

CHARLES SOIL CONSERVATION DISTRICT



PLAN SUBMITTAL GUIDELINES

CharlesSCD.com

January 2013

SEDIMENT
AND
EROSION
CONTROL
APPROVAL

CHARLES SOIL CONSERVATION DISTRICT
TRANSMITTAL LETTER

TO: CHARLES SOIL CONSERVATION DISTRICT
4200 Gardiner Road
Waldorf, MD 20601
(301) 638 -3028

www.CharlesSCD.com

*Please complete this form and include with the initial erosion and
sediment control plan submittal.
(Only one copy of plan is required for initial review)*

Project Name: _____

Scope of Project: _____

Total Site Area: _____ Total Disturbed Area: _____

Jurisdiction: County: _____ Town of La Plata: _____ Town of Indian Head: _____

ADC MAP LOCATION REFERENCE _____

Owners Name: _____ Phone: (_____) _____

Owners Mailing Address: _____

Proposed Ponds : _____ # of Ponds

Design Firm: _____

Contact Person: _____ Phone: (_____) _____

Design Firm Mailing Address: _____

E-Mail: _____

CHARLES SOIL CONSERVATION DISTRICT EROSION AND SEDIMENT CONTROL PLAN
REVIEW FEE SCHEDULE

**PLEASE SEE CURRENT
REVIEW FEES ON THE
SEDIMENT AND
EROSION CONTROL
SECTION OF OUR
WEBSITE**

Submittal Date _____

CHARLES SOIL CONSERVATION DISTRICT EROSION AND SEDIMENT CONTROL PLAN SUBMITTAL GUIDELINES

Project Name: _____

Charles Soil Conservation District Reference Number: _____
(Number assigned at time of submittal)

Charles County, Town of La Plata, or Town of Indian Head Reference Number: _____

Scope of Project: _____

- Erosion and Sediment Control Plans for projects in Charles County, the Town of LaPlata, and the Town of Indian Head must address the items listed below.
- Provide this checklist with the plan submittal and note the plan sheet number where each item is addressed.
- Only one copy of the plan is required for the initial submittal.
- NOTE: All plans must address all District requirements, but not all requirements apply on small projects commonly referred to as small lot development sediment and erosion control plans. At a minimum, the Charles Soil Conservation District **shaded** checklist items are applicable on **all** projects, regardless of the project's scope or size.

GENERAL

1. Completed Charles Soil Conservation District Transmittal Letter.
2. Scope of plan clearly delineated and noted in title block.
3. Vicinity map with scale, north arrow and site location shown. Clearly show how to access the site. ADC Map Reference _____.
4. Scale. Acceptable scales are 1"=20", 1"=30', 1"=40", 1"=50" Prior District approval required for use of other scales.
5. Legend with sediment control practices symbolized per the current standards and specifications. Symbols on plan view **must** match legend.
6. Existing and proposed topography (at 2' contour intervals) within the project limits.
7. Existing and proposed topography (at 2' contour intervals) and site features (utilities, roads, buildings, etc.) at least 100' outside limit of disturbance.
8. All plan sheets to be approved by the Charles Soil Conservation District (District) must be consecutively numbered (i.e., sheet 1 of 2, 2 of 2, etc.). If there is only one (1) sheet, it should be numbered as plan sheet 1 of 1. A plan sheet index on the cover sheet is required if plan sheets are numbered as noted.
9. Sediment Control Drainage Area Map showing:
 - a. all sediment control practices;
 - b. the maximum drainage area which could reach each sediment

- control practice;
- ___ c. the maximum drainage area being diverted around disturbed area;
- ___ d. the drainage divides clearly indicated and divides accurately determined based upon the existing and/or proposed grading;
- ___ e. site plan matchlines must be shown and labeled.
- ___ f. all existing and proposed grades must be clearly shown.

___ 10. Limit of disturbance delineated and the disturbed area indicated on plan.

___ 11. Stockpile and construction staging areas must be designated and must include the following:

- ___ a. maximum height and maximum slope of the stockpile;
- ___ b. ingress and egress to stockpile or staging area;
- ___ c. location away from trap or basin with silt fence surrounding stockpile. Allow for access and include a mountable berm;
- ___ d. notation for material that is taken off site to go to a site with an active and approved erosion and sediment control plan (note the Charles Soil Conservation District's approval number if known.)

