

SEDIMENT AND EROSION CONTROL PLAN SUBMITTAL CHECKLIST

The sediment and erosion control plans must contain the items listed below. Provide the sheet number next to each item on this checklist as to where this information may be found on the plans. Submit this checklist at time of application. Incomplete submissions may be rejected and not reviewed until all necessary information has been provided.

- _____ 1. Execute the [Engineer's Transmittal Letter](#) to accompany plans for AASCD's file.

Applies to all sheets:

- _____ 2. Sheets must be the same size (24" x 36") and consecutively numbered (i.e., sheet 1 of 2, 2 of 2, etc.)
If there is only one sheet, then it should be numbered 1 of 1.
- _____ 3. The minimum font size of 10 is required on all plans.
- _____ 4. Scope of plan and grading permit number must be clearly delineated and noted in title block.
- _____ 5. The design professional must place his/her seal on each plan sheet. The design professional's signature and date must be across the seal. A design professional may be a professional engineer, professional land surveyor or professional landscape architect licensed in the State of Maryland.

Cover sheet (sheet 1):

- _____ 6. Vicinity map with scale, north arrow and site location (maximum scale not to exceed 1" = 2000').
- _____ 7. Executed [Standard Responsibility Notes](#) and Consultant's Certification must be shown on the cover sheet. If the site lies within the Severn River Watershed, a professional engineer must sign and seal the Consultant's Certification.
- _____ 8. Provide a 4" x 4" blank space in lower right corner on sheet 1 for approvals.
- _____ 9. Site analysis (total site area and total disturbed area in acres, volume of cut and fill, and borrow to be removed or placed on site must be shown on cover sheet). Indicate if project is a balanced site.
- _____ 10. Sequence of construction with time references for each phase must be shown on the cover sheet.
- _____ a. If the plan is for a single family dwelling, utilize/modify the [Sequence of Construction for Single Family Dwelling](#).
- _____ b. Phasing will be required on large subdivisions or commercial/industrial sites. The sequence of construction and plan views must match and be divided into a minimum of three phases: Phase 1 is for the clearing and grubbing to install sediment control only; Phase 2 will show all sediment controls installed under Phase 1 as existing and will remain for the remainder of clearing/grubbing/mass grading, infrastructure and roads only; Phase 3 will show infrastructure items under Phase 2 as existing and will be for unit/lot development and stormwater management. If you need an example of how to phase your project, we can provide one to you.
- _____ c. Place the following note at the beginning of the construction sequence for sites in Anne Arundel County: "Notify the Department of Inspections and Permits (410-222-7780) at least 48 hours before commencing work. Work may not commence until the permittee or the responsible personnel have met on site with the sediment and erosion control inspector to review the approved plans."
For sites in the City of Annapolis: "Notify the Department of Planning and Zoning (410-260-2200) and the Department of Public Works

(410-263-7949) 48 hours before commencing work. Work may not commence until the permittee of the responsible personnel have met on site with the sediment and erosion control inspector to review the approved plans.”

- _____ d. Clear minimum area necessary to install sediment controls and the staging/laydown areas. Mechanical stabilization will be required on the staging/laydown areas and heavy use areas, including travel lanes. Wood chips may be utilized with approval from Inspections and Permits.
- _____ e. The erosion control monitoring device shall be an iron stake embedded at least 2.5 feet into the centerline of the receiving channel with the elevation of the top of the stake recorded on the stake. At least one device shall be provided at each outfall.
- _____ f. Once sediment controls have been installed, contact the inspector for approval of sediment control installation (and if needed monitoring stake installation below the outfalls) prior to commencing work. Inspections and Permits may require that an inspection and certification of the installation of sediment control also be performed by a design professional prior to construction commencing.
- _____ g. Stormwater management facilities can not be installed until the contributing drainage area to the facility has 95% stabilization.
- _____ h. Clearing, grubbing and grading will be limited to 20 acres. Once these 20 acres are temporarily stabilized and with the inspector’s approval, an additional 20 acres may be disturbed.
- _____ i. Individual lot construction may not commence until mechanical stabilization has been installed up to said lot.
- _____ j. Model home or model units construction may commence at the discretion of the inspector but must be located near the entrance or at an existing paved road or cross-street (i.e. not in the back of the site). Specify in the sequence which lot will have the model home.
- _____ k. This note must be placed in the sequence once building construction commences: “Building construction may not proceed past the ground floor until all remaining disturbed areas have been permanently or temporarily stabilized. During building construction beyond the ground floor, all disturbed areas must be stabilized at the end of each business day. A certificate must be provided to the inspector verifying the grades and drainage patterns shown on the approved erosion and sediment control plan have been obtained.”
- _____ l. Special sequencing will be required when crossing a stream. Permanent stream crossings must be installed early on in the sequence to allow construction flow without detriments to the stream.
- _____ m. Specify the conversion of traps or basins to storm water management devices and clearly note what is being done for conversion.
- _____ n. After the site is 95% stabilized, either vegetatively or mechanically, remove the sediment controls with the inspector’s approval.

