



## WORCESTER SOIL CONSERVATION DISTRICT

304 COMMERCE STREET • SNOW HILL, MD 21863 • PHONE 410-632-5439 (EXTENSION 3)

May 19, 2025

**TO:** All Individuals, Firms and Units of Government Involved in the Preparation and Review of Sediment and Erosion Control Plans

**FROM:** Chelsea Tyson, District Manager, Worcester Soil Conservation District (SCD)

**RE:** Worcester SCD – Change in Plan Reviewer and Signatory

I am writing to inform your office of the changes in Sediment and Erosion Control (SEC) Plan Review at Worcester Soil Conservation District. Beginning Thursday, June 26, 2025, Chelsea Tyson will be taking over SEC review and approval for the jurisdiction, as approved by the Worcester SCD Board of Supervisors. Doug Jones has served this role for several years. I am pleased to carry on these duties and strive to do so in a timely and efficient manner.

Notable details are as follows:

- **The SCD will no longer be offering same-day service for plan review on Wednesdays.** All submittals will be accepted and reviewed Monday-Friday, as received, in a timely manner.
- The district will **continue to utilize the drop-box method for receiving plans.** I am typically in the office five days a week to intake plans and take phone calls to address any questions or concerns.
- To ensure plans are reviewed efficiently, note the following:
  - A **point of contact name and phone** number should be clearly listed. Both for plan modifications/corrections and pickup. For example, if those are two separate individuals.
  - **Fees must be provided with the submittal**, prior to approval, based on the total area of disturbance. Checks made payable to Worcester Soil Conservation District.
  - Plans and their copies are to be **fully signed. This includes the Applicant;** Owner/Developer.
  - Plans are to be **full size.** Unless indicated clearly as preliminary or draft, for comments only.
  - Any **request for a modification/revision** of a previously approved plan **requires a written statement on the plan** or report explaining the changes with the pages to be stamped.
  - Plans must be **fully sealed and signed by the Maryland Licensed Surveyor or Engineer** certifying the project and its components.
  - A **Worcester SCD Application** for Sediment and Erosion Control must be included with the drawings as per our established 2013 SCD Plan Requirements. *This has been recently updated and made electronically available on our website.*
  - Include a **Worcester County Forest Conservation Law Statement.**

- Projects **within the incorporated limits of the Town of Berlin, Town of Ocean City, Town of Snow Hill, and City of Pocomoke are required** to have a **completed** Worcester SCD MDE **Transmittal Form** as MDE has site inspection authority.
- Likewise, projects proposing **1-acre or more disturbance are required** to have a completed Worcester SCD MDE **Transmittal Form**, no matter project location.
  - NOI coverage for NPDES discharge permit may be required by MDE. Contact them regarding projects in question.
- Plan Copies: include as many copies as your client will need. Our office has always suggested a minimum of seven copies for any typical project.

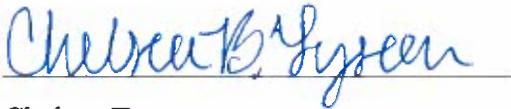
The following documents are available electronically on our website. I encourage you to review them:  
<https://worscd.org/erosion-sediment-control/>.

Worcester SCD Erosion and Sediment Control Plan Requirements (2013)  
Worcester SCD Fee Schedule  
Worcester SCD SEC Application (*Updated*)  
Worcester SCD, MDE Transmittal Form  
Worcester SCD, SEC Exemption Form (*Updated*)

The SCD will continue to provide a copy of the stamped and signed plans to the MDE Inspector Ed Watson, where his inspection authority is applicable, based on project location. Please consider this when submitting your plans and associated Transmittal Forms.

I look forward to working with you.

Best regards,



Chelsea Tyson

Worcester Soil Conservation District

MDE Green Card #RPC027770



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