___ 12. Limit of 100 year floodplain or hurricane flood level.

___ 13. Required Certifications:

___ Certification wording and size must be exactly as found in these guidelines without any modifications.

___ Certifications must be located on cover sheet.

___ Owner/Developer Certification. See section entitled **REQUIRED NOTES AND CERTIFICATIONS**. Provide signature and date along with name, complete mailing address and phone number printed clearly.

___ Consultant's certification. See section entitled **REQUIRED NOTES AND CERTIFICATIONS**. Provide professional seal, signature on seal, date and printed name, and mailing address.

___ 14. SEQUENCE OF CONSTRUCTION.

The following items must be addressed on the plan and/or noted within the sequence:

- ___ The cover sheet should clearly note the plan sheet number location of the construction sequence.
- ___ Each erosion and sediment control plan should be independent of any other approved plan and should "stand on its own" from beginning to end of construction.
- ___ Each step must be numbered and the duration time indicated for each step.
- ___ Note stating "Contractor/developer must notify the Charles County Inspections (301) 645-0700, 5 days prior to commencing work." For projects within the Town of La Plata or the Town of Indian Head the note must state: "Contractor/developer must notify the Compliance Program, Water Management Administration, Maryland Department of the Environment, (410) 537 3510, 5 days prior to commencing work."
- ___ Note at the beginning of the sequence: "**STANDARD STABILIZATION NOTE:** Following initial soil disturbance or re-disturbance, seeding for permanent or temporary stabilization shall be completed within three (3) calendar days as to the surface of all perimeter controls, dikes, swales, ditches, perimeter slopes, and all slopes greater than 3 horizontal to 1 vertical (3:1); and seven (7) calendar days as

to all other disturbed or graded areas on the project site not under active grading. Once vegetation is established, the site shall have 95% groundcover to be considered adequately stabilized.”

Include reference to other active erosion and sediment control plan approval numbers for adjacent and/or concurrent projects along with the following note, “Any other approved sediment and erosion control plan with a sequence and/or practices which conflict with this plan, will require plan revisions for all affected plans approved by the Charles Soil Conservation District.”

Note stating “the approval of the sediment control inspector is required upon installation of perimeter erosion and sediment controls, but before proceeding with any other earth disturbance or grading.”

Note all work including items such as building demolition, utility construction, etc. References to sheets for specific details, discussions of access for sediment control practice construction, plus clean out and any other items which may need special attention or clarification.

Notation to stockpile the existing topsoil and spoil material.

The following note “Erosion and sediment practices, and site in general, must be inspected weekly and after each rain fall event, by the contractor or other responsible person, and any needed maintenance performed immediately.”

Phased clearing and grading should be used whenever steep slopes and/or streams or other sensitive areas or when mass grading is proposed.

The following note at the end of the sequence: “Sediment and erosion controls cannot be removed until the site has adequate stabilization. Once vegetation is established, the site shall have 95% groundcover to be considered adequately stabilized and the sediment control inspector has approved such removal.”

Note stating “ Site must be graded in such a manner that the approved drainage divides are maintained throughout site construction.”

Notation for same day stabilization for areas where sediment and erosion controls have been removed.

Note stating that installation of additional inlet protection may be permitted by the sediment and erosion control inspector if the drainage area to said inlet drains to an approved sediment and erosion control practice.

15. Adequate space for District approval stamp on cover sheet. See section entitled CHARLES SCD APPROVAL BLOCK AND STAMP. Prefer space on lower right hand corner.

16. Roof drain details and/or notes addressing where roof runoff is being directed.

17. Bulkheads and retaining wall details for walls exceeding 48” in height. Must also show how runoff will be conveyed over, through, or around the structure at a non-erosive rate.

18. Soils information (type, boundary, texture, hydrologic soil group). The maximum allowable velocity for soil types must be considered for outlet structures, swales, etc..

19. Disclaimer regarding inadequacies from topographical mapping will not be accepted.

20. Additional information or data deemed appropriate by the Charles Soil Conservation District.

21. Standard Stabilization Note – Provide the standard stabilization note on each sediment and erosion control plan sheet. See section entitled REQUIRED NOTES AND CERTIFICATIONS.

