



Department of Permitting Services
Land Development Division
255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240)-777-0311
Fax (240)-777-6339
<http://www.montgomerycountymd.gov/permittingservices/>



POLICY ON PROCESSING AND STORAGE OF APPROVED PLANS FOR ENGINEERED RIGHT OF WAY AND SEDIMENT CONTROL

Purpose/Background

DPS needs to improve the productivity and cost effectiveness of scanning approved plans.

Definitions

ecopy: - The electronic version of the approved plan drawings.

authorized consultant – the design professional as preparer of the plans.

Policy

Customers will submit an electronic reproduction of the DPS approved plans (ecopy) before the issuance of the permit. The ecopy will be on a CD or DVD disk. The applicant will provide a certification stating that the reproduction is the same as the DPS hard copies approved plans.

The following permit applications will be affected

- Sediment Control (engineered)
- Public Right-of-Way (engineered)

Benefits to customers:

- Customers will reduce the paper copies required at the present time by 50 percent. DPS will only require one copy along with the ecopy.
- Faster storage helps with document retrieval through the Request for Information process and by DPS staff during construction.

Benefits to DPS

- Prepare DPS for accepting applications electronically online or via CDs or DVDs
- Easy retrieval of documents in a disaster recovery situation
- Savings on purchasing scanning equipment



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Procedure

1. Land Development Division Plan Reviewers notify the applicant of the final review approval and place the approved plans/mylars at the Land Development Information Counter for pick up by the customer (or their authorized consultant).
2. Customers will submit to DPS one copy of the approved plans and a single CD ecopy. Land Development Permit Technicians (LDPT's) will check to ensure the required certification is supplied and upon loading the ecopy into the DPS archival system, will check to ensure plans uploaded from the CD are a complete copy of the original plans.
3. To preserve the integrity of the approved plans, the ecopy is submitted on CDs or DVDs disks only. (No electronic transfer by email, thumb drive, external disk, FTP, etc. is acceptable). The file format is as follows:
 - PDF only.
 - One file should be provided by the customer for all pages in the plan (technical) drawing set
 - Scan must be 300dpi.
 - CD/DVD must be labeled with:
 - i. Permit Type:
 - ii. Permit Number:
 - iii. Contact Name:
 - iv. Submitted to DPS on (date):
 - The filename of the electronic plan document must be PERMITTYPE_PERMITNUMBER
Example: PBROW_234567 for Public Right of Way or
SEDIMENT_245678 for Sediment Control
4. Customers (or their authorized consultants) must submit a certification stating that ecopy is identical to approved plans related to the permit (see below).
5. LDPT's will check the labeling and directory of the disks. Furthermore, LDPT's will check that each ecopy contains all information required such as design professional's signature and seal as well as required approval blocks/stamps.
6. Permits will not be issued until an ecopy and a hard copy of the approved plans are received.
7. For the purposes of this procedure, each revision to the permit requiring plan submittal will be processed as a new application.



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To be placed on company letterhead

Certification of Electronic Submission of Approved Plans and Related Documentation

Permit Application Number:
Project Name:
Project Address:

I, _____ certify/confirm the electronically submitted approved plans related to my application for permit _____ and listed below contain all corrections and revisions and is a true reproduction of the approved hard copies of approved plans associated with this permit application at the Department of Permitting Services.

Name _____

Address _____

Phone Number _____

Email _____

Signature

Date

List of documents and approved plans