Plan Views/Remainder of Plans:

- _____ 11. Benchmark description, location and hub elevation noted.
- _____ 12. Scales and north arrow for plans. The acceptable scales are 1' = 40', 1" = 30', 1" = 20', 1" = 10'.
- _____ 13. Legend with each sediment control device symbolized. Utilize the correct symbol listed in the [2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control](#) details.

- ____ 14. Existing and proposed contours must be labeled. Also provide existing contours at least 100' outside the limits of disturbance (use 2' contour intervals). Additional topography may be required at the discretion of the reviewer. Contours must match at match lines between plan sheets.
- ____ 15. Existing and proposed improvements at least 100' outside limit of disturbance (utilities, roads, buildings, etc.). Ghost in any improvements or sediment controls that are from adjacent or existing grading permits.
- ____ 16. A separate schematic for demolition may be required at the discretion of the reviewer to show the limit of disturbance, stabilized construction entrance and sediment controls.
- ____ 17. Sediment and Erosion Control drainage area map on the plans showing:
- ____ a. All sediment control.
 - ____ b. The delineation of the maximum drainage area (pre, post or largest drainage area possible during construction) which could reach each sediment control.
 - ____ c. Drainage area to be diverted or bypassed.
 - ____ d. All drainage divides must be clear and must be easily understood. The divides must be substantiated by the existing and/or proposed grading.
- ____ 18. Limits of disturbance delineated (must be realistic).
- ____ 19. Staging areas, heavy use areas, travel lanes and laydown areas must be delineated and mechanically stabilized. Wood chips may be utilized in sensitive areas (i.e. stream restoration projects) with Inspections and Permits' approval.
- ____ 20. Ensure adequate stockpile areas which must be designated on the plans:
- ____ a. Note maximum height (not to exceed 15') and maximum slope (not to exceed 2:1) of stockpiles.
 - ____ b. Include ingress and egress to site.
 - ____ c. Stockpile to be located a minimum of 20' away from trap or basin and shall be wrapped in either reinforced or super silt fence.
 - ____ d. Temporarily stabilize stockpile as per the stabilization specifications or cover the stockpile with plastic tarp and anchor at end of work day.
 - ____ e. Notation for borrow material to be taken off site to a site with an approved sediment and erosion control plan.
- ____ 21. Limit of 100 year floodplain level and location of all streams, wetlands, steep slopes and their respective buffers.
- ____ 22. [Vegetative Establishment](#) must be placed on the plans.
- ____ 23. Place [Soil Preparation, Topsoiling and Soil Amendments](#) specification from the 2011 Specs on plans.
- ____ 24. For all outfalls, the monitoring device locations must be shown on the plans. The total number and location of the devices shall be determined by AASCD upon the first review.
- ____ 25. Include all storm drain plans and profiles (public and private) that convey runoff to sediment control and/or storm water management devices.
- ____ 26. Show all underdrain systems, details and discharge points.
- ____ 27. Show locations, top and bottom elevations and details of all retaining walls. Contact PC for building permit requirements and certification by a structural engineer.
- ____ 28. Plan match lines must be accurate.
- ____ 29. On larger scale projects, one may want to include a 10' x 10' concrete washout within the limits of disturbance.
- ____ 30. Provide locations, borings, details and construction specifications for all storm water management

devices. The computations booklet must be provided to AASCD. MD-378 ponds require that the pond be designed in accordance to the [AASCD Small Pond Approval Checklist](#).