22. Include permanent and temporary vegetative stabilization specifications as per the 2011 Standards and Specifications for Soil Erosion and Sediment Control. The Charles Soil

Conservation District Details and Specifications for Vegetative Establishment can be used to satisfy this requirement.

_____ **23. Include the Standard and Specifications for Topsoil from the 2011 Standards and Specifications for Soil Erosion and Sediment Control.**

_____ **24. Place the following information on the cover sheet or adjacent to the sequence:**

Site analysis:

- a. Total area (ac.).
- b. Disturbed area (ac.).
- c. Volume of spoil borrow material (cu. yds.).
- d. Off-site borrow/waste area location (Provide SED # if known)
- e. Volume of excavation (cu. yds.).

_____ **25. Revised Plans (Revisions to approved Charles Soil Conservation District plans): A complete set of plans must be submitted in the same manner as the original plan submittal. Provide the description of the revision, the revision number and the revision date directly on the plan sheet containing the District Approval Stamp. Each revised sheet must also note the revision on the respective plan sheet.**

_____ **26. The Applicable Erosion and Sediment Control Practices must be selected from the 2011 Standard and Specifications for Soil Erosion and Sediment Control and adequately incorporated into the plan. The following items must be addressed:**

_____ **PROVIDE STANDARD DETAIL FOR EACH PRACTICE**

_____ **DETAILS CANNOT BE MODIFIED WITHOUT PRIOR DISTRICT APPROVAL.**

_____ **PLAN VIEW MUST USE THE SYMBOL USED IN THE APPROVED DETAIL.**

_____ **PLAN MUST PROVIDE ALL THE REQUIRED DESIGN AND CONSTRUCTION DETAILS AND DATA.**

_____ **IF A SEDIMENT BASIN IS USED, THE DESIGN DATA SHEET IS TO BE INCLUDED ON THE PLANS.**

REQUIRED NOTES AND CERTIFICATIONS

STANDARD STABILIZATION NOTE:

Following initial soil disturbance or re-disturbance, seeding for permanent or temporary stabilization shall be completed within three (3) calendar days as to the surface of all perimeter controls, dikes, swales, ditches, perimeter slopes, and all slopes greater than 3 horizontal to 1 vertical (3:1); and seven (7) calendar days as to all other disturbed or graded areas on the project site not under active grading. Once vegetation is established, the site shall have 95% groundcover to be considered adequately stabilized.

OWNER'S/DEVELOPERS CERTIFICATION:

"I/We hereby certify that all clearing, grading, construction, vegetative stabilization and/or development will be done pursuant to this plan and that any responsible personnel involved in the construction project will have a certificate of attendance (♦) at a Maryland Department of the Environment approved training program for the control of erosion and sediment before beginning the project. I hereby authorize the right to entry for periodic on-site evaluation by State of Maryland, Department of the Environment, Compliance Inspectors, Charles County Inspectors, and the representatives of the Charles Soil Conservation District."

Owner/Developer Signature & Date: _____

Printed Name and Title: _____

Telephone Number: _____

Address: _____

Printed name and Card Number (♦) of on-site responsible personnel.

CONSULTANT CERTIFICATION:

"I hereby certify that this plan has been designed in accordance with the 2011 Standards and Specifications for Soil Erosion and Sediment Control or current revisions thereof, and Department of the Environment Stormwater Management Regulations.

MD P.E. License # _____

MD Land Surveyor License # _____

MD Landscape Architect # _____

Name _____

Firm Name _____

Street Address _____

<p>SEAL</p> <p>_____</p> <p align="center">Signature</p> <p>_____</p> <p align="center">Date</p>

CHARLES SCD APPROVAL BLOCK/STAMP

An exact copy of the approval stamp (shown below) must be located on the cover sheet of the approved plan.

