



**DPS**

Montgomery County  
Department of Permitting Services

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## **DPS Sediment Control Plan Revision Guidance**

### **PURPOSE:**

Sometimes an approved and permitted sediment control plan set needs to be revised after the sediment control permit has been issued. Per Section 19-5 of the Montgomery County Code, “Any major modification of an approved plan must be submitted to the Department and processed in the same manner as the original plan.” Major modifications are those that change the nature of the approved plan or sequence of construction. Recognizing that revisions vary in complexity, intent, and urgency DPS does not consider all revisions to be major modifications. Therefore, DPS allows for revisions to be considered and processed differently. This guidance is intended to establish expectations and assist customers in understanding DPS’s different methods for processing and approving design changes to plans where permits have been issued, regardless of whether field work has begun or not.

### **TYPES OF REVISIONS:**

DPS recognizes three methods for revising design elements of approved and permitted plans. These are Formal Plan Revisions, Informal Plan Revisions, and Field Modifications. The definition and requirements for each is summarized below.

### **Formal Plan Revisions**

Definition: Formal Plan Revisions are major modifications and are required due to design changes to sediment control or stormwater management plans. Formal Plan Revisions require a revised application and fee and must be submitted electronically.

### When a Formal Plan Revision is Required:

- When there is any change to the sediment control design elements of a plan that cannot be handled as a Field Modification.
- When there is any change to the approved Sequence of Construction that cannot be handled as a Field Modification.
- When there is any revision that requires review of stormwater management computations.
- When there is any revision that proposes to substitute one proprietary stormwater management practice for the one shown on the approved plan set.
- When there is any revision that proposes to revise the construction method of a stormwater management structure. For example:
  - Use of a cast-in-place structure when the plan was approved for precast or vice versa
  - Changes to the materials or methods for pond embankment construction
  - Changes in material for underground storage systems
- When there is any revision that requires redesign due to the inability to install a stormwater management practice per the approved sediment control plan. For example:
  - Encountering groundwater or rock
  - Existing utilities
  - Other site obstacles
- When there is any change to the limit of disturbance that cannot be accommodated as a Field Modification.
- When applying for approval of an As-Built Plan.
- When applying for a permit transfer that includes a Change of Ownership Plan.
- When applying for re-approval of an expired plan.

## **Informal Plan Revisions**

Definition: Informal plan revisions are simple plan modifications that require review and approval by staff, but do not require a revised application and fee. They are used specifically to provide guidance to field personnel and sediment control inspectors when changes are minor, or in some cases when time sensitive approvals are needed. Informal Plan Revisions are intended to augment a Field Modification and should not be submitted to obtain approvals for changes to the project design that require detailed review of plans or computations.

Note: **SUBMISSION OF INFORMAL PLAN REVISIONS WILL NOT BE ACCEPTED WITHOUT PRIOR APPROVAL BY THE PLAN REVIEWER.**

### When an Informal Plan Revision is Allowed:

- When the revision does not change the intent of the design.
- When the revision generally conforms to the original approved plan.
- When the revision does not require a review of the computations.
- When the change does not require a revision to the approved sequence of construction.

### How to Submit:

- Contact the original plan reviewer to discuss the changes and obtain permission to submit as an Informal Plan Revision.
- If the original plan reviewer is no longer available, contact the Section Manager.
- Submit your plans and documents via email, directly to the plan reviewer.
- Plans and documents should be submitted as PDF files.

### Other:

- At the discretion of the plan reviewer, Informal Plan Revisions may require a subsequent Formal Plan Revision. If so, the Formal Plan Revision must be submitted within a reasonable timeframe as determined by the plan reviewer.
- Approved Informal Plan Revisions must be reflected on the final As-Built or Record Drawing plans as applicable.

## **Field Modifications**

Definition: The DPS Field Modification Policy, with limitations established by MDE, allows the sediment control inspector to direct minor changes to approved sediment control and stormwater management elements in the field. They include revisions to sediment control practices, as well as minor repositioning of stormwater practices, as long as the modification does not change the intent of the approved plan. They may also include minor modifications to the sequence of construction. When authorized by the sediment control inspector, these modifications do not require approval by plan review staff. Please refer to the DPS Field Modification Policy.

### When a Field Modification is Allowed:

- When specific approval is obtained from the Sediment Control Inspector in advance.

### Note:

- Modifications must be made as directed by the Sediment Control Inspector.

## **Revisions to Approved Plans Prior to Issuance of a Sediment Control Permit**

Requests for revisions to approved plans where a sediment control permit has **NOT** yet been issued, the review can be reopened, and the revisions incorporated into the plan as a continuation of the original review. There is no additional fee for this service.

Requests to reopen a review must be made to a permit technician. The original approved plan sheets will be deleted from the system once the revised plans are submitted. The review cycles will then continue until plans are approved.