

# Project Review Process



Maryland Park Service

# Coordination is Essential!



Project Review helps us avoid costly mistakes!

# What is Project Review?

- Internal Review is a DNR required process, whereby projects proposed on Maryland Park Service (MPS) managed lands are examined by experts, stakeholders, and regulators to ensure that the projects:
  1. Comply with current Laws, Rules and Regulations.
  2. Follow accepted DNR policies and procedures to ensure quality control and mission integrity.
  3. Do not adversely impact the environment, natural resources, critical infrastructure, and/or heritage resources (i.e. historical, cultural, and archeological).
  4. Are documented in the DNR Project Tracker system as part of the legal record.



# When is Project Review Required?

Project Review is required for any proposal that:

- Disturbs ground or impacts resources at the park.
- Changes the aesthetic “look” or “use” of the park (or part of the park).
- Requires permitting with DNR and/or Federal or State regulatory agencies.
- Requires the transfer of vested land rights, such as access rights of way, leases for use, agreements, etc.



# Project Review Exemptions

- A Park Manager is permitted to authorize a project if:
  - It doesn't require review, such as routine maintenance (see project review checklist).
  - It's a field emergency -- an imminent threat to public health and safety, such as water or sewage main break, etc.
    - However, the park manager/regional manager still need to coordinate with project review for legal reasons.



# Project Review Examples



- There is a project review checklist.
- Projects requiring internal review include, but are not limited to:
  - Trail construction
  - Utility work
  - Habitat restoration
  - Razings
  - New buildings
  - Major building renovations
  - Cemetery maintenance
  - Historic structure restoration/renovation
  - Wildlife management

## PROJECT REVIEW PROCEDURES

The following represents an alphabetized list of potential projects on State parkland that may or may not require project review. Be advised, this is not an "all-inclusive" list of potential projects on State parkland. For anything not on the list, please contact someone from the Maryland Park Service (MPS) planning and review staff to determine whether review is required or not.

PROJECT REVIEW CHECKLIST		
Activity Type	Review Needed	
Access (Non-DNR) – Temporary	Yes	
Access (Non-DNR) – Permanent	Yes	
Access (Foot Trail) From Adjacent Property	Yes	
Agricultural Leases – New (Not Cultivated For 5 Years)	Yes	
Agricultural Leases – Renewal		No
Archaeological Survey	Yes	
Archaeological Excavation	Yes	
Asbestos Removal	Yes	
Baptisms		No
Beach Maintenance/Clean-Up		No
Beach Replenishment	Yes	
Biological Monitoring Project	Yes	
Boundary Marking		No
Boundary Recovery/Enforcement	Yes	
Boardwalk Construction (Including Additions, Rerouting, Etc.)	Yes	
Boardwalk Repair		No
Boat Ramp Construction	Yes	
Bollard Installation	Yes	
Bridge Construction – DNR or Other	Yes	
Bridge Improvements/Widening – DNR or Other	Yes	
Bridge Removal	Yes	

# How Long Does Review Take?



- Typically, 30 to 60 days, but it can take longer depending on the completeness of the application or complexity of the project. We try to expedite as quickly as possible.
- If projects require review and approval by regulatory agencies such as MDE, USACE, MHT, etc., approval can take longer (60 to 90 days).
- If projects include vested land rights (i.e. Board of Public Works approval), it can take 4 to 8 months on average.
- **Field staff must plan accordingly to incorporate these review timeframes into their projects when submitting reviews.**

# When is a Project Review Initiated?

- While it may vary depending on the type of project, submit once you have a site plan or specifications available
- If plans are completely conceptual, a second review will likely be required



# How to submit a Project Review Application



- Submit a Project Information Form (“PIF”).

## MARYLAND PARK SERVICE PROJECT INFORMATION FORM

Please enter information for the highlighted fields, as indicated below:

**Project Name:** Filled out by Applicant  
**Project Number:** (Filled out by MPS Planning Staff)  
**Applicant Name:** Filled out by Applicant  
**Applicant Address:** Applicant’s Address and Address Where the Project is Occurring  
**Land Unit:** Name of Maryland State Park  
**County:** Name of Maryland County  
**Region:** (Filled out by MPS Planning Staff)  
**Project Lead:** Who is Responsible for the Project in Your Organization – Provide Direct Contact Information Below  
**Project Type:** (Filled out by MPS Planning Staff)  
**Customer Type:** Name of Your Organization and Indicate if Public, Private, Academic, or Non-Profit  
**Request Type:** (Filled out by MPS Planning Staff)  
**Critical Area:** (Filled out by MPS Planning Staff)  
**Master Plan:** Attach Any Relevant Plans or Other Documents  
**Date Prepared:** Date of Application Preparation  
**Prepared By:** Indicate the Name of Who Prepared the Application  
**Contact Phone:** Provide Your Contact Information  
**Contact E-Mail:** Provide Your Contact Information  
**Review Due:** (Filled out by MPS Planning Staff)

**Project Description:** Provide a detailed description of your organization’s project (who, what, when, where, why). Include important details such as total limit of disturbance, existing conditions, project need and alternatives considered. Please include any plans or relevant information that will assist the project review process, including a location or vicinity map and a site detail map.

