

# PRINCE GEORGE'S SOIL CONSERVATION DISTRICT ELECTRONIC APPLICATION AND PAYMENT PROCESS WORKFLOW

## NOTES

- I. Electronic submissions must be made to **intake.pgscd@co.pg.md.us**. Hard copy submissions can be made to either District office, per most current procedures.
- II. Electronic submissions must include a Site Analysis and District Transmittal Sheet, in addition to other project specific documents.
- III. Payment can be made in any form - debit card, credit card, or check.
- IV. A 3.0% service fee shall apply to all card transactions.
- V. The applicant shall provide billing information for the entity to whom the payment invoice is to be sent. Such information shall include: Name, Phone Number, and Physical Address.
- VI. The applicant shall provide an appropriate e-mail address for the entity to whom the payment invoice is to be sent. Where not provided, it is assumed that the invoice is to be sent to the e-mail from which the submission was made.
- VII. All submissions become effective **ONLY** following successful payment, where applicable. Payments made after 2:00 PM shall be credited to the next business day.

## LEGEND

FSC	Final Grading, Erosion and Sediment Control Plan
SSC	Environmental Site Development Grading, Erosion and Sediment Plan
CSC	Concept Grading, Erosion and Sediment Control Plan

