

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 the form of: debit card, credit card, ACH, or physical 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, Preferred Payment Type, 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