**General Site Conditions:** Please provide a detailed description of the site (flat, hilly, mountainous, developed, fallow land, etc.) and where your organization’s project is proposed. Highlight any relevant environmental information (forested, wetlands, floodplain, riparian areas etc.).

**Project Considerations:** Please provide any additional information (i.e. special conditions) that may be relevant for project review. List any other pending permits such as MDE Wetlands and Waterways and Erosion and Sediment Control. If a site has historic resources, make note of them and provide documentation that will be useful to Maryland Historical Trust. Other project considerations may include, but are not limited to, mandated projects by the State or federal government such as sewer upgrades or utility enhancements, interest in the project by local officials, tight timeframes due to funding, etc.

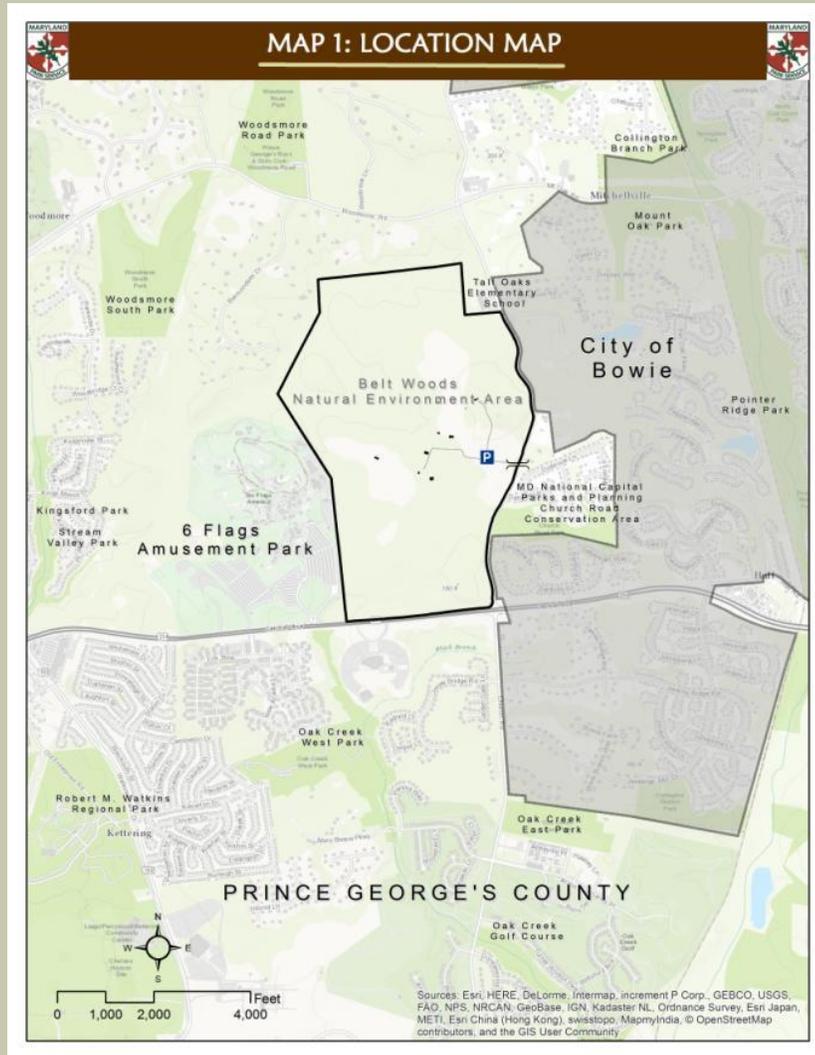
\*Note: Provide the following additional information: 1) a Location / Vicinity Map; 2) Detailed Site Plan Map / Aerial; 3) Related Plans or Documents. For internal (MPS) projects, submit documents to the appropriate Land Unit Manager where the project will occur. Projects should be sent to: [mppsprojectreview.dnr@maryland.gov](mailto:mppsprojectreview.dnr@maryland.gov).

