

Harford County Government-Dept of Public Works
Road & Stormdrain Plan Transmittal

Project Contract Number: _____ Road Plan Name: _____

Plan number: _____ Engineering Firm: _____ Phone No: _____

Contact Person/Eng: _____ e-mail address: _____

<input checked="" type="checkbox"/>	SUBMITTAL TYPE (Check all that apply)	REQUIRED PACKAGE	DATE IN & DPW initials	TARGET DATE	DATE OUT
<input type="checkbox"/>	Fee Authorization Letter	Signed Original Fee Authorization Letter (signed by corporate officer, property owner, contract purchaser, lessee or tenant) and proof of ownership, purchase contract, or lease copy			
<input type="checkbox"/>	Proof of Ownership or Lease Agreement	Recorded deed copy, executed purchase contract copy, executed settlement statement copy, a tax bill copy or executed lease agreement copy. Executed Operating Agreement showing authorized Members if developer entity is an LLC			
<input type="checkbox"/>	1st Review	4 folded copies road & stormdrain plan sets, 1 road & drain comp with hydraulic gradient comps 1 folded copy sediment control (grading) plan view sheets only 1 folded copy water & sewer plan & profile sheets only 1 copy current Preliminary Plan Approval Letter 1 copy plat – preliminary or recorded Signed Original Fee Authorization Letter, proof of ownership or lease agreement (if not previously submitted, see above)			
<input type="checkbox"/>	Subsequent Review	1 folded copy road & stormdrain plan set 1 folded markup road & stormdrain plan set (redlined comments)			
<input type="checkbox"/>	Final Review	1 rolled road & stormdrain mylar set with Harford County signature block 1 folded markup road & stormdrain plan set (redlined comments)			
<input type="checkbox"/>	Revision 1st Review	1 rolled original road & stormdrain mylar set with revision stated in revision block or 1 folded copy road & stormdrain plan set or (2 folded copies road & stormdrain plan sets if modifying existing roads) Revision stated in revision block(s)			
<input type="checkbox"/>	Revision Final Review	1 rolled original road & stormdrain mylar set with revision stated in revision block or 1 folded copy road & stormdrain plan set or (2 folded copies road & stormdrain plan sets if modifying existing roads) Revision stated in revision block(s)			
<input type="checkbox"/>	Update With Spec Change	1 rolled original road & stormdrain mylar set with "Update" above Harford County signature block 1 folded copy of affected plan sheets			
<input type="checkbox"/>	Update Without Spec Change	1 rolled original road & stormdrain mylar set with "Update" above Harford County signature block			
<input type="checkbox"/>	Waiver/Variance	2 folded copies road & stormdrain affected plan sheets 1 request letter stating type of waiver and satisfied requirements			
<input type="checkbox"/>	Line & Grade Study	2 folded copies roadway plan showing vertical and horizontal geometry only and any other necessary information			
<input type="checkbox"/>	Approved Plan Distribution	3 folded copies road & stormdrain plan set			
<input type="checkbox"/>	Other (Special Request)				

Reviewer Comments/Date:

Reviewer Comments/Date:

Reviewer Comments/Date:

Remarks → See Back

Routing For Plan Approval

DPW Reviewer approved date: _____

Chief approved date: _____

Director approved date: _____