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MEMORANDUM

TO: Distribution

FROM: Ali Logmanni, Manager
Division of Engineering
Office of Design and Construction

DATE: July 30, 2015

SUBJECT: Design Standard (DST) 2015-02, Revised Section 4.8.1, MAA Division of Environmental Planning Coordination

Effective immediately, the following modifications shall be made to the MAA Design Standards Manual, dated January 2015:

Section 4.8.1, MAA Division of Environmental Planning Coordination: remove in its entirety and replace with the attached.

Consultants listed herein are required to distribute this design standard to their respective staff and sub-consultants. If you believe the above standard conflicts with any other codes or regulations, or if you should have any questions regarding this matter, please contact the Manager, Division of Engineering at 410-859-7768.

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**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION**

Supplement 2015-02 to the MAA Design Standards Manual

Section 4.8.1, MAA Division of Environmental Planning Coordination: remove in its entirety and replace with the following.

4.8.1 MAA Division of Environmental Planning Coordination

4.8.1.1 Maryland Department of the Environment (MDE) Stormwater Management and Erosion & Sediment Control

- A. All correspondence, submittals, and re-submittals to MDE shall be forwarded by the Designer to MAA's Manager of the Division of Environmental Planning (DEP). This includes, but is not limited to: concept plans, Stormwater Management (SWM) reports, Erosion and Sediment Control (ESC) drawings, site development and final plans, responses to MDE comments, etc.

Please refer to the current version of the "Maryland Stormwater Management and Erosion & Sediment Control Guidelines for State and Federal Projects" document for what should be included with each submission. If you have any questions, contact MAA DEP.

- B. For projects involving greater than one acre of disturbance, a Notice of Intent (NOI) General Permit for Stormwater Associated with Construction Activity will be required. MAA DEP will apply for and manage this permit through the MDE ePermits system and serve as the principal contact; however, the Designer shall provide information to MAA DEP, as requested, to complete the application. At a minimum, the Designer shall provide the following information to MAA DEP as soon as possible in order to initiate the application: project area (square footage and acreage of LOD including 5% for potential expansion), a written description of the project's location, and latitude and longitude for the centerpoint of the project.
- C. All submittals shall include a cover letter/transmittal to the attention of MAA DEP Manager stating the purpose of the submittal and a listing of the attachment(s), as well as any specific instructions or information that may be necessary for the submission.
- D. The Designer shall email a .pdf copy of the cover letter/transmittal to MAA's Design Task Manager.

- E. The Designer shall obtain a signed receipt from the DEP Manager or his/her designee for the document(s) delivered. The DEP Manager will maintain records of MDE submittals associated with individual projects for future reference.
- F. The DEP Manager will forward the documents submitted by the Designer to MDE for review. Concurrently, the DEP Manager will contact and coordinate with MAA's Expedited Reviewer at MDE regarding the forthcoming documents.
- G. Comments and correspondence received on the submittal(s) from MDE will be forwarded by the DEP Manager to the Designer for necessary action. The Designer shall provide complete, point-by-point, response(s) to the MDE comments within ten (10) business days of receipt, unless directed otherwise. The "response to comments" letter shall be addressed to the MDE assigned staff, on behalf of the DEP Manager.
- H. Refer to and insert the MDE Plan Review Number on all submittals, correspondence, and drawings to MDE once a number is assigned by MDE.
- I. The DEP Manager or his/her designee shall sign the Owner's/Developer's Certification on the ESC plans and the Water Quality Summary sheets, as needed. If DEP Manager or his/her designee is unavailable, the Designer may contact MAA's Manager of the Division of Engineering for further instruction or to sign the documents.
- J. For projects that fall below the threshold to require MDE's ESC review and approval but contain Erosion & Sediment Control drawings and specifications (for example, mill & overlay within existing paved areas), the Designer shall submit the ESC documents to the DEP Manager for review and approval.
- K. The DEP Manager or his/her designee will be the principal contact and responsible to manage the NOI process for the BWI Marshall and Martin State Airports' construction sites in compliance with the General Permit for Construction Activity and in accordance with the Environmental Protection Agency's National Pollutant Discharge Elimination System (NPDES) stormwater program.
- L. The DEP Manager will forward a copy of the approvals and permits to the Designer, MAA Task Manager, MAA Construction Manager, and others, as necessary. The NOI shall be transferred electronically to the Contractor after the contract has been awarded via the MDE ePermits system, the DEP Manager or designee will inform these parties that the permit has been transferred. Once the project is complete, the NOI will be Terminated through a Notice of Termination on the ePermits system, and the DEP Manager or designee will inform these parties that the permit has been terminated.

- M. After approval of the Final Stormwater Management Report by MDE, the Designer shall submit a copy of the report to the MAA as an electronic deliverable to be uploaded with the Contract Documents and placed on record in Airportal. Refer to Section 4.10.7 for more information on electronic submittals.
 - N. As-built requirements for Stormwater Management facilities are described in Section 4.11.3. Once as-built plans have been completed, the Designer shall submit to Division of Environmental Planning one hard copy and one CD of the documents, which DEP will then submit to MDE.
- 4.8.1.2 MDE Non-tidal and Tidal Wetlands and Waterways and US Army Corps of Engineers (USACE)
- A. For projects that may disturb nontidal or tidal wetlands, waterways, etc, coordination with the MDE Wetlands and Waterways division and the USACE will be necessary.
 - B. All coordination and correspondence with MDE and USACE for these approvals and permits shall be done through the MAA DEP.
 - C. Contact the Manager of the MAA DEP for further information.
- 4.8.1.3 Maryland Department of Natural Resources (MDNR)
- A. The Maryland Forest Conservation Act was enacted in 1991 to minimize the loss of Maryland's forest resources during land development by making the identification and protection of forests and other sensitive areas an integral part of the site planning process. More information can be found at:
<http://dnr2.maryland.gov/forests/Pages/programapps/newfca.aspx>
 - B. Any activity requiring an application for a subdivision, grading permit or sediment control permit on areas 40,000 square feet (approximately 1 acre) or greater is subject to compliance with the Forest Conservation Act requirements and will likely necessitate a Forest Stand Delineation/Forest Conservation Plan (FSD/FCP) to be prepared by a licensed forester, licensed landscape architect, or other qualified professional UNLESS you are subject to one of the exemptions listed on MDNR's website.
 - C. All coordination and correspondence with MDNR for the approval of FSDs and/or FCPs shall be done through the MAA DEP.
 - D. Contact the Manager of the MAA DEP and consult MAA Standard Specification Section 329000X Landscaping for further information.

4.8.1.4 MDNR Critical Area Commission

- A. The Critical Area Act (1984) defines the Chesapeake Bay "Critical Area" as all land within 1,000 feet of the Mean High Water Line of tidal waters or the landward edge of tidal wetlands and all waters of and lands under the Chesapeake Bay and its tributaries. More information can be found at:
<http://www.dnr.state.md.us/criticalarea/>
- B. For projects that may fall within with the Critical Area (specifically, those at Martin State Airport), coordination with MDNR Critical Area Commission will be necessary.
- C. All coordination and correspondence with the Critical Area Commission for the approval of the project within the critical area shall be done through the MAA DEP.
- D. Contact the Manager of the MAA DEP for further information.