<p style="text-align: center;"><u>CHARLES SOIL CONSERVATION DISTRICT APPROVAL</u></p> <p>SEDIMENT AND EROSION CONTROL PLAN APPROVAL NUMBER _____</p> <p>SMALL POND APPROVAL FOR _____</p> <p>Sediment and Erosion Control Plan Approval and Small Pond Approval (if applicable) is hereby granted by the Charles Soil Conservation District.</p> <p>Approval Signature / Date _____</p> <p>Approval expiration date: _____</p> <p>(Requests exclusively for extension of the approval expiration date noted above <u>and not involving any</u> plan modifications to <u>these</u> approved plan sheets, <u>must</u> be submitted to the Charles Soil Conservation District in writing. The Charles Soil Conservation District, at its discretion, <u>may</u> approve the expiration date extension to the approved plan via separate approval letter.)</p>

CHARLES SOIL CONSERVATION DISTRICT
DETAILS AND SPECIFICATIONS FOR
VEGETATIVE ESTABLISHMENT

STANDARD STABILIZATION NOTE: Following initial soil disturbance or re-disturbance, seeding for permanent or temporary stabilization shall be completed within three (3) calendar days as to the surface of all perimeter controls, dikes, swales, ditches, perimeter slopes, and all slopes greater than 3 horizontal to 1 vertical (3:1); and seven (7) calendar days as to all other disturbed or graded areas on the project site not under active grading. Once vegetation is established, the site shall have 95% groundcover to be considered adequately stabilized.

1. Permanent Seeding:

Permanent Seeding Summary

Hardiness Zone (from Figure B.3): <u>Zone 7a</u> Seed Mixture (from Table B.3): _____					Fertilizer Rate (10-20-20)			Lime Rate
No.	Species	Application Rate (lb/ac)	Seeding Dates	Seeding Depths	N	P ₂ O ₅	K ₂ O	
				¼ - ½ in	45 lb/ac (1.0 lb./ 1000 sf)	90 lb/ac 2 lb/ 1000 sf)	90 lb/ac 2 lb/ 1000 sf)	2.5 tons/ac (100 lb/ 1000 sf)
				¼ - ½ in				
				¼ - ½ in				

Complete the chart as per the 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control if using alternatives to the standard notes below.

- A. Soil Tests: Lime and fertilizer will be applied per soil tests results for sites greater than 5 acres. Soil tests will be done at completion of initial rough grading or as recommended by the sediment control inspector. Rates and analyses will be provided to the grading inspector as well as the contractor. The minimum soil conditions required for permanent vegetative establishment are:
- a. Soil pH shall be between 6.0 and 7.0.
 - b. Soluble salts shall be less than 500 parts per million (ppm).
 - c. The soil shall contain less than 40% clay but enough fine grained material (> 30% silt plus clay) to provide the capacity to hold a moderate amount of moisture. An exception is if lovegrass or serecia lespedeza is to be planted, then a sandy soil (< 30% silt plus clay) would be acceptable.
 - d. Soil shall contain 1.5% minimum organic matter by weight.
 - e. Soil must contain sufficient pore space to permit adequate root penetration.
 - f. If these conditions cannot be met by soils on site, adding topsoil is required in accordance with Section B-4-2 titled Standards and

Specifications for Soil Preparation, Topsoil, and Soil Amendments as found in the 2011 Maryland Standards and Specifications for Erosion and Sediment Control.

- B. Seedbed Preparation: Area to be seeded shall be loose and friable to a depth of at least 3 to 5 inches. The top layer shall be loosened by raking, disking or other acceptable means before seeding occurs. For sites less than 5 acres, apply 100 pounds dolomitic limestone, hydrated or burnt lime may be substituted except when hydro seeding, and 10 pounds of 10-20-20 fertilizer per 1,000 square feet. Harrow or disk lime and fertilizer into the soil to a depth of at least 3 to 5 inches on slopes flatter than 3:1.
- C. Seeding: Apply 5-6 pounds per 1,000 square feet of tall fescue between February 15 and April 30 or between August 15 and October 31. Apply seed uniformly on a moist firm seedbed with a cyclone seeder, cultipacker seeder or hydroseeder (slurry includes seeds and fertilizer, recommended on steep slopes only). Maximum seed depth should be ¼ inch in clayey soils and ½ inch in sandy soils when using other than the hydroseeder method. Irrigate where necessary to support adequate growth until vegetation is firmly established. If other seed mixes are to be used, said selections must meet the 2011 Standards and Specifications for Soil Erosion and Sediment Control.
- D. Mulching: Mulch shall be applied to all seeded areas immediately after seeding as per Section B-4-3 entitled Standards and Specifications for Seeding and Mulching as found in the 2011 Standards and Specifications for Soil Erosion and Sediment Control. During the time periods when seeding is not permitted, mulch shall be applied immediately after grading and maintained until seeding can be performed.

