

**MARYLAND STATE HIGHWAY ADMINISTRATION  
REQUEST FOR REVISION OF ENVIRONMENTAL PLANS / PERMITS**

Modification Origin Date: \_\_\_\_\_ District Number: \_\_\_\_\_

Contract Number: \_\_\_\_\_ PRD/MDE Number: \_\_\_\_\_ Modification Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

SHA Project Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Revision: \_\_\_\_\_ ☐ See Attached Sketch

Original Drawing Sheet Number(s): \_\_\_\_\_ Original Stamped Date: \_\_\_\_\_

Contract Item(s): \_\_\_\_\_

Indicate Location: \_\_\_\_\_

**ACTIVITY LOCATION: Does the modification affect any of these locations on the project:**

- |  |  |
|--|--|
| A. <input type="checkbox"/> Tidal Waters                             | H. <input type="checkbox"/> 100-foot buffer (non-tidal wetland of Special State concern) |
| B. <input type="checkbox"/> Tidal Wetlands                           | I. <input type="checkbox"/> In stream channel  |
| C. <input type="checkbox"/> AASCD                                    | 1. <input type="checkbox"/> Tidal 2. <input type="checkbox"/> Non-tidal                  |
| D. <input type="checkbox"/> Critical Area                            | J. <input type="checkbox"/> 100 year floodplain (outside stream channel)                 |
| E. <input type="checkbox"/> Non-tidal Wetland                        | K. <input type="checkbox"/> Stormwater Management  |
| F. <input type="checkbox"/> 25-Foot buffer (non-tidal wetlands only) | L. <input type="checkbox"/> Other (Explain) _____  |
| G. <input type="checkbox"/> Areas beyond the approved LOD            |  |

Reason for Revision

**NOTE: Any change in a contract quantity resulting from revision will not be basis for renegotiation of unit price by either party for any affected item(s).**

Requested By: \_\_\_\_\_  
Contractor

Date: \_\_\_\_\_

Concurrence By: \_\_\_\_\_  
SHA Project Engineer

Date: \_\_\_\_\_

Submitted to QA program: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Division \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*If not approved, the QA program will return to SHA Project Engineer with reason for disapproval specified below on this form. SHA-PE will furnish a copy of the unapproved request, including reason, to the contractor.**

**\*\*REASON FOR DISAPPROVAL:**

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

#### INSTRUCTION AND EXAMPLE

1. The entire form will be completed in the Quality Assurance Toolkit for approval.
2. Contract Item(s) – All contract items affected by this revision will be listed.
3. Explain in detail the nature of the revision. (Example: Eliminate A-1 earth dike and substitute with diversion fence; Upgrade from silt fence to super silt fence)
4. Indicate location: Include drawings on approved/stamped plan sheet as necessary for clarification: (Station Limits, ML, North Arrow, Ramps, Grade Lines, Tree Preservations, Tidal and/or Non-tidal Waterways including Wetlands, Floodplains and Buffers, Limits of Disturbance, etc).
5. Reason for Revision (Example: More cost effective, superior control, not required, minimizes disturbance, etc).

#### PURPOSE:

1. To streamline the approval of minor field changes to the approved plans associated with Erosion and Sediment Control measures contained in the contract documents.
2. To separate small changes (Those that can be handled through the QA program) from a change that requires OHD/PRD
3. To enable the QA Program to make minor field approvals associated with Erosion and Sediment Control measure.
4. To document revisions that had prior verbal agreement of the Contractor and SHA. It will be completed by the contractor with the concurrence of SHA and approval by SHA QA program or OHD/PRD. **If it is found that this revision has created a situation whereby erosion and sediment runoff is not effectively controlled, immediate corrective action will be taken and the originally approved controls will be implemented**

#### PROCEDURE:

The procedures outlined below are to be used to process all Requests for Revisions/Field Design Changes. Revisions may require modifications to the approved Erosion and Sediment plans and/or specifications, and can be classified according to the following:

##### **LEVEL 1: Request for Existing Conditions Adjustments, Upgrade, Adjust and/or Add an Erosion and Sediment Control (Considered Minor in scope requiring review by the Quality Assurance program).**

These modifications are adjustments to match project elements with conditions encountered in the field, upgrades to existing controls and/or add controls. This may include specific details to use an alternative controls that can substitute an existing control. They are limited to layout adjustments to the approved plans and do not impact future construction and installation and can be approved by the QA Team Approver.

##### **LEVEL 2: Request for Revision to Design of the Project that Requires Drainage Calculations and/or is a Deviation from Project Resource Impacts (Considered Major in scope requiring review by SHA Plan Review Division).**

These are modifications to the approved plans that involve design changes considered to be significant changes in scope or changes that deviate from approved impacts. The proposed revisions should involve an isolated part of the project, and should be fully justified by the Contractor prior to SHA consideration. Examples include revisions to dimensions and layout, materials changes, or design revisions to accommodate adjustments to the work. Modifications affecting SWM and revisions of this nature may impact several disciplines, and will undergo a review process from multiple divisions/agencies and SHA PRD for approval.

**Specific procedures to follow:**

1. Field Modification requests are initiated by the Contractor. The request is placed in the Quality Assurance Toolkit by the Contractor.
2. SHA Project Engineer reviews the completed modification request along with supporting documentation and upon concurrence with signature contacts the assigned QA Regional Environmental Coordinator (REC) that will assist with moving the process forward.
3. The QA Reviewer ensures all necessary information is included with the modification request package and forwards to the necessary reviewers at Level 1/Level 2 approval authority.
  - A. Level 1 Approval - Modifications to ESC Plans/Specifications classified as Level 1 will be subject to a field review and approval by the designated QA Program Team Leader.
  - B. Level 2 Approval – Modifications to ESC/SW Plans/Specifications classified as Level 2 modifications will be subject to a design review and approval process by PRD/MDE.
4. Review and Approval status will be tracked in the QA toolkit and remain pending until all required approvals have been obtained.
5. Approval or rejection of the request is documented in the QA-3 form in the QA Toolkit. The SHA Project Engineer will furnish a copy of the approval or rejection to the Contractor. Reasons for rejections will be documented in the QA-3 form.
6. Notification to the SHA Project Engineer will be through Quality Assurance Toolkit with a final completed QA-3 form.
7. With completed and signed approval, the SHA Project Engineer will inform the Contractor that work related to the modification can proceed.