

**PHASING LETTER**  
(Consultant or Developer Letterhead)

**SAMPLE**

Richard R. Brush, Manager  
Department of Permitting Services  
Water Resources Section  
255 Rockville Pike, Station 8  
Rockville, MD 20850-4166

Re: Project Name  
MCDPS File #: (if available)

Dear Mr. Brush:

On behalf of our client, \_\_\_\_\_, we hereby request approval of a phasing schedule for the referenced project. Our client is interested in starting construction as soon as possible due to (provide reasoning). So that the approval of the stormwater management construction plans do not delay the critical construction schedule, we are proposing the following phasing schedule:

1. Accept the Soil Erosion and Sediment Control Plan for review upon approval of this letter and its inclusion on the sediment control plans.
2. Issue the Sediment Control Permit for the proposed building construction and sign off on the building permits upon approval of the Soil Erosion and Sediment Control Plan, the payment of all fees, and the posting of a bond that will cover the cost of the proposed stormwater management facility(ies).
3. Obtain approval of a revised Sediment Control and Stormwater Management Plan incorporating the stormwater management facility(ies) into the approved plan set and construction sequence. I realize this includes payment of appropriate plan revision fees.

For your use, we have included a site plan with a stormwater management facility sketch and a cost estimate. If you accept this schedule, please indicate by signing below. If you have any questions, suggested changes, or require any additional information, please give us a call.

Sincerely,

Your Name & Title

RRB:enm:phasing:1/97

Phasing Schedule approved by the Division of Permitting Services

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

SM File #: \_\_\_\_\_