Mulch shall be unrotted, unchopped, small grain straw applied at a rate of 2 tons per acre or 90 pounds per 1,000 square feet (2 bales). If a mulch-anchoring tool is used, apply 2.5 tons per acre. Mulch materials shall be relatively free of all kinds of weeds and shall be completely free of prohibited noxious weeds. Spread mulch uniformly, mechanically or by hand, to a depth of 1-2 inches.

- E. Securing Straw Mulch: Straw mulch shall be secured immediately following mulch application to minimize movement by wind or water. The following methods are permitted:
- (i) Use a mulch-anchoring tool which is designed to punch and anchor mulch into the soil surface to a minimum depth of 2 inches. This is the most effective method for securing mulch, however, it is limited to relatively flat areas where equipment can operate safely. If a mulch-anchoring tool is used, apply 2.5 tons per acre.
 - (ii) Wood cellulose fiber may be used for anchoring straw. Apply the fiber binder at a net dry weight of 750 pounds per acre. If mixed with water, use

50 pounds of wood cellulose fiber per 100 gallons of water.

- (iii) Liquid binders may be used. Apply at higher rates at the edges where wind catches mulch, such as in valleys and on crests of slopes. The remainder of the area should appear uniform after binder application. Binders listed in the 2011 Standards and Specifications for Soil Erosion and Sediment Control or approved equal shall be applied at rates recommended by the manufacturers.
- (iv) Lightweight plastic netting may be used to secure mulch. The netting will be stapled to the ground according to manufacturer's recommendations.

F. Irrigation: In the absence of adequate rainfall, irrigation should be performed to ensure adequate vegetative establishment.

2. Temporary Seeding:

Temporary Seeding Summary

Hardiness Zone (from Figure B.3): <u>Zone 7a</u> Seed Mixture (from Table B.1): _____					Fertilizer Rate (10-20-20)	Lime Rate
No.	Species	Application Rate (lb/ac)	Seeding Dates	Seeding Depths	436 lb/ac (10 lb/1000 sf)	2.5 tons/ac (100 lb/1000 sf)

Complete the chart as per the 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control if using alternatives to the standard notes below.

Lime: 100 pounds of dolomitic limestone per 1,000 square feet.

Fertilizer: 10 pounds of 10-20-20 per 1,000 square feet.

Seed: Annual Ryegrass – 1 pound per 1,000 square feet (February 15 through April 30 or August 15 through November 30).
Millet – 1 pound per 1,000 square feet (May 1 through August 15).

Mulch: Same as 1 D and E above.

- 3. No fills may be placed on frozen ground. All fill to be placed in approximately horizontal layers, each layer having a loose thickness of not more than 8 inches. All fill in roadways and parking areas are to be classified as per Charles County requirements. Any fill within the building area is to be compacted to a minimum of 95% density. Fills for pond embankments shall be compacted as per MD-378 Construction Specifications. All other fills shall be compacted sufficiently so

as to be stable and prevent erosion and slippage.

4. Permanent Sod:

Installation of sod should follow permanent seeding dates. Seedbed preparation for sod shall be as noted in section (B) above. Permanent sod is to be tall fescue, state approved sod; lime and fertilizer per permanent seeding specifications and lightly irrigate soil prior to laying sod. Sod is to be laid on the contour with all ends tightly abutting. Joints are to be staggered between rows. Water and roll or tamp sod to insure positive root contact with the soil. All slopes steeper than 3:1, as shown, are to be permanently sodded or protected with an approved erosion control netting. Additional watering for establishment may be required. Sod is not to be installed on frozen ground. Sod shall not be transplanted when moisture content (dry or wet) and/or extreme temperature may adversely affect its survival. In the absence of adequate rainfall, irrigation should be performed to ensure establishment of sod.