# Writing a PIF

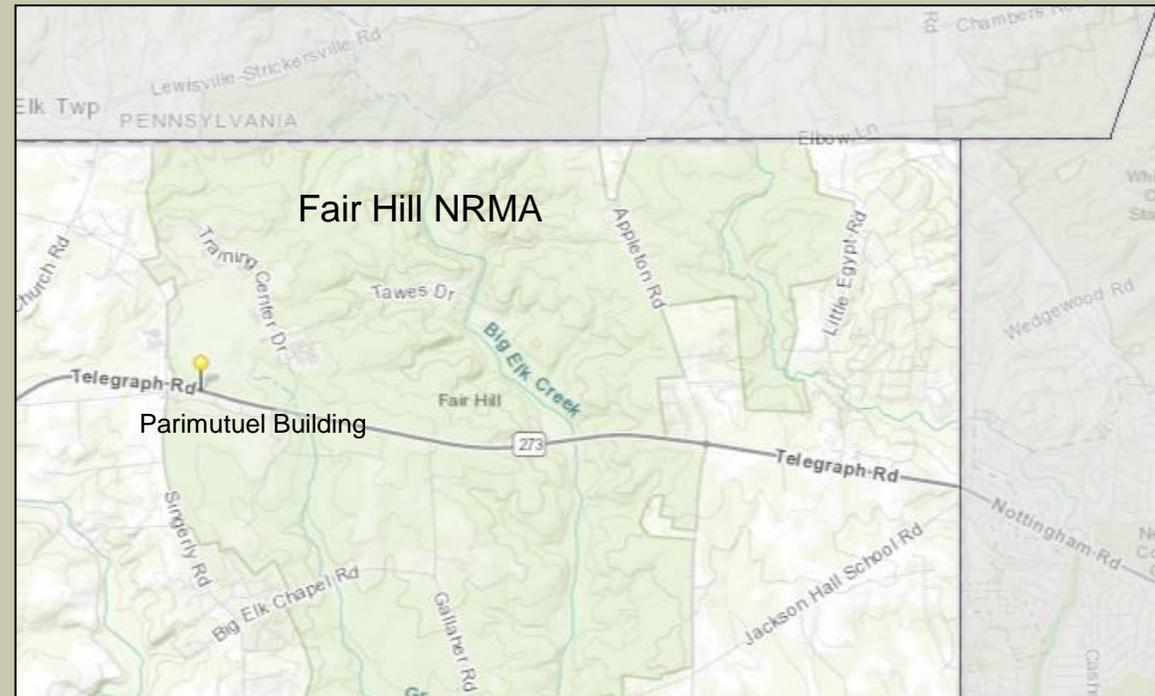
- A written description.
  - Explain the “who, what, when, where, and why” of the proposal (most important part).
    - Write in concise, clear language, but include as much detail as reasonably possible.
    - Copy edit and spell check.



# Writing a PIF

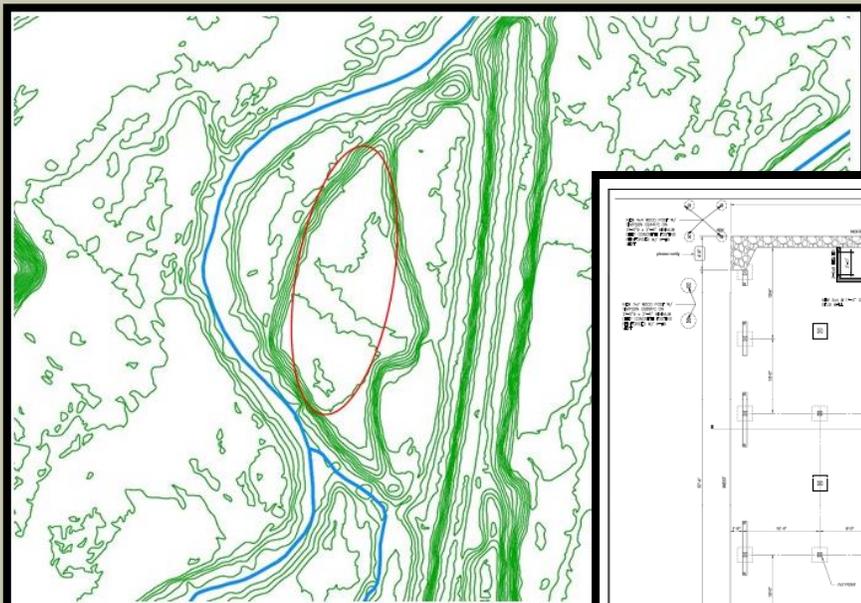


- A location map.
  - Please label maps. Don't assume reviewers know about your project or are familiar with the specific park.

