

**EARLY GRADING PERMIT
PROCEDURES FOR APPROVED CONSTRUCTION
DRAWINGS PRIOR TO EXECUTION OF
PUBLIC WORKS AGREEMENT**

1. The Resource Management Division – Environmental Inspection Office must obtain an approved set of construction drawings from the Development Review Division.
2. Developer/Engineer is required to submit, to the Environmental Inspection Office, a revised “Required Sequence of Construction for Grading and Sediment Control Only.” This can be on an 8½" x 11" sheet and will be attached to the Grading Permit.
3. A bond agreement for sediment control is required prior to issuance of the permit between the County Commissioners and the developer. The bond amount will be set based on the cost proposal estimate.
4. Blank copies of the bond agreement can be obtained from the Environmental Inspection Office.
5. Application can now be made for the grading permit. (See attached Grading Permit Procedure)
6. Completed bond agreement and bond should be turned into the Environmental Inspection Office for processing.
7. Bond agreement information will be forwarded to the County Attorney’s Office for approval.
8. Approvals will be obtained for the grading permit from the various agencies involved.
9. Upon notification from the County Attorney’s Office that the agreement has been executed and all approvals obtained on the grading permit; the Environmental Inspection Office will notify the contractor/developer to schedule a pre-construction meeting.
10. Upon notification from the County Attorney’s Office that the overall Public Works Agreement has been executed, the grading permit will be modified to reflect (storm drain installation, road construction, etc). The Environmental Inspection Office will then recommend the release of the bond, which was posted previously for “Sediment Control Only.”

EARLY GRADING PERMIT PROCEDURES FOR GRADING AND SEDIMENT CONTROL ONLY PLAN SUBMISSIONS

1. Notify developer/engineer that the following approvals will still be necessary:
 - a. Stormwater Management
 - b. Forest Conservation
 - c. Sediment Control
 - d. Grading
 - e. Development Review
 - f. Floodplain
 - g. Town/City (if applicable)
2. An approved "Grading and Sediment Control Only" plan is required to make application. Plan should be submitted through the Development Review Division. Developer/engineer should notify the Carroll Soil Conservation District (CSCD) at 410-848-8200 regarding what is required on the plan prior to submission. The "Required Sequence of Construction" should reflect only what will take place under this plan/permit.
3. A bond agreement for sediment control is required prior to issuance of the permit between the County Commissioners and the developer. The bond amount will be set based on the cost proposal estimate.
4. Blank copies of the bond agreement can be obtained from the Resource Management Division – Environmental Inspection Office.
5. When the plan has been approved; the applicant can then make application for the grading permit.
 - a. See attached Grading Permit Procedures
 - b. Completed bond agreement and bond should be turned in to the Resource Management Division – Environmental Inspection Office.
6. Bond agreement information will be forwarded to the County Attorney's Office for approval.
7. Approvals will be obtained for the grading permit from the various agencies involved.
8. Upon notification from the County Attorney's Office that the agreement has been executed and all approvals obtained on the grading permit; this office will notify contractor/developer to schedule a pre-construction meeting.
9. Upon notification from the County Attorney's Office that the overall Public Works Agreement has been executed; the grading permit will be modified to reflect (storm drain installation, road construction, etc.) The Environmental Inspection Office will then recommend the release of the bond, which was posted previously for "Sediment Control Only."