



## ST. MARY'S SOIL CONSERVATION DISTRICT PRE-CONSTRUCTION MEETING CHECKLIST

DATE: \_\_\_\_\_

PROJECT/SITE LOCATION: \_\_\_\_\_ LUGM #: \_\_\_\_\_

GREEN CARD HOLDER: \_\_\_\_\_ GREEN CARD #: \_\_\_\_\_

PROJECT DISTURBED AREA: \_\_\_\_\_ CRITICAL AREA: YES ☐ NO ☐

- ☐ Applicant has signed/stamped SCD approved plans at pre-construction meeting. Plans are to remain on-site and available at all times.
- ☐ The project management representative(s) will follow all requirements of the approved plans and **No changes** to the approved plan, construction sequence or any modification of controls can be made without the expressed knowledge and written approval of the St. Mary's SCD. Adherence will be strictly enforced.

Topics of discussion at pre-construction meeting:

- ☐ Compliance with all required permits (NOI, Wetland Permits, etc.);
- ☐ Review of and adherence to the approved sequence of construction;
- ☐ Implementation and continued maintenance of controls;
- ☐ Stabilization requirements;
- ☐ Self-inspection requirements and maintaining records; and
- ☐ Need for open communication between field personnel and St. Mary's SCD staff.

- ☐ The MDE Inspector must be contacted for inspection and authorization;
  1. After all perimeter erosion and sediment control best management practices (bmp's) have been installed and prior to any other earth disturbing activities,
  2. After permanent stabilization and prior to the removal of any erosion and sediment control bmp's, and
  3. Prior to the installation of storm water management bmp's or the conversion of sediment traps/basins to storm water management ponds.
- ☐ Erosion and sediment control plans EXPIRE two (2) years from their approval date. It is the applicant's responsibility to renew the permit thirty (30) days prior to its expiration. Failure to do so may result in work stoppage and/or penalties.
- ☐ The owner/agent is responsible for contacting any/all regulatory agencies as required and having the applicable approvals in hand BEFORE commencing project.
- ☐ Stabilization is required in three (3) days for all perimeter controls and for slopes greater than 3:1 and seven (7) days for all other inactive disturbed or graded areas within the site limits of disturbance.
- ☐ Individuals in attendance at the pre-construction meeting are:
  - a. \_\_\_ Owner/developer
  - b. \_\_\_ On-site construction supervisor
  - c. \_\_\_ LUGM inspector
  - d. \_\_\_ DPW&T inspector
  - e. \_\_\_ Metcom inspector

*I, the undersigned, indicate by my signature that I understand and will abide by the aforementioned discussion topics. I understand that failure to comply or abide by this document, the Grading Permit, or any of the approved plan requirements is a violation of St. Mary's County Ordinance and may subject myself and/or the project to a Stop Work Order, Notice of Violation, Civil Penalties or any combination thereof.*

Responsible Party: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Contact #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Meeting Attendees