

AS-BUILT PACKAGE SUBMITTAL PROCESS:

Small Pond As-Built Package Reviews of Small Pond(s) Originally Approved by the Cecil Soil Conservation District:

1st Submissions for Review:

- **Application Fee:** Fees for MD-378 Small Pond As-Built reviews at CSCD are forthcoming but have not been finalized. Therefore, CSCD will not require any fees to be paid for Small Pond As-Built reviews and acceptance at this time. CSCD will provide information on our website regarding fees when they become applicable.
- **Application:** The CSCD [Application](#) for Small Pond As-Built Review is the same used for Small Pond Approval, and Erosion and Sediment Control (E&S) Plan Review. The application must be fully completed and submitted with all plan submissions.
- **Form 1 EIC Affidavit:** The [Form 1 - EIC Affidavit for Project Completion](#) is to be fully executed by the Engineer-In-Charge (EIC) and included with the 1st submission.
- **Checklists:** The [Checklist for As-Built Submission](#) and [Checklist Construction Inspection Certification](#) are to be fully completed and included with the 1st submission. The checklists maybe requested for subsequent submittals, but not necessarily.
- **As-Built Plan Set:** *One (1)* plan set of the Originally Approved Small Pond Plans with As-Built information shown in red and the note “AS-BUILT PLAN [DATE]” shown on each sheet. The plans will be “red lined” with construction information obtained through an As-Built survey and “red check marks” on all inverts, elevations, dimensions, etc. that match original design or show revised values in “red” if different from the original design.
- **As-Built Report/Analysis:** *One (1)* copy of Original Approved Small Pond Design Report/Analysis unchanged if constructed per original design or revised showing required SWM is still achieved if constructed inverts, elevations, dimensions, volumes, etc. are not within the expected tolerance of original design. Provide a note “AS-BUILT [DATE]” in red placed on the cover or 1st sheet of the report. Any revisions in the report will be shown in red. If the engineer believes constructed values will not impact ability of the Small Pond to meet the original intent of the approved design and does not want to re-run hydraulic models, provide valid engineering rationale for their conclusion.
- **Geotechnical Engineer’s Certification Letter:** *One (1)* hard copy of a sealed Geotechnical Engineer’s Letter Certifying that the soil type, compaction, moisture content, test results, materials, and other items were inspected by qualified individuals and subject pond(s) were constructed in accordance with the approved plans, standards, and specifications. Include all Daily Field Reports, Test Results, Material Delivery Tickets, [Construction Photos](#), etc.

pertaining to the subject pond(s).

- **Dam Breach Analysis:** A new dam breach analysis would only be required in the As-Built Review if there is any new information available downstream that brings into question the original hazard classification or if the parameters of the dam change that would increase the Peak Breach Discharge, Qmax. See [MDE Breach Analysis Guidance Document](#) for more information on changes to the downstream watershed that may require new Breach Analysis.
- **Pond Summary Sheet:** Provide *One (1)* hard copy of the revised [Pond Summary Sheet](#) reflecting the As-Built conditions.
- **Construction Inspection Certification Checklist:** Provide *One (1)* hard copy of the completed [Checklist Construction Inspection Certification](#).
- **Ownership Entity Documents:** If the Ownership has changed since the original Small Pond Approval was issued, or if the Ownership Entity Documents were never provided to CSCD, provide [Ownership Entity Documents](#) showing who has authority to sign on behalf of ownership entity.
- **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 and if the submittal is complete and the As-Built Package contains all required items showing the pond was constructed to the original approved design specifications, CSCD will issue an “As-Built Acceptance” Letter. CSCD signatures will be affixed onto the Final As-Built Plans on condition that all comments from all reviewing agencies have been addressed.
- If the submittal is incomplete and/or the As-Built information shows the Small Pond was not built within the acceptable tolerances of the original design, 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 each comment was addressed
 - 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 an “As-Built Acceptance” Letter can be issued.

As-Built Acceptance:

- If the 1st or subsequent submittal is complete and the As-Built Package

contains all required items showing the pond was constructed to the original approved design specifications, CSCD will issue an “As-Built Acceptance” Letter. CSCD signatures will be affixed onto the Final As-Built Plans on condition that all comments from all reviewing agencies have been addressed.

- The Final As-Built Plans are submitted through the Local SWM Approval Authority and routed to CSCD for As-Built Acceptance Signatures. **ONLY AFTER CSCD, THE LOCAL SWM APPROVAL AUTHORITY, AND PUBLIC WORKS INSPECTIONS OFFICE HAVE GIVEN THEIR ACCEPTANCE AND REQUESTED FINAL AS-BUILT PLANS MAY THE FINAL PLANS BE SUBMITTED FOR SIGNATURE.**
- After CSCD signs the Final As-Built Plans, the signed plans will be returned to the local SWM Approval Authority to receive any remaining agencies’ approval signatures and distribution.

Submission Of Expired Plans:

- **Expired Plans:** **THE PLANS MUST BE VALID AND NOT EXPIRED TO PROCEED THROUGH THE AS-BUILT REVIEW AND ACCEPTANCE PROCESS.** 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.