



## Pre-Construction Meeting

Town of La Plata  
305 Queen Anne Street P.O. Box 2268  
La Plata, MD 20646  
301-934-8421 Fax 301-934-3965  
[www.townoflaplata.org](http://www.townoflaplata.org)

### PROJECT INFORMATION:

Project Name:

File #:  Permit #:

Date:

Date of Pre-Construction Meeting:

Location of Pre-Construction Meeting:

### DEVELOPER/OWNER INFORMATION:

Developer/Owner:

Phone Number:

Fax Number:

Mailing Address:

Email Address:

### CONTRACTOR INFORMATION

Prime Contractor:

Phone Number:

Mailing Address:

Email Address:

Project Superintendent:  Phone Number:

### SITE INFORMATION:

Address:

Tax Map:  Block:  Parcel(s):  Lot:

Zoning:  Zoning Overlays:  Acreage:

What is the function of the construction activity?

Residential  Commercial  Industrial  Road Construction  Linear Utility

Other (please specify):

**CONTRACT INFORMATION:**

Expected Begin Date:  Expected End Date:

Estimated Construction Cost: \$

Describe the general scope of work for the project, major phases of construction etc.:

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**PROJECT PLANS AND APPROVALS: (Check all that apply)**

- Site Plan/Subdivision Approval
- Stormwater Management Final Approval
- Soil Conservation District Approval
- State Highway Administration Approval (If on State Road)
- Charles County Government Approval (If on County Road)
- Maryland Department of the Environment (NOI)
- Bonding Documents
  - Inspection and Maintenance Agreement
- Applicable Permits
  - Grading Permit
  - Building Permit
  - Utility Services Permit

**PROJECT PLANS AND PROPOSAL:**

- General Project Specific Notes
- Special Notes applicable to the project
- Questions concerning plans

- Discussion of future project meetings (Pre-Pave, Pre-pour, Pre-electrical, Pre-installation and any other Meetings that the Section Engineer may require)
- Discuss the progress schedule detailing their plan of action.

**INSPECTION PROCEDURES:**

Estimated Timeline of Activity	Construction Activity Descriptions	Authorized Personnel	Inspection Date
<b>Pre-Con Meeting</b>	<i>Before any grading activities begin</i>	<b>Senior Planner</b>	
	<b><i>Site Grading</i></b>	<b>MDE</b>	
	<p>After commencing initial grading operations, the permittee shall require inspections by the Maryland Department of the Environment at the following stages in the development of the site or of each subdivision thereof:</p> <ol style="list-style-type: none"> <li>1. Upon completion of stripping, the stockpiling of topsoil, the construction of temporary erosion control facilities and the disposal of all unsuitable materials and preparation of this ground to receive fill but prior to beginning any placement.</li> <li>2. Upon completion of rough grading but prior to placing topsoil, permanent drainage or other site development improvements.</li> <li>3. Upon completion of final grading, permanent drainage and erosion control facilities but prior to any seeding, sodding or planting.</li> <li>4. Upon completion of the installation of all vegetative measures and all other work in accordance with</li> </ol>		

	the grading permit.		
	<b><i>Infrastructure (Roads, Utilities, etc.)</i></b>	<b>Director of Operations</b>	
	The Town Highway Engineer shall inspect street construction progress in accordance with but not limited to the following schedule: <ol style="list-style-type: none"> <li>1. Inspect subgrade before placing gravel.</li> <li>2. Inspect gravel before placing surface.</li> <li>3. Inspect surface as it is being applied.</li> <li>4. Inspect drainage as work progresses.</li> </ol>		
	Pre-Inspect Curb and Gutter		
	Sidewalks		
	Compaction Testing		
	Coordination on Storm drain installation		
	Manhole Vacuum Testing		
	Pressure testing on force mains and water mains		
	Full pipe inspection before back fill		
	Super Chlorination		
	Witness Taps		
	Bacterial Testing 1 and 2		
	<b><i>Stormwater Management</i></b>	<b>Stormwater Utility Manager / MDE</b>	
	Ponds: <ol style="list-style-type: none"> <li>1. Upon completion of excavation to sub-foundation and, when required, installation of structural supports or reinforcements for structures, including but not limited to: <ol style="list-style-type: none"> <li>a. Core trenches for structural embankments;</li> <li>b. Inlet and outlet structures, anti-seep</li> </ol> </li> </ol>		

	<p>collars or diaphragms and watertight connectors on pipes; and</p> <p>c. Trenches for enclosed storm drainage facilities;</p> <ol style="list-style-type: none"> <li>2. During placement of structural fill, concrete and installation of piping and catch basins;</li> <li>3. During backfill of foundations and trenches;</li> <li>4. During embankment construction; and</li> <li>5. Upon completion of final grading, and establishment of permanent stabilization.</li> </ol>		
	<p>Wetlands: At the stages specified for pond construction in Subsection 167-9.2A(1) of this section, during and after wetland reservoir area planting, and during the second growing season to verify a vegetation survival rate of at least fifty (50) percent.</p>		
	<p>Infiltration trenches:</p> <ol style="list-style-type: none"> <li>1. During excavation to subgrade;</li> <li>2. During placement and backfill of underdrain systems and observation wells;</li> <li>3. During placement of geotextiles and all filter media;</li> <li>4. During construction of appurtenant conveyance systems such as diversion structures, pre-filters and filters, inlets, outlets and flow distribution structures; and</li> <li>5. Upon completion of final grading and establishment</li> </ol>		

	of permanent stabilization.		
	Infiltration basins: At the stages specified for pond construction in subsection 167-9.2A(1) of this section and during placement and backfill of underdrain systems.		
	<p>Filtering Systems:</p> <ol style="list-style-type: none"> <li>1. During excavation to subgrade;</li> <li>2. During placement and backfill of underdrain systems;</li> <li>3. During placement of geotextiles and all filter media;</li> <li>4. During construction of appurtenant conveyance systems such as flow diversion structures, pre-filters and filters, inlets, outlets, orifices and flow distribution structures; and</li> <li>5. Upon completion of final grading and establishment of permanent stabilization.</li> </ol>		
	<p>Open Channel Systems:</p> <ol style="list-style-type: none"> <li>1. During excavation to subgrade;</li> <li>2. During placement and backfill of underdrain systems for dry swales;</li> <li>3. During installation of diaphragms, check dams or weirs; and</li> <li>4. Upon completion of final grading and establishment of permanent stabilization</li> </ol>		
	<b><i>Final Stabilization</i></b>	<b>Stormwater Utility Manager and MDE</b>	
	The permittee or his agent shall notify _____ when the grading operation is ready for final inspection. Final approval shall be given in a timely manner when all work, including installation of all		

	drainage structures and erosion protective devices, have been completed as well as the required vegetative stabilization and the required reports have been submitted.		
	<i>Final Inspections</i>	<b>Planning Department</b>	

**NOTICE OF CHANGED CONDITION/DISAGREEMENT:**

- Discuss the newly outlined procedure in the Standard Specifications and list below:

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**ADDITIONAL COMMENTS:**

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## IDENTIFICATION OF REPRESENTATIVES

Date of Pre-Construction Meeting: \_\_\_\_\_ Location of Meeting: \_\_\_\_\_

Name (Printed)	Title	Company		Email Address *	Phone
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**\*If you would like a copy of the minutes please add your email address and check the box above.**