

PLAN SUBMITTAL PROCESS:

Environmental Site Design and Standalone Erosion and Sediment Control Plan submittal:

1st Submission

1. **Application Fee:** The Application Fee must be submitted with the first submission in order to begin the review process. Only the application fee should be submitted at this time. The review fee will be calculated and included in the approval letter once the plan has obtained approval.
2. **Application:** The CSCD Application for Erosion and Sediment Control Plan Review must be fully completed and submitted with all plan submissions.
3. **Checklist:** The stand alone Erosion and Sediment Control Plan Checklist, Checklist for County Joint Agency Review, or Town of Elkton Joint Review Checklist must be fully completed and included with all plan submissions based on the review type requested.
4. **E&S Plan Set(s):** *One (1)* plan set is needed with the initial submission unless the plan is large enough that match lines are utilized, in which case *Two (2)* sets of plans are required. **NOTE:** All Plans *MUST* be Folded.
5. **Computations:** If Sediment Basins or Sediment Traps have been utilized on the plan, the computations used to size these practices must also be submitted.
6. **A letter of exemption** from Environmental Site Design by the Cecil County Department of Land Use & Development Services or the Town of Elkton when applying for the review of a Stand alone Erosion and Sediment Control plan.

Submission for Approval (ONLY ONCE APPROVED AND REQUESTED)

1. **Application:** The CSCD Application for Erosion and Sediment Control Plan Review must be fully completed and included with all plan submissions.
2. **Checklist:** The Stand alone Erosion and Sediment Control Plan Checklist, Checklist for County Joint Agency Review, or Town of Elkton Joint Review Checklist must be fully completed and included with all plan submissions based on the review type requested.
3. **Resubmittal Letter:** The resubmittal letter must state where and how each item was addressed and how the plan was revised accordingly.

4. **E&S Plan Set(s):** *Six (6)* plan sets are needed with the final submission unless the additional plan sets are needed by the owner. **NOTE:** All Plans *MUST* be Folded.

Submission for Restamp

1. **Application:** The CSCD Application for Erosion and Sediment Control Plan Review must be fully completed and included with all plan submissions. If the plan is being submitted for Restamp, the title shown on the application should be followed by "RESTAMP".
2. **Checklist:** The stand alone Erosion and Sediment Control Plan Checklist, Checklist for County Joint Agency Review, or Town of Elkton Joint Review Checklist must be fully completed and included with all plan submissions based on the review type requested.
3. **Explanation Letter:** The explanation letter must state where the project is in the development process.
4. **E&S Plan Set(s):** *One (1)* plan set is needed with the initial submission for Restamp. **NOTE:** All Plans *MUST* be Folded.
5. **Eligibility:** Plans for Re-stamp must be submitted to the Cecil Soil Conservation District before their current expiration date expires.

Submission for Revisions

1. **Application:** The CSCD Application for Erosion and Sediment Control Plan Review must be fully completed and included with all plan submissions. If the plan is being submitted for a Revision, the title shown on the application should be followed by "REVISION".
2. **Checklist:** The Checklist, Checklist, or Town of Elkton Joint Review Checklist must be fully completed and included with all plan submissions based on the review type requested.
3. **Explanation Letter:** The explanation letter must state where the project is in the development process and why there is a need for a revision.
4. **E&S Plan Set(s):** *One (1)* plan set is needed with the initial submission for a Revision unless the plan is large enough that match lines are utilized, in which case *Two (2)* sets of plans are required. **NOTE:** All Plans *MUST* be Folded.