

PLAN SUBMITTAL PROCESS:

Small Pond Reviews of Environmental Site Design and Standalone Small Pond Designs:

1st Submissions for Review:

- **Application Fee:** Fees for MD-378 Small Pond reviews at CSCD are forthcoming but have not been finalized. Therefore, CSCD will not require any fees to be paid for Small Pond reviews and approvals at this time. CSCD will provide information on our website regarding fees when they become applicable.
- **Application:** The CSCD [Application](#) for Small Pond Review is the same used for Erosion and Sediment Control (E&S) Plan Review. The application must be fully completed and submitted with all plan submissions.
- **Determination of Approval Authority:** Provide a completed CDSC [Step By Step Decision Aid](#) for each water impoundment with a dam on the project to determine Embankment Design Category and Approval Authority.
- **Checklists:** The CSCD [Checklist for 1st Submittal Review](#) and [Checklist for MD-378 Small Pond Review](#) are to be fully completed and included with the 1st submission. The checklists may be requested for subsequent submittals, but not necessarily.
- **Small Pond/ESD Plan Set(s):** *One (1)* plan set of the Preliminary/Final Phase Plans are needed with the initial submission. The MD-378 Small Pond construction plans submitted should be the same plans submitted for CSCD E&S review, and those provided to the local Stormwater Management Reviewing Authority for their review. **NOTE:** All Plans *MUST* be Folded.
- **Small Pond/ESD Design Report/Analysis:** *One (1)* Report/Analysis is needed with the initial submission. The [MD-378 Small Pond Review Checklist](#) will be helpful in guiding the Engineer in what is expected in the Report/Analysis; however, here are some items to be included, but not limited to:
 - Narrative explaining the need for the Small Pond
 - If the Small Pond is being used for stormwater management, explain how the Small Pond/ESD helps the project achieve management requirements
 - Summary table(s) of pre- and post-peak runoff
 - Summary table(s) of required/provided Rev-WQv-Cpv, etc.
 - Pre- and post-hydrology models of required storm events to some point of investigation downstream of the pond/ESD
 - Pond/ESD WSE/Volume Table
 - Hydraulic routing of required storm events through Pond/ESD controlled stages of discharge to some point of investigation downstream
 - Stage/Discharge Table
 - Safety Routing
 - Anti-Flotation Computations on all concrete control structures in pond/ESD

- showing adequate factor of safety
- Stability Computations showing adequate factors of safety for sliding and overturning of concrete control structure as necessary
- **Geologic Investigation:** Provide *one (1)* copy of an investigation of the site geology on all small ponds, which typically includes borings and excavations to determine geologic characteristics that are important for the designer to know when designing a project. The geologic investigation also involves sampling soils to be analyzed by a soil mechanics laboratory. As a minimum, it shall include information along the centerline of the proposed dam, in the emergency spillway location, and the planned borrow area (deepest cut in bottom of the pond). All investigations shall be logged using the Unified Soil Classification System.
- **Dam Breach Analysis:** All proposed new dams as well as for the repair or retrofit of existing structures must have a Dam Breach Analysis. Determining the hazard classification of a dam or waterway impoundment is essential to understanding its threat posed to public safety. Dams in Maryland are classified as low (“a”), significant (“b”), or high (“c”) hazard structures. The hazard classification dictates what criteria shall be used to design and construct the dam, and what actions must be taken in the event of an impending failure. See [MDE Breach Analysis Guidance Document](#) for more information on what method should be used for conducting a Dam Breach Analysis and what should be included.
- **Pond Summary Sheet:** Provide *one (1)* Pond Summary Sheet for each pond requiring Small Pond Review and Approval.
- **Digital Copy:** Provide a digital copy of everything submitted. The digital copy can be provided on a USB Flash Drive or via Cloud/FTP/Web Service. Method of delivery of digital copy is up to the Engineer submitting for review.

Subsequent Submissions for Review:

- CSCD will review the items submitted for 1st review and if the submittal is complete and the design meets all applicable standards and specifications, CSCD will issue a Conditional Approval Letter. Approval signatures will be affixed onto the Final Plans on condition that all comments from all reviewing agencies have been addressed, and CSCD has received completed and executed [Final Documents](#).
- If the submittal is incomplete and/or the design does not meet all applicable standards and specifications, CSCD will return a digital comment package to the engineer with a comment letter, marked up plans, and attachments as necessary. The Engineer will be asked to address all CSCD comments and provide:
 - A point-to-point response on how they addressed each comment
 - Hard copies of everything that was revised and any new items requested
 - Digital copies of everything submitted.

