE IS ESTABLISHED, TOPSOIL SHALL BE SPREAD AND STABILIZED PER THE PERMANENT SEEDING SPECIFICATIONS.

D. AFTER PERMANENT STABILIZATION OF ALL BUILDING LOTS, REMAINING PERIMETER CONTROL MEASURES MAY BE REMOVED WITH APPROVAL BY THE EROSION AND SEDIMENT CONTROL INSPECTOR.



TYPICAL SEC FOR TOWNHOUSE CONSTRUCTION

SCALE: 1" = 30'

MODERATE BUILDER'S PLAN

Details for a moderate sediment erosion plan for clustered building sites, town homes, and condominiums, etc.

Items needed:

_____ LOCATION SKETCH

_____ DISTURBED AREA

_____ PERIMETER CONTROLS SUCH AS SUPER SILT FENCE AND SILT FENCE

_____ SIGNATURE BLOCKS FOR CATOCTIN OR FREDERICK SCD

_____ PLAN SCALE 1"=5-' OR LARGER

_____ ENGINEER CERTIFICATION

_____ SEDIMENT CONTROL NOTES

_____ UTILITY NOTES

_____ SECONDARY UTILITY NOTES

_____ STANDARD DRAWINGS FOR ENGINEERING STRUCTURES OR REFERENCE TO SPECIFICATIONS

_____ STOCKPILE OR BORROW AREA

_____ STABILIZED CONSTRUCTION ENTRANCE S.C.E.

_____ OWNER/DEVELOPER SIGNATURES

_____ HOME CONSTRUCTION PHASE DETAIL

AS-BUILT INFORMATION REQUIRED ON A COPY OF ORIGINAL PLAN(S)

SHOW THE FOLLOWING IN RED INK:

1. A profile of top of dam.
2. A cross-section of the emergency spillway at the control section.
3. A profile along the centerline of the emergency spillway and survey topo shots on all four corners of the level section.
4. A profile of the dam along the centerline of the principal spillway extending at least 100 feet downstream of the fill, to include elevation fo the principal spillway crest and barrel invert (inlet and outlet).
5. The size and elevation of any low stage orifices.
6. The diameter, length, and type of material for the riser and conduit.
7. The size and type of anti-vortex/trash rack device and its height in relation to the principal spillway crest.
8. The number, size, and location of the anti-seep collars.
9. Show the contours and the survey topo shots of the pool area so that design volume can be verified.
10. A certification statement signed and sealed by a Maryland registered Professional Engineer stating, "I hereby certify that this As-built is accurate and complete and that the pond as constructed meets the requirements of NRCS Standards and Specifications for Ponds-378.
11. A check mark may be made beside planned values if they were the actual constructed values. For changed values, line out the planned value and enter the actual value.
12. All sheets of original approved plan included and marked AS-BUILT.
13. Revised computations provided if installed structure is significantly changed from original design.
14. Elevations shown to the nearest 0.1' are sufficient.

NOTE: Any major change or deviation from the original plan must be redesigned and revised plans submitted to the approving Soil Conservation District prior to the performance of the work, or prior to approval of the AS-BUILT drawings.

In cases where constructed dimensions are different from those planned, two options are available. The first is a redesign showing the structure will provide planned functions and meet standards for dam safety. The second option is an explanation why a redesign is not warranted. This may apply when constructed values are very near planned dimensions.

It will be up to the individual engineer to decide what level of supervision is needed during construction.

The Soil Conservation Districts understand the problems that may arise in preparing AS-BUILT plans for ponds constructed prior to this notification of existing policy. Consideration will be given on a case-by-case basis. The Soil Conservation Districts are not, however, willing to approve AS-BUILT plans that no not show that the pond meets dam safety requirements.

MD-ENG-14
(Rev. 2-93)
Reference:
SCS-MD-378

U. S. Department of Agriculture
Natural Resources Conservation Service
POND SUMMARY SHEET

NOTE: This form to be used for NRCS Class "a" ponds only. Other ponds require permit from MD DNR, Water Resources Administration, Dam Safety Division.

PROJECT INFORMATION

Project Name: _____

SCD File No: _____

Pond No: _____

Maryland Coordinates
(to nearest 1000 ft)
East _____
North _____
County _____
ADC Map/grid _____/_____

OWNER INFORMATION

Name: _____
Address: _____
_____
City: _____
State: _____ Zip: _____

TYPE OF POND: O Excavated
O Embankment
O Both

Drainage Area: _____ acres
Surface Area: _____ acres
Normal Depth: _____ feet
Design Storm Frequency: _____ years
Storage at Design High Water (DHW): _____ ac-ft

PURPOSE OF POND (check all that apply)

O Stormwater Mgmt. - Wet	O Sediment Cntrl	O Wetland Mitigation
O Stormwater Mgmt. - Dry	O Livestock	O Wildlife/Fish
O Infiltration/Water Quality	O Flood Control	O Fire Control
O Water Supply/Irrigation	O Recreation	O Other(specify):
O Sand & Gravel Wash Pond	O Borrow Material	_____

EMBANKMENT

Top Elevation: _____ ft.
Normal Pool Elevation: _____ ft.
DHW Water Elevation: _____ ft.

Max Fill Height: _____ ft
Top Width: _____ ft
Side Slopes: U.S. _____ :1
D.S. _____ :1

Will embankment serve as a public roadway? O Yes O No

PRINCIPAL SPILLWAY

Barrel Size: _____ inches Design Capacity at DHW: _____ cfs
O BCCMP O Alum O RCP O PVC O Cast-in-Place Box Culvert
O Weir O Channel O Other: _____

EMERGENCY SPILLWAY

Velocity: _____ ft/sec
Crest Elev: _____ ft
Design Capacity at DHW: _____ cfs
Bottom Width: _____ feet
Side Slopes: _____ :1
Spillway Protection: O Grass O Riprap O Gabions O Other _____

DISTANCES BELOW POND TO

Property Line: _____ ft
Public Road: _____ ft

Soil Conservation District (Name): _____

District Manager Signature: _____ Date: _____

(The following line to be completed and form re-submitted after As-Built certification has been accepted by the District)

Date As-Builts Accepted: _____ _____
District Representative Signature