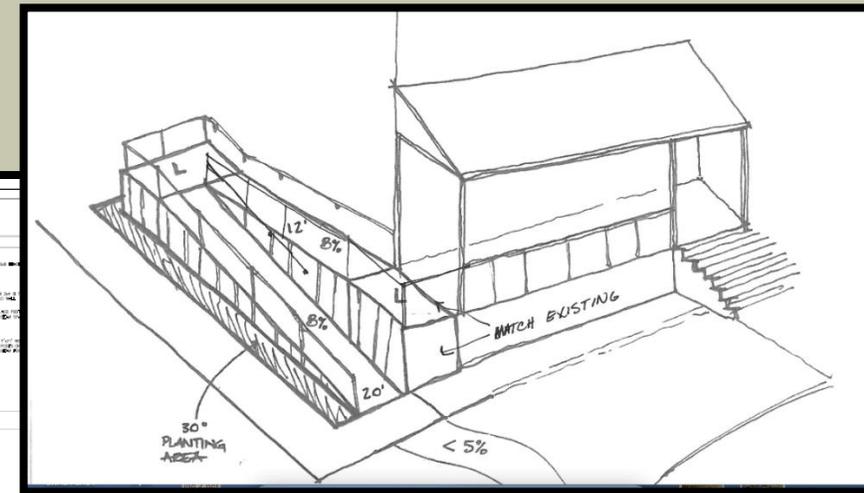
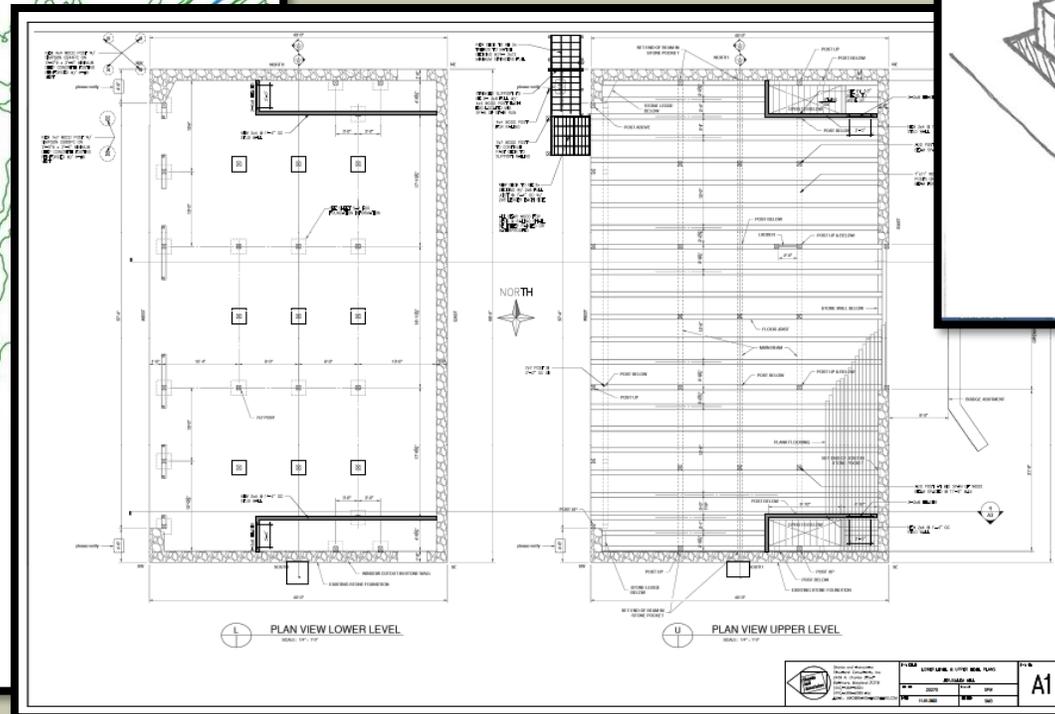


# Writing a PIF

- Site detail maps, if relevant, such as design and engineering plans, aerial overlays, GIS or CAD data etc. Keep simple – show location and site map and plans



Elkrige Site (18An30)  
Anticipated Area of Excavation



# Writing a PIF

- An analysis of projected resource impacts with alternatives to minimize such impacts, if applicable.
  - Is it in the Critical Area?
  - Are you aware of any potential threatened or endangered species, or ecologically sensitive habitat?
  - Are you aware of any archaeological resources?
- Include details such as LOD square footage, area of clearing, etc.



# Writing a PIF



- **Helpful Online Resources:**

- MERLIN Map System: <http://dnrweb.dnr.state.