

CARROLL COUNTY RESOURCE MANAGEMENT DIVISION

ENVIRONMENTAL INSPECTION OFFICE

GRADING PERMIT PROCEDURES

In order to assist the applicant in obtaining a grading permit, the Resource Management Division, Environmental Inspection Office has developed the following procedure:

Graded Areas Between 5,000 – 30,000 Sq. Ft.

- I - Grading Permit Application Processing: Applicant must submit their grading permit to Resource Management Division, Room 209 of the County Office Building, located at 225 North Center Street, Westminster, MD 21157, (410) 386-2210 or via email ccgrading@carrollcountymd.gov. If State and Federal permits are required for the job, they will need to be on file with the Environmental Inspection Office before application is made. A complete submittal is required to process the application and must include the information listed below:
- A. Grading Permit Application
 - B. Owner/Contractor Affidavit
 - C. Standard Erosion and Sediment Control Plan (for disturbed areas between 5,000 and 30,000 sq. ft.)

The owner and contractor must be the same on the application and the affidavit. Approvals are then obtained from applicable agencies and the grading permit is processed.

- II - Grading Permit Issuance Procedure: Having obtained required approvals and paid the permit fee, the applicant will be notified by the Environmental Inspection Office that a pre-construction meeting can be held at the site. It is required that the owner/developer and the grading contractor meet with the inspector at the site prior to construction. After all sediment control structures are installed, stabilized, and inspected by the Environmental Inspection Office, the grading permit will be issued.

Graded Areas in Excess of 30,000 Sq. Ft.

- I - Grading Permit Application Processing: After the Environmental Inspection Office has received an approved soil erosion and sediment control plan and all required State and Federal permits, the applicant may apply for the grading permit. Applicant must submit their grading permit to Resource Management Division, Room 209 of the County Office Building, located at 225 North Center Street, Westminster, MD 21157, (410) 386-2210 or via email ccgrading@carrollcountymd.gov. If State and Federal permits are required for the job, they will need to be on file with the Environmental Inspection Office before application is made. A complete submittal is required to process the application and must include the information listed below:
- A. Grading Permit Application
 - B. Owner/Contractor Affidavit
 - C. Plans/Drawings showing the limits of disturbance
 - D. State and Federal permits, if required

The owner and contractor must be the same on both forms. Approvals are then obtained from applicable agencies and the grading permit is processed.

- II - Grading Permit Issuance Procedure: Having obtained required approvals and paid the permit fee, the applicant will be notified by the Environmental Inspection Office that a pre-construction meeting can be held at the site. It is required that the owner/developer and the grading contractor meet with the inspector at the site prior to construction. After all sediment control structures are installed, stabilized, and inspected by the inspector, the grading permit will be issued.

COUNTY COMMISSIONERS OF CARROLL COUNTY
GRADING PERMIT APPLICATION
ENVIRONMENTAL INSPECTION OFFICE
225 NORTH CENTER STREET, WESTMINSTER, MD 21157 (410) 386-2210

Call 811 (Miss Utility) before you dig

FOR OFFICE USE ONLY: Permit No.: GR- - City/Town Approval: _____ Date: _____
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Project Name: _____

Project Address: _____

City: _____ State: _____ Zip Code: _____

Election District: _____ Tax Map: _____ Block: _____ Parcel: _____

8-digit Property Tax ID No.: _____ - _____

Owner's Name: _____

Home Phone: _____ Office: _____ Mobile: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Contractor's Name: _____

Contact Person: _____ Title: _____

Office Phone: _____ Mobile: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Green Card No.: _____

Description of Work: _____

Disturbed Area (Sq. Ft.): _____

Carroll County File No.: _____

Do you have your NPDES Permit? YES NO Permit No.: _____

MDE Waterway Construction Permit No.: _____

US Army Corps of Engineers Wetland Permit No: _____

Signature: _____ Date: _____

*Completed permit applications can be emailed to ccgrading@carrollcountymd.gov

**Board of County
Commissioners**

Joseph A. Vigliotti, President
Michael R. Guerin, Vice President
Thomas S. Gordon III
Kenneth A. Kiler
Susan W. Krebs



**Carroll County Department
of Planning and Land
Management**

Christopher Heyn, P.E.
Director
Email: cheyn@carrollcountymd.gov
Phone: 410-386-2949

Owner / Contractor Affidavit

Grading Permit No.: _____

Date: _____

Project Name: _____

I / We hereby certify that I / we own the property located at _____

_____, and that
has my / our permission to apply for a grading permit for the grading and installation of sediment control at the above project. I / We am / are aware that I / we assume full responsibility for the total project and that I or the Contractor may call for required grading and sediment control inspections.

