



E-MAIL ELECTRONIC SUBMITTAL POLICY

DATE: October 3, 2011

TO: All Professional Licensed Engineers, Surveyors, and
Landscape Architects

FROM: Jim Elliott/Jessica Watson
Sussex Conservation District

Dear Consultants:

During the housing boom, the Sediment and Stormwater Program struggled to review plans within 30 day timeframe. In an effort to reduce the backlog and review time, SCD frequently requested electronic copies of the plans, drainage area exhibits, and hydraulic and hydrology program models (H & H) to expedite the review process. The District would like to thank those consultants that provided SCD with this supplemental data whether by e-mail or disk. Now that times have returned to a less fevered pace, the District still strongly encourages consultants to include with their submittals electronic copies of their plans and H & H programs. However, **effective October 3, 2011**, the Sussex Conservation District will only accept electronic files via e-mail as supplements to the hard copy submittals or unless pre-authorized by the reviewer. A hard copy of the plan, report, response letter, etc. will need to be received by SCD and processed by the front office in order for the District to accept electronic supplemental data via email. We appreciate your cooperation. If you have any questions and or comments do not hesitate to contact the District at 302-856-2105.

Sincerely:

SUSSEX CONSERVATION DISTRICT