- _____ 31. All sediment and erosion control practices and details must be from the 2011 MD Standards and Specifications for Soil Erosion and Sediment Control. Additional/alternative sediment control practices may be utilized with the approval of AASCD. The most commonly utilized sediment controls are listed below:
- _____ a. **Stabilized Construction Entrance**
 - _____ 1. Location, drawn to scale, with mountable berm.
 - _____ b. **Reinforced Silt Fence or Super Silt Fence**
 - _____ 1. Placed on the contour.
 - _____ 2. Only use for sheet flow.
 - _____ 3. Slope length does not exceed allowable length.
 - _____ c. **Filter Logs** may be utilized to protect tree root zone on specimen trees. Minimum diameter allowed are 12”.
 - _____ d. **Earth Dikes/Clearwater Diversion**
 - _____ 1. Positive drainage is maintained through all phases of construction.
 - _____ 2. Earth dikes/Clearwater diversion are directed to a sediment trap or onto a stabilized outfall.
 - _____ 3. Size of dike (A or B) and note type of stabilization. A-1 and B-1 earth dikes are not allowed.
 - _____ 4. Provide mountable berm at vehicular crossing.
 - _____ 5. Maximum drainage area delineated.
 - _____ e. **Floating Earth Dikes**
 - _____ 1. Utilize when cut/fill is dynamic.
 - _____ 2. Positive drainage is maintained through all phases of construction.
 - _____ 3. Floating earth dikes are directed to a sediment trap or onto a stabilized outfall.
 - _____ 4. Size of dike (A or B) and note type of stabilization. A-1 and B-1 floating earth dikes are not allowed.
 - _____ 5. Provide mountable berm at vehicular crossing.
 - _____ 6. Maximum drainage area delineated.
 - _____ f. **Temporary Swales**
 - _____ 1. Positive drainage is maintained through all phases of construction.
 - _____ 2. Swales are directed to a sediment trap or onto a stabilized outfall.
 - _____ 3. Size of swale (A or B) and note type of stabilization. A-1 and B-1 swales are not allowed.
 - _____ 4. Temporary culverts or bridges may be required at vehicular crossings.
 - _____ 5. Maximum drainage area delineated.
 - _____ g. **Perimeter Dike/Swale**
 - _____ 1. Positive drainage is maintained through all phases of construction.
 - _____ 2. Perimeter Dike/Swale is directed to a sediment trap or onto a stabilized outfall.
 - _____ 3. Stabilize flow channel with seed and erosion control matting.
 - _____ 4. Maximum drainage area delineated.
 - _____ h. **Sediment Traps**
 - _____ 1. Plan view of trap, showing grades for trap installation. Show close out grades for trap via a separate inset.
 - _____ 2. Add monitoring stakes at outfall per the discretion/location of AASCD.

- _____ 3. Trap sized for largest drainage area (existing, proposed or interim).
- _____ 4. Drainage area delineated.
- _____ 5. Located at least 20' from buildings and stockpiles.
- _____ 6. Show stone protection and details at all inflow and outfall points.
- _____ 7. Show location and length of baffles in plan view.
- _____ 8. Execute and place on plans the data sheet for each trap found in the 2011 Maryland Standards and Specifications.
- _____ 9. Provide dewatering method for sites within a four miles radius of BWI (i.e. Faircloth Skimmer).
- _____ i. **Sediment Basins:** Note that all sediment basins must be constructed using MD-378 criteria if it is to remain on site longer than 36 months or is being converted to a MD-378 pond for storm water management.
 - _____ 1. Plan view of basin, showing grades for basin installation. Show close out grades for basin via a separate inset.
 - _____ 2. Add monitoring stakes at outfall per the discretion/location of AASCD.
 - _____ 3. Basin sized for largest drainage area (existing, proposed or interim).
 - _____ 4. Drainage area delineated.
 - _____ 5. Located at least 20' from buildings and stockpiles.
 - _____ 6. Show stone protection and details at all inflow and outfall points.
 - _____ 7. Design data sheet executed and placed on plans.
 - _____ 8. Provide and show initial construction access to basin on plans and note in sequence of construction.
 - _____ 9. Provide and show adequate sediment control during basin construction.
 - _____ 10. Bottom dimensions on plan.
 - _____ 11. Show location and length of baffles.
 - _____ 12. Provide either horizontal or vertical drawdown device.
 - _____ 13. Note in the sequence to plug and later unplug low flow openings.
 - _____ 14. Note in the sequence to require spoil material placement to be a 20' minimum from basin.
 - _____ 15. Note in the sequence of construction: "Inspector shall indicate acceptance of basin construction and verify that the next phase of construction may begin."
 - _____ 16. Sequence must specify the conversion from basin to a storm water management facility.
 - _____ 17. Fence shown in plan view (6' high).
 - _____ 18. Provide dewatering method for sites within a four mile radius from BWI (i.e. Faircloth Skimmer).
 - _____ 19. Sediment Basin Construction Specifications must be on plans. Use the MD-378 pond construction specifications if structure is permanent or is to remain for 36 months and greater.
- _____ j. **Inlet Protection** (Typically use standard, at-grade, curb inlet or silt sacks.)
- _____ k. **Dewatering Methods** (Typically use sump pit, portable sediment tank, dewatering bags or Faircloth Skimmer.)
 - _____ l. Polyacrylamide Detail and Polyacrylamide Guidance for sediment reduction system.
- _____ m. **Turbidity Curtains** (utilized on shoreline/stone revetment projects).
- _____ n. [Step Pool Storm Conveyance \(SPSC's\) Guidelines.](#)