



BULLETIN #2 update

Subject: **Simplified ECP plans**

To: Howard County Developers, Builders and Consultants

From: Charles Dammers, Chief
Development Engineering Division

Date: September 11, 2012

Simplified ECP

The simplified ECP process is for projects that do not require a plat or SDP (e.g. building permits in the West, redlines where appropriate) and shall follow the below mentioned process. All other plans will go through the PDOX ECP electronic submission.

Review Process:

1. The simplified ECP should be submitted as a .pdf file. The plan should generally meet the criteria listed in the ECP checklist and shall contain sediment and erosion control, forest conservation and stormwater management. This plan shall be submitted by email to Jeff Pickett at Jepickett@howardcountymd.gov in DED.
2. Jeff will forward the submission to the engineer of the week (EOW).
3. The EOW evaluates for completeness and emails the package to DLD for distribution and Bob Robertson (HSCD). Plans forwarded to Resource Conservation Division for projects located in an Ag Preservation property. EOW reviews plans and SWM computations.
4. When comments are returned, the EOW determines the approval status.
 - a. **If approved**, email all comments with approval statement back to the consultant. The EOW will scan the plan and the approval letter for internal tracking into a Tracking Chart. These plans will be tracked by Tax Map and address.
 - b. **If revised**, the comments will be scanned into the Tracking Chart with the plan status noted, and email comments to consultant. **Only approved plans get scanned.**
5. The ECP must be approved prior to submission of Building Permit.
6. Typical turnaround time should be about one week.

Checklists for both the DPZ and HSCD can be found on their respective web sites.

T/Chuck/ECPguide.2.3