

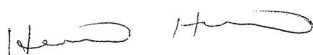
08/27/2024 (This memo has been updated to reflect current website links 09/22/2025)

MEMO TO ENGINEERS

This year has been one of change at the Soil Conservation District. The Frederick County Soil Conservation District (FCSCD) was formed replacing the former Catoctin and Frederick Soil Conservation Districts. As we transition, documents, signature blocks and policy are being updated. All of the updates are posted on our website and summarized here for your convenience. We will continue to update the website as new information becomes available, so please check back often.

- Fee Transmittal Sheets: The FCSCD will no longer provide carbon copy fee transmittal sheets. A fillable version can be found on our website under Resources for Engineers. Please provide two copies when submitting to the FCSCD. <https://www.fcscd.com/resources-for-engineers/erosion-sediment-control/>
- Sediment and Erosion Control Review Checklist: Engineer in charge must complete this checklist and provide with every submittal. <https://www.fcscd.com/wp-content/uploads/2024/05/FCSCD-ESC-Checklist-May-2024.pdf>
- Fees/Payments: All checks must be made out to **Frederick County Soil Conservation District**. Please contact the office if you need a W9.
- Signature Blocks: Updated signature blocks can be found on our website. <https://www.fcscd.com/resources-for-engineers/erosion-sediment-control/>
- 2-Year Update Plans: All plans returning to the office for a 2-year update must contain the current limits of disturbance (LOD) in red and contain check marks next to items that have been completed in the sequence of construction.
- Redline Revisions: On April 26, 2024 the FCSCD Board of Supervisors moved to establish a policy and fee structure for redline revisions. The policy can be found on our website <https://www.fcscd.com/wp-content/uploads/2024/04/Redline-Revision-Policy.pdf>
 - Redline revisions requested by an FCSCD Inspector, Frederick County Environmental Compliance, or MDE: \$300 administrative fee.
 - Supporting documentation to include inspection report or letter from inspector justifying the requested changes must accompany the redline revision submittal.
 - Redline revisions requested by developer or engineer: \$300 administrative fee + \$100/per acre final bill once approved for signature.
 - Redline revision summary must be provided on the plan cover sheet.
- Small Pond/As-Built Checklist: The Maryland Department of the Environment has provided an updated design review job aid for small ponds and as-builts. This should be completed and provided with your submission.
 - <https://www.fcscd.com/wp-content/uploads/2024/06/Design-Review-Job-Aid-for-Small-Pond-and-Dam-Applications.pdf>
 - <https://www.fcscd.com/wp-content/uploads/2024/05/As-Built-Submission-Checklist-1.pdf>

For any questions please contact the office.



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District Manager