PLAN REVIEW ELECTRONIC SUBMISSION PROCESS

TO: PLAN REVIEW DIVISION (PRD) APPLICANTS
FROM: MATTHEW KEENAN, P.E.
SUBJECT: PLAN REVIEW DIVISION ELECTRONIC SUBMISSION PROCESS
DATE: JANUARY 18, 2022

Plan Review Division Applicants:

This memorandum details the submittal procedures to PRD and includes instructions for submittals to the Maryland Department of the Environment (MDE) for Code 378 Small Pond or MDE Dam Safety Division reviews.

PRD SUBMITTAL PROCESS

For existing projects that are already under PRD review, the project manager or their supervisor should make a submission electronically by emailing a ProjectWise link to the submittal documents and attaching a completed PRD application form. The email subject line should include the PRD number, site number (if applicable), contract number, submittal stage, and a project description (for example, “20-PR-0123, Site 2, HA1235174, Concept 2, MD 45 at Example Drive”). Please send this email to the assigned PRD Team Leader and SHAPRD@mdot.maryland.gov. When a project is a design-build project, please follow the contractual PRD submittal directions and include the PRD Team Leader and SHAPRD@mdot.maryland.gov. For existing projects under PRD review which require an expedited review turnaround time, in addition to the above directions, include the PRD Assistant Division Chief (ADC) Zhihua Kuang (ZKuang@mdot.maryland.gov) and PRD Division Chief (DC) Matthew Keenan (MKeenan@mdot.maryland.gov) on the submittal email. Expedited review requests must be made by the Division Chief level, or equivalent. Be advised that expedited review requests may not be able to be honored depending on project specific constraints and current PRD review loads.

For new projects being submitted to PRD, the project manager or their supervisor can make an electronic submission by emailing a ProjectWise link to the submittal documents with a completed PRD application form attached. On the subject line of this email, please include “New PRD submission”, contract number, and a project description (for example, “New PRD submission, HA1235174, MD 45 at Example Drive”). Please send this email to the PRD ADC Zhihua Kuang (ZKuang@mdot.maryland.gov), PRD DC Matthew Keenan (MKeenan@mdot.maryland.gov), and SHAPRD@mdot.maryland.gov.
For emergency projects being submitted to PRD, the project manager or their supervisor can make an electronic submission by emailing the submittal documents with a completed PRD application form attached as well as the signed emergency declaration. On the subject line of this email, please include “Emergency PRD submission”, contract number, and a project description (for example, “Emergency PRD submission, HA1235174, MD 45 at Example Drive”). If a contract number is not available, please include the charge code (FMIS Number) used for design. Please send this email to the PRD ADC Zhihua Kuang (ZKuang@mdot.maryland.gov), PRD DC Matthew Keenan (MKeenan@mdot.maryland.gov), and SHAPRD@mdot.maryland.gov.

PRD submissions made before 12:00 pm are logged in on that same day. Submissions made after 12:00 are logged in as being submitted the next working day. An administratively complete email will be sent once the project files are transferred, reviewed for completeness, and the submission is logged in. If you do not receive a notice that your submission has been received and is administratively complete within two business days of your electronic submittal, please send a follow up email to the previously listed staff and SHAPRD@mdot.maryland.gov.

For stormwater management and erosion and sediment control Exemption Requests or General Approval Concurrences, the project manager or their supervisor can make an electronic submission by emailing a ProjectWise link to the submittal documents or directly attach the submittal documents to the email. On the subject line of this email please include “Review Exemption Request” or “General Approval Concurrence”, the contract number, site number (if applicable), and a project description (for example, “Review Exemption Request, HA1235174, MD 45 at Example Drive Signs”). Please send this email to Jeffrey Knaub (JKnaub@mdot.maryland.gov), Ellen McCann (consultant) (EMcCann.consultant@mdot.maryland.gov), and SHAPRD@mdot.maryland.gov. If comments or an acceptance for an exemption request or a general approval concurrence letter have not been provided within two weeks of receipt, please send a follow up email to the previously listed addresses.

Please direct all other PRD questions, concerns, or requests to PRD ADC Zhihua Kuang (ZKuang@mdot.maryland.gov), PRD DC Matthew Keenan (Mkeenan@mdot.maryland.gov), and SHAPRD@mdot.maryland.gov.

