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| to: | PLAN REVIEW DIVISION, CHIEF jeffrey knaub, P.E. |
| from: | [Submitter] |
| subject: | PLAN REVIEW DIVISION CONTRACT STATUS  CONTRACT NO.: [ContractNumber]  CONTRACT DESCRIPTION: [ContractDesc] |
| date: | April 10, 2025 |

**PURPOSE OF MEMORANDUM**

This purpose of this memorandum is to obtain approval to advertise the subject contract using the site-by-site advertisement process which defers Stormwater Management (SWM) and Erosion and Sediment Control (ESC) review and approval and/or exemption concurrence until after the contract is advertised.

**SITE-BY-SITE ESC/SWM PERMITTING PROCESS**

The referenced contract is a parent contract which defines the type of work to be performed at individual work sites. Work sites are identified after advertisement and notice to proceed. This contract mechanism is commonly referred to as a site-by-site (SBS) or Areawide (XQ) contract. SWM and ESC approval is not needed at the time of advertisement for SBS/XQ contracts. However, ***each identified site needs an ESC and SWM approval or an exemption concurrence from the Maryland Department of Transportation State Highway Administration (MDOT SHA) Plan Review Division (PRD) before work can be performed at that site.***

Submittals for each site must be sent to PRD in coordination with the Highway Hydraulics Division liaison. For exemption concurrences, PRD prefers multiple sites be submitted concurrently, if possible, to assist the process.

The future root PRD number (for example, 24-PR-0123) associated with this site-by-site contract will be assigned when the first site requiring PRD formal approval is submitted and received by PRD.

**APPROVAL TO ADVERTISE**

This contract [ContractNumber] is approved to advertise as a site-by-site contract without a SWM and ESC approval. This approval to advertise does not constitute a SWM and ESC exemption concurrence or approval for individually identified sites within the mother contract.

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| Requested and Understood by: |  |
|  | Name of PM or Equivalent/Title |
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| Approval by: |  |
|  | Jeffrey Knaub, P.E. |
|  | Chief, Plan Review Division |