

MDOT State Highway Administration Plan Review Division

ELECTRONIC SUBMISSION PROCESS

Plan Review Division Applicants:

This document provides detailed instructions to make a submittal to the Office of Highway Development (OHD) Plan Review Division (PRD) for Erosion Sediment Control (ESC) and Stormwater Management (SWM) approval. Additionally, instructions for submittals to the Maryland Department of the Environment (MDE) for Code 378 Small Pond or MDE Dam Safety Division reviews, which pass through PRD, are also included.

A submittal reference sheet is included to assist and simplify the submittal process. This is located at the end of this document.

New Projects

For new projects being submitted to PRD, the SHA project manager or their supervisor can make a submission by emailing a completed PRD application form and including a ProjectWise link to the submittal documents. The subject line of this email should include "New PRD submission", the contract number, and the project description (for example, "New PRD submission, HA1235174, MD 45 at Example Drive"). Please send this email to the PRD Division Chief, Assistant Division Chief and SHAPRD@mdot.maryland.gov.

Existing Projects

For projects that have been issued a PR number, the SHA project manager or their supervisor can make a submission by emailing a completed PRD application form and including a ProjectWise link to the submittal documents. The email subject line should include the PRD number, site number (if applicable), contract number, submittal stage, and a project description (for example, "20-PR-0123, Site 2, HA1235174, Concept 2, MD 45 at Example Drive"). Please send this email to the assigned PRD Team Leader and SHAPRD@mdot.maryland.gov.

For projects which require an expedited review, these requests must be made by the Project Manager's Division Chief, or equivalent level. The expedited review requests can be emailed to the PRD Division Chief and the PRD Assistant Division Chief with the submittal email information included and expedited review on the subject line. Please include the need for the review to be expedited. Be advised that expedited review requests may not be able to be honored depending on project specific constraints and current PRD review loads.

Alternative Delivery Projects

When a project uses an alternative delivery process, please follow the contractual PRD submittal directions and include the PRD Team Leader and SHAPRD@mdot.maryland.gov.

Emergency Projects

For emergency projects being submitted to PRD, the SHA project manager or their supervisor can make an electronic submission by emailing the submittal documents with a completed PRD application form attached as well as the signed emergency declaration. On the subject line of this email, please 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, please include the charge code (FMIS Number) used for design. Please send this email to the PRD Division Chief, Assistant Division Chief and SHAPRD@mdot.maryland.gov.

Submission Timing

PRD submissions made before 12:00 pm are logged in on that same day. Submissions made after 12:00 are logged in as being submitted the next working day. An administratively complete 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 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.

Exemptions

For stormwater management and erosion and sediment control Exemption Requests or General Approval Concurrences, the SHA project manager or their supervisor can make an electronic submission by emailing a ProjectWise link to the submittal documents or directly attach the submittal documents to the email. On the subject line of this email please include "Review Exemption Request" or "General Approval Concurrence", the contract number, site number (if applicable), and a project description (for example, "Review Exemption Request, HA1235174, MD 45 at Example Drive Signs"). Please send this email to Jeffrey Knaub (JKnaub@mdot.maryland.gov), Ellen McCann (consultant)

(EMcCann.consultant@mdot.maryland.gov), and SHAPRD@mdot.maryland.gov. 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.

MDE Submittal Process

For MDE submittals on MDOT SHA projects including Small Pond and Small Pond as-built reviews, PRD will facilitate electronic submittals. These submittals can be made by emailing a completed MDE Sediment Control/Stormwater Management Plan Approval Transmittal Form, cover letter, and a ProjectWise link to the submittal documents to the assigned PRD Team Leader and SHAPRD@mdot.maryland.gov. On the subject line of this email, please include the PRD number, MDE number (if applicable), Site Number (if applicable), Contract Number, Review Type, and a project description (for example, "20-PR-0123, 20-SF-0712, HA1235174, Small Pond Review, MD 45 at Example Drive"). Include the MDE transmittal form (<https://mde.maryland.gov/programs/Water/StormwaterManagementProgram/Documents/TRANSMITTAL%20FORM%204-05-16.pdf>) attached to this email as an editable PDF document. PRD will send a notice that the submittal has been received and submitted to MDE. If you do not receive a confirmation within two business days of your electronic submittal, please send a follow up email to the previously listed staff. Comments or approvals will be sent to the applicant and to the design consultant (if applicable). Please be aware that this submittal process is written to follow MDE's electronic submission procedure, therefore revisions will be made if MDE modifies their procedures and/or requirements.

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 submission

as part of a Joint Permit Application (JPA). PRD asks to be notified when the submission 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 Small Pond and Dam Safety submittals.

Submittal Reference Sheet

Initial PRD Project Submittal

Send by email following the subject line example "New PRD Submittal, Concept 1, HA1235174, MD 45 at Example Drive"

Include: PRD ADC, PRD DC, SHAPRD@mdot.maryland.gov

Attach a PDF of the Application for SWM Approval

PRD Project Submittal

Send by email following the subject line example "20-PR-0099 Submittal, Site Development 2, HA1235174, MD 45 at Example Drive"

Include: The assigned PRD Team Leader, SHAPRD@mdot.maryland.gov

Attach a PDF of the Application for SWM Approval

Expedited Review - PRD Project Submittal

Send by email following the subject line example "EXPEDITED, 20-PR-0099 Submittal, Site Development 2, HA1235174, MD 45 at Example Drive"

Include: The assigned PRD Team Leader, PRD ADC, PRD DC, SHAPRD@mdot.maryland.gov

Attach a PDF of the Application for SWM Approval

*Follow the additional directions to request approval for the expedited review

Emergency Project Submittal - PRD Project Submittal

Send by email following the subject line example "EMERGENCY, Concept 1, HA1235174, MD 45 at Example Drive"

Include: PRD ADC, PRD DC, SHAPRD@mdot.maryland.gov

Attach a PDF of the Application for SWM Approval, the emergency declaration and all files to be reviewed

Exemption Requests/General Approval Concurrences - PRD Submittal

Send by email following the subject line example "EXEMPTION REQUEST, HA1235174, MD 45 at Example Drive" OR "GENERAL APPROVAL, HA1235174, MD 45 at Example Drive"

Include: JKnaub@mdot.maryland.gov, EMcCann.consultant@mdot.maryland.gov, SHAPRD@mdot.maryland.gov

MDE Submittals

Send by email following the subject line example "20-PR-0099 Submittal,20-SF-0123, HA1235174, MDE Small Pond, MD 45 at Example Drive"

Include: The assigned PRD Team Leader, PRD ADC, PRD DC, SHAPRD@mdot.maryland.gov

Attach a PDF of the MDE transmittal form as an editable PDF document leaving the expedited reviewer blank. MDE Dam Safety reviews require a Joint Permit Application (JPA). Ensure the submitted documents only contain items pertinent to the MDE review.