Note 1: I / We understand it is our responsibility to comply with the approved soil erosion and sediment control plan, as well as Chapter 152 Article III of the Code of Local Laws and Ordinances of Carroll County.

Note 2: I / We, owners of the property upon which grading is to take place, hereby, authorize the Resource Management Division, its officers and employees, to enter upon the premises for the purpose of inspecting the grading and sediment control applied for herewith.

Property Owner's Signature and Corporation's Name (if applicable)

Date

Address: _____

City: _____ State: _____ Zip Code: _____

Witness Signature (Third Party): _____

I certify that I have been contracted to grade the above-named project and consent to having my name listed on the permit as the Contractor. I acknowledge that as Contractor I may call for required inspections.

Contractor's Signature and Corporation's Name (if applicable)

Date

Address: _____

City: _____ State: _____ Zip Code: _____

Witness Signature (Third Party): _____

TO: Resource Management Division
Environmental Inspection Office
225 North Center Street, Room 209
Westminster, MD 21157

Permit No.: _____

Standard Erosion and Sediment Control Plan

(Disturbance from 5,000 to 30,000 square feet)

Project Name: _____

Subdivision and Lot No.: _____

Location: _____ Election District: _____

Owner: _____
Name Phone

_____ Address Zip

Contractor: _____
Name Phone

_____ Address Zip

Total lot area: _____ acres

Total area to be disturbed by development: _____ square feet

Total volume of excavation or fill: _____ cubic yards

Distance of disturbed area from any nontidal wetland: _____ feet

Distance of disturbed area from any nontidal wetland of special State concern: _____ feet

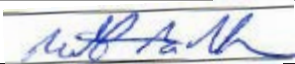
Distance of disturbed area from any perennial stream and its associated 100-year floodplain: _____ feet

I certify that I have the authority to make this application; that the information above and on the attached plot plan is correct; and that I have the ability to meet all the limitations and conditions set forth by this agreement.

Applicant's Signature: _____ Date: _____

Applicant's Name (please print): _____

Corporation Name, if applicable (please print): _____

Soil Conservation District Representative Approval:  Date: 7/1/2026

Technical concurrence was provided by the USDA Natural Resources Conservation Service and this plan was approved by the Carroll Soil Conservation District, Maryland Department of the Environment, and the Carroll County Commissioners on December 2012.

(The conservation measures set forth herein are required by Chapter 152 Grading and Sediment Control and Chapter 170 Construction Codes of The Code of Public Local Laws and Ordinances of Carroll County, and the 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control.)

**CARROLL COUNTY RESOURCE MANAGEMENT DIVISION
ENVIRONMENTAL INSPECTION OFFICE**

**FEEES FOR THE ADMINISTRATION OF THE
GRADING AND SEDIMENT CONTROL ORDINANCE**

EFFECTIVE JULY 1, 1995

(For Grading Areas in excess of 5,000 square feet)

Grading Permit Application Processing: Applicant must submit their grading permit to the Resource Management Division, Room 209 of the County Office Building, located at 225 North Center Street, Westminster, MD 21157, (410) 386-2210 or via email ccgrading@carrollcountymd.gov. A complete submittal is required to process the application and must include the information listed below:

1. Grading Permit Application
2. Owner/Contractor Affidavit (The owner and contractor must be the same on the application and affidavit)
3. Standard Erosion and Sediment Control Plan (disturbance from 5,000 and 30,000 square feet)
4. Plans/Drawings showing the limits of disturbance
5. State and Federal permits, if required

Grading Permit Fee: The fee is \$.003 times the square footage of the disturbed area. The following table provides additional information for calculating grading permit fees.

Fee for disturbance between 5,000 and 20,000 sq. ft.: \$60.00

Fee for disturbance over 20,000 sq. ft.: _____ sq. ft. x \$.003 = _____

Annual Renewal Fee for disturbance between 5,000 and 20,000 sq. ft.: \$60.00

Annual Renewal Fee for disturbance over 20,000 sq. ft.:

_____ sq. ft. x \$.003 = _____ or \$225.00, whichever is less

Initial and Annual Renewal Fee for Forest Harvest permits: \$30.00

Grading Permit Issuance Procedure: Having obtained required approvals and paid the permit fee, the applicant will be notified by the Division that the permit is ready to be issued and the pre-construction meeting can be scheduled. It is required that the owner/developer and the grading contractor meet with the inspector at the site, prior to construction. The permit will be issued after all sediment control devices are installed, stabilized, and inspected by the Environmental Inspection Office, Grading/Sediment Control Inspector.