

**State Highway Administration**  
**Stormwater Management/Erosion and Sediment Control**  
**Plan Review Division**  
**ELECTRONIC PROJECT SUBMITTAL PROCESS**

**1.0 Project Submittals**

- Submittals should be made by the SHA project manager or their supervisor. Submittals made by others will be accepted if the SHA PM is copied on the submittal.
- Materials must be emailed to the general PRD email address ([shaprd@mdot.maryland.gov](mailto:shaprd@mdot.maryland.gov)) and the Team Leader (once assigned).
- Include a PRD application and a link to the submittal documents. Documents may also be attached to the email. Refer to PRD's submittal checklists for more detailed documentation requirements.
- Include the SHA Contract number and PRD number (once assigned) in the subject line of the email.

**2.0 Electronic Submittals for Emergency Repairs:** The SHA project manager or their supervisor makes an electronic submittal by emailing the documents with a completed PRD application form attached as well as the signed emergency declaration. On the subject line of this email, include "Emergency PRD Submission", contract number, and a project description (for example, "Emergency PRD Submission, HA1235174, MD 45 at Example Drive"). If a contract number is not available, include the charge code (FMIS Number) used for design. It is recognized that emergency projects, to protect public life and property, need relaxed requirements and this will be given. For the Site Development/Final submittal, include a completed Water Quality Summary Sheet (WQSS).

Send this email to the PRD DC, ADC and [shaprd@mdot.maryland.gov](mailto:shaprd@mdot.maryland.gov).

**3.0 Exemption:** Form 1.1, PRD Exemption Application, is provided to assist with exemption request submittals. Completion of the application is not required if the guidelines presented here are followed.

The SHA project manager or their supervisor can make an electronic submittal by emailing a ProjectWise or SharePoint link to the documents or directly attaching the documents to the email.

The subject line of this email should include "Review Exemption Request" or "General Approval Concurrence", the contract number, and a project description (for example, "Review Exemption Request, HA1235174, MD 45 at Example Drive Signs").

***Exemption Submittal Checklist***

- ✓ SHA Contract Number and SHA FMIS Number
- ✓ Description of proposed work
- ✓ Disturbance Values: total disturbed area (SF) , and total earthwork (CY)
- ✓ List of documents included in the submittal
  - ☐ Location map
  - ☐ LOD – plan or typical details
  - ☐ Quantity table
  - ☐ Pertinent photos, sketches, computations that can be used to verify the LOD and earthwork reported

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Send this email to the PRD DC, Ellen McCann (EMcCann.consultant@mdot.maryland.gov), and shaprd@mdot.maryland.gov. When submitting exemption concurrences for individual work sites multiple sites may be submitted concurrently.

If comments or an acceptance for an exemption request or a general approval concurrence letter have not been provided within two weeks of receipt, please send a follow up email to the previously listed addresses.

**Note:** An exemption does not exempt an individual site from ESC requirements, only ESC review and approval. Contractors must still apply best management practices found in MDE's 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control and all work must be done in accordance with the MDOT SHA standards and specifications.

**4.0 As-Built Review Submittals:** As-Built review submittals are made through the QA Toolkit.

**5.0 Expedited Review Requests:** These requests must be made by the Project Manager's Division Chief (DC), equivalent level, or higher. The expedited review requests can be emailed to the PRD DC and the PRD ADC with the submittal email information included and expedited review on the subject line. The PRD DC/ADC will coordinate with the team leader to discuss status. The project submittal should be made as noted above.

Include the reason for the request to expedite the review. Expedited review requests will be considered but may not be granted depending on project specific constraints and current PRD review loads.

**6.0 MDE Submittal Process** (for projects that include work on embankments regulated by MDE Dam Safety): PRD screens and identifies the need for MDE Dam Safety reviews. The project manager coordinates with the Office of Environmental Design (OED) Environmental Programs Division (EPD) to make the initial Dam Safety submittal as part of a Joint Permit Application (JPA). PRD asks to be notified when the submittal is made to MDE Dam Safety Division. Once Dam Safety reviews have been assigned to a specific MDE Point of Contact (POC), subsequent MDE review submittals will be made through the Highway Hydraulics Division (HHD), with PRD copied on the submittal emails. For alternative delivery projects, the contractor should make the MDE submittals following the contract documents. PRD should be copied on all MDE Dam Safety submittals.

**7.0 Submittal Timing:** PRD submittals made before 12:00 pm are logged in on that same day. Submittals made after 12:00 pm are logged in as being submitted the next working day. An administratively complete (or administratively incomplete) email will be sent once the project files are transferred, reviewed for completeness, and the submission is logged in. If you do not receive a notice that your submission has been received and is administratively in/complete within two business days of your electronic submittal, please send a follow up email to the previously listed staff and [shaprd@mdot.maryland.gov](mailto:shaprd@mdot.maryland.gov).