

COVID Electronic Submittal Policy

Due to the circumstances surrounding COVID, the District is accepting electronic submittals of erosion and sediment control plans and environmental site design plans for review. Electronic plan submittals must include the plan sets, any required applications, checklists, reports, etc. and should be emailed to **Patty Pierce** at pattypierce@cecilscd.com.

Payments may be made electronically by contacting our office, or payments may be submitted by mail or drop-box. Please note that plans will not be checked in or placed in the review queue until the required application fee has been paid. Please also note that if electronic submittals are made after business hours or during the weekend, the plan will be checked in on the next business day.

Paper plan submittals may still be submitted by mail or by using the drop box in the District's vestibule during office hours. Please note that the District reserves the right at their discretion to request that a paper copy of an electronic plan submittal be made. In general, electronic submittals may be used for simple, single lot residential projects.

Please also note that once plan sets are requested by the District for approval signatures, these plan sets will have to be submitted in paper form.

We strongly advise that you contact the District at 410-398-4411, ext. 3 if you are in need of meeting with one of our staff members to schedule an appointment. All reasonable means will be done to conduct meetings via telephone or email where and when possible. In addition, if you are sick or have been exposed to COVID-19 **please do not visit the district.**

If you have any questions regarding these changes please do not hesitate to call the office for clarification. It is important that we take the necessary steps to safeguard your health as well as the employees of Cecil Soil Conservation District. Thank you for your cooperation in this matter.