**MDE Submittal Process**

For MDE submittals on MDOT SHA projects such as for Small Pond reviews, Small Pond as-built reviews, or Dam Safety reviews, PRD will facilitate electronic submittals. These submittals can be made by emailing a completed MDE Sediment Control/Stormwater Management Plan Approval Transmittal Form, cover letter, and a ProjectWise link to the submittal documents to the assigned PRD Team Leader and SHAPRD@mdot.maryland.gov. On the subject line of this email, please include the PRD number, MDE number (if applicable), Site Number (if applicable), Contract Number, Review Type, and a project description (for example, “20-PR-0123, 20-SF-0712, HA1235174, Small Pond Review, MD 45 at Example Drive”). Include the MDE transmittal form (https://mde.maryland.gov/programs/Water/StormwaterManagementProgram/Documents/TRANSMITTAL%20FORM%204-05-16.pdf) attached to this email as an editable PDF document.
PRD will send a notice that the submittal has been received and submitted to MDE. If you do not receive a confirmation within two business days of your electronic submittal, please send a follow up email to the previously listed staff. Typically, MDE Dam Safety reviews require a Joint Permit Application (JPA) to be made to MDE by the Office of Environmental Design (OED) Environmental Permits Division (EPD). PRD will coordinate with EPD to make the submittal to MDE. PRD may perform a review prior to submitting to MDE and will choose an expedited reviewer. All MDE/MDOT SHA expedited reviewers have ProjectWise access and will facilitate transferring submitted files from ProjectWise to MDE’s file system. Comments or approvals will be sent to the applicant and to the design consultant (if applicable). Please be aware that this submittal process is written to follow MDE’s electronic submission procedure, therefore flexibility and revisions will be made if MDE modifies their procedures and/or requirements.

For the above referenced MDE submittals for MDOT SHA projects following an innovative contracting process, such as design build, the contractor should make the submittal directly to MDE unless directed otherwise by the Innovative Contracting Division (ICD) or the contract documents. PRD should be alerted of all such MDE submittals made.

A submittal reference sheet is included to assist and simplify the submittal process.
SUBMITTAL REFERENCE SHEET

INITIAL PRD PROJECT SUBMITTAL
- Send by email following the subject line example “New PRD Submittal, Concept 1, HA1235174, MD 45 at Example Drive”
- Include: ZKuang@mdot.maryland.gov, MKeenan@mdot.maryland.gov, SHAPRD@mdot.maryland.gov
- Attach a PDF of the Application for SWM Approval

PRD PROJECT SUBMITTAL
- Send by email following the subject line example “20-PR-0099 Submittal, Site Development 2, HA1235174, MD 45 at Example Drive”
- Include: The assigned PRD Team Leader, SHAPRD@mdot.maryland.gov
- Attach a PDF of the Application for SWM Approval

EXPEDITED REVIEW - PRD PROJECT SUBMITTAL
- Send by email following the subject line example “EXPEDITED, 20-PR-0099 Submittal, Site Development 2, HA1235174, MD 45 at Example Drive”
- Include: The assigned PRD Team Leader, ZKuang@mdot.maryland.gov, MKeenan@mdot.maryland.gov, SHAPRD@mdot.maryland.gov
- Attach a PDF of the Application for SWM Approval

EMERGENCY PROJECT SUBMITTAL - PRD PROJECT SUBMITTAL
- Send by email following the subject line example “EMERGENCY, Concept 1, HA1235174, MD 45 at Example Drive”
- Include: ZKuang@mdot.maryland.gov, MKeenan@mdot.maryland.gov, SHAPRD@mdot.maryland.gov
Attach a PDF of the Application for SWM Approval, the emergency declaration and all files to be reviewed

EXEMPTION REQUESTS/GENERAL APPROVAL CONCURRENCES - PRD SUBMITTAL
- Send by email following the subject line example “EXEMPTION REQUEST, HA1235174, MD 45 at Example Drive” OR “GENERAL APPROVAL, HA1235174, MD 45 at Example Drive”
- Include: JKnaub@mdot.maryland.gov, EMcCann.consultant@mdot.maryland.gov, SHAPRD@mdot.maryland.gov

MDE SUBMITTALS
- Send by email following the subject line example “20-PR-0099 Submittal,20-SF-0123, HA1235174, MDE Small Pond, MD 45 at Example Drive”
- Include: The assigned PRD Team Leader, ZKuang@mdot.maryland.gov, MKeenan@mdot.maryland.gov, SHAPRD@mdot.maryland.gov
Attach a PDF of the MDE transmittal form as an editable PDF document leaving the expedited reviewer blank. MDE Dam Safety reviews require a Joint Permit Application (JPA). Ensure the submitted documents only contain items pertinent to the MDE review.