5. Mining Operations:

Sediment control plans for mining operations must include the following seeding dates and mixtures:

For seeding dates of February 1 through April 30 and August 15 through October 31, use seed mixture of tall fescue at the rate of 2 pounds per 1,000 square feet and sericea lespedeza at the minimum rate of 0.5 pounds per 1,000 square feet.

6. Topsoil shall be applied as per the Standard and Specifications for Topsoil from the current 2011 Maryland Standards and Specifications for Erosion and Sediment Control.

NOTE: Use of this information does not preclude meeting all of the requirements of the 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control.



CHARLES SOIL CONSERVATION
DISTRICT REVIEW/ APPROVAL FOR
SMALL LOT DEVELOPMENT

Charles County Small Lot Development Sediment and Erosion Control plans are submitted through the Charles County permit process.

The completed Owner's / Developer's Certification for Sediment and Erosion Control shown on the next page must be provided for small lot development sediment and erosion control plans. It is recommended that the completed form be placed directly on the sediment control plans.

Small Lot Sediment and Erosion Control plans must adhere to the District guideline requirements. Although many of the checklist requirements may not be applicable for small projects, at a minimum the Charles Soil Conservation District guideline items which are shaded must be addressed.



Subdivision/Lot Number _____
Tax Map _____
Parcel _____
Grid _____
ADC Map Reference _____

OWNER'S/DEVELOPER'S CERTIFICATION FOR SEDIMENT AND EROSION CONTROL

All sediment control practices will be installed and maintained in accord with the 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control. Permanent and temporary vegetative stabilization will meet the 2011 Standards and Specifications for Soil Erosion and Sediment Control.

Following initial soil disturbance or re-disturbance, seeding for permanent or temporary stabilization shall be completed within three (3) calendar days as to the surface of all perimeter controls, dikes, swales, ditches, perimeter slopes, and all slopes greater than 3 horizontal to 1 vertical (3:1); and seven (7) calendar days as to all other disturbed or graded areas on the project site not under active grading. Once vegetation is established, the site shall have 95% groundcover to be considered adequately stabilized.

The permanent driveway or entrance location shall be used as a stabilized construction entrance. Two-inch stone base shall be placed at least six (6) inches deep, 30 feet long and 10 feet wide over approved filter cloth. The entrance shall be top dressed with stone as necessary to prevent tracking of sediment onto public streets or rights-of-way.

"I/We hereby certify that all clearing, grading, construction, vegetative stabilization and/or development will be done pursuant to this plan and that any responsible personnel involved in the construction project will have a certificate of attendance at a Maryland Department of the Environment approved training program for the control of erosion and sediment before beginning the project. I hereby authorize the right to entry for periodic on-site evaluation by State of Maryland, Department of the Environment, Compliance Inspectors, Charles County Inspectors, and the representatives of the Charles Soil Conservation District."

Owner/Developer Signature & Date: _____

Printed Name and Title: _____

Telephone Number: _____

Address: _____

<p>PERMIT NUMBER _____</p> <p style="text-align: center;"><u>CHARLES SOIL CONSERVATION DISTRICT APPROVAL</u></p> <p>SEDIMENT AND EROSION CONTROL PLAN APPROVAL NUMBER _____</p> <p>SMALL POND APPROVAL FOR _____ N/A _____</p> <p>Sediment and Erosion Control Plan Approval and Small Pond Approval (if applicable) is hereby granted by the Charles Soil Conservation District.</p> <p>Approval Signature / Date: _____</p> <p>Approval Expiration Date: _____</p> <p>(Written requests for extension of the approval expiration date noted above, which do not involve any plan modifications to these approved plan sheets, <u>must</u> be submitted to the Charles Soil Conservation District. The Charles Soil Conservation District, at its discretion, <u>may</u> grant approval of said extension of the approval expiration date to these approved plan sheets via separate approval letter .)</p>
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EROSION AND SEDIMENT EROSION
CONTROL APPROVAL FOR FOREST HARVEST
OPERATIONS

(Copy of standard plan for forest harvest operations is available at the Charles Soil Conservation District or via www.CharlesSCD.com)



CHARLES SOIL CONSERVATION DISTRICT
SMALL POND APPROVAL

(Copy of checklist is available at the Charles Soil Conservation District or via www.CharlesSCD.com)