- This process will repeat until all CSCD comments are satisfactorily addressed and a Conditional Approval Letter can be issued.

Conditional Approval:

- If the 1st or subsequent submittal is complete and the design meets all applicable standards and specifications, CSCD will issue a Conditional Approval Letter.
- The Approval is conditioned upon receiving *one (1)* hard copy of each of the following completed documents with signatures if applicable:
 - [Pond Summary Sheet](#) (4/2022 Form PO-1) for each Small Pond being approved
 - [Ownership Entity Documents](#) showing who has authority to sign on behalf of ownership entity (see attached document description)
 - [Small Pond Approval](#) completed & signed by Pond(s) Owner
 - [Operation and Maintenance Plan Guidelines](#) completed & signed by Pond(s) Owner
 - [Construction Inspection Notification Form](#) completed & signed by Owner, Developer, and EIC (contractor's information & signature may be obtained at pre-construction meeting)
- Once CSCD receives all completed documents listed above, CSCD will sign the CSCD Small Pond "Approval Signature Block" on the final Stormwater Management (SWM) / Erosion & Sediment Control (E&S) Plans. The Final SWM/E&S Plans are submitted through the Local SWM Approval Authority and routed to CSCD for Final Approval Signatures. **ONLY AFTER CSCD AND THE LOCAL SWM APPROVAL AUTHORITY HAVE GIVEN THEIR CONDITIONAL APPROVAL AND REQUESTED FINAL PLANS MAY THE FINAL PLANS BE SUBMITTED FOR SIGNATURE.**
- After CSCD signs the final SWM/E&S Plans, the Small Pond Approval document is countersigned by the CSCD District Manager and Technical Reviewer and returned to the engineer of record and owner. The signed plans are returned to the local SWM Approval Authority to receive any remaining agencies' approval signatures and distribution.
- Once SWM and E&S Plans have received all approval signatures, and returned to the engineer of record, CSCD requests *two (2)* hard copies and digital copy of the plans completely signed. Plans are to be sent to the District Engineer's attention. These copies are required prior to the pre-construction meeting.

Submission for Re-Approval:

- **Expired Plans:** MD-378 Small Pond Approval expires after two (2) years from date of signature. Plans **MUST** be submitted to CSCD for re-approval signatures **PRIOR** to expiration or the plans will be required to be re-reviewed for compliance with the latest SWM/E&S/Small Pond Standards and Specifications.

- **Application:** The CSCD [Application](#) for Small Pond Review must be fully completed and submitted with all plan submissions. If the plan is being submitted for Re-Approval, the title shown on the application should be followed by “RE-APPROVAL”.
- **Explanation Letter:** Provide an explanation letter stating where the project is in the development/construction process.
- **Small Pond/ESD Plan Set(s):** Provide *one (1)* plan set of the original signed SWM/E&S/Small Pond construction plans with new CSCD approval signature blocks provided on the plans. New CSCD approval signature blocks should be numbered in sequence from last approval. **NOTE:** All Plans *MUST* be Folded.
- **Eligibility:** Plans for Re-Approval must be submitted to the Cecil Soil Conservation District **BEFORE** their current expiration date expires.

Submission for Revisions

- **Application:** Provide a completed CSCD [Application](#) with all plan submissions. If the plan is being submitted for Revision, the title shown on the application should be followed by “REVISION”.
- **Explanation Letter:** Provide an explanation letter stating where the project is in the development/construction process and why there is a need for a revision.
- **Small Pond Construction Plan Set:** Provide *one (1)* plan set of the original signed SWM/E&S/Small Pond construction plans with revision(s) shown in red or high-lighted. The MD-378 Small Pond construction plans submitted should be the same revised plans submitted for CSCD E&S review, and those provided to the local Stormwater Management reviewing authority for their review. Revisions shall be noted in the “Revision Box” within the Plan Title Block. **NOTE:** All Plans *MUST* be Folded.
- **Other Documents Revised:** *One (1)* copy of any other documents (reports, computations, evaluations, investigations, analyses, etc.) revised with revision(s) shown in red or high-lighted.