



MDE Sediment and Stormwater Plan Review Division

Electronic Submission Procedure

Purpose & Scope

MDE Sediment and Stormwater Plan Review Division has gone green! Propelled by COVID-19, all project submittals are electronic. What does this mean for you? You will save on paper, ink, and transport of reports and plans, and when your project has been approved you will receive a stamped digital set of approved plans, no more paper copies of approved plans to worry about.

All project submittals can be made via email to MDE.SSPRD@maryland.gov.

Procedure

The procedure for project submissions is detailed below. Please ensure this procedure is followed and the submittal includes the necessary documents. Submittals that do not include a SSPRD Transmittal Form cannot be processed.

Before sending your electronic submittal, please consider the following:

- Has this project been reviewed by the division before? If the answer is “no”, this is an initial submittal.
- Is this project already under review? If the answer is “yes”, this is a re-submittal, and the assigned MDE number must be provided. If you need help attaining the MDE#, please contact the Plan Review Division at 410-537-3563 or email your reviewer.
- If this is the first time that a specific modification or as-built is being submitted for review, it is considered an initial review. If the modification or as-built submittal is a response to comments, it is a resubmittal. Regardless, please provide the MDE number with your submittal.

Directions for submitting an electronically:

1. The email address used by the applicant or the design engineer to make the electronic submission to the Plan Review Division (SSPRD) needs to be the email address of an individual able to answer questions about the project submittal.
2. Email all project submittals to MDE.SSPRD@maryland.gov.
3. The subject line of the electronic submission email must follow this standard format:

[submittal type code]/[reviewer type code]/[special indicator code] / [MDE#]/[applicant]/[short project description]

Please choose the appropriate code based on the descriptions below:

Submittal type code: INITIAL = initial submittal; RESUB = resubmittal

Reviewer type code: EX = Expedited Reviewer; SR = MDE Staff Reviewer

Special indicator code: MOD = modification request; AS-BUILT = as-built review

Example subject lines for email:

- "INITIAL/EX/MdTA/Bay Bridge"
- "RESUB/SR/19-SF-0999/DGS/State Office Bldg"
- "INITIAL/SR/AS-BUILT/13-SF-0488/MAA/BWI Runway"

4. The email must include attached documents or a file sharing link, all in pdf format. The maximum attachment size is 25 MG. Larger files need to be shared through a file share system of the applicant's choice. Include the file sharing link in the body of the email as well necessary instructions, username, and/or password.
5. Include the following documents as pdfs in the electronic submission:
 - a. SSPRD Transmittal Form
 - b. Cover letter
 - c. Project Report
 - d. Project Plans (single pdf with all the plan sheets)
 - e. As-built Photos (single pdf with all the photos)

IMPORTANT NOTE: Please do not combine all the documents into a single file. Each document should be its own separate pdf file with its naming similar to the document type (e.g. Student Center SWM Report or Student Center Plans, etc.). The project plans need to be a single pdf document. Please do not send individual pdfs of each plan sheet.

6. Upon successful receipt of the electronic submission files, a response will be sent to the submitting email address informing you that the Plan Review Division has received your submission.
7. If the documents have not been included or cannot be downloaded, a reply email will be sent to inform you the submittal documents were not retrieved. ALL SUBMITTALS MUST INCLUDE A COMPLETED SSPRD TRANSMITTAL FORM.
8. The electronic submittal will be processed and shared with the reviewer based on the information indicated in the email subject line and the MDE transmittal form.
9. The reviewer will contact the design consultant directly if he/she has any questions. The applicant and design consultant will be notified when the review is complete.

Special Notes

1. Please see our webpage for a SSPRD transmittal form and other information.
<https://mde.maryland.gov/programs/water/StormwaterManagementProgram/Pages/PlanReviewforStateandFederalProjects.aspx>
2. The MDE.SSPRD@maryland.gov email account will be checked each day by the division's administrative assistant. Project submittals received by 2 pm will be processed that day. Project submittals received after that time will be processed the next business day.
3. If you have questions concerning the submission of a project, please contact the Plan Review Division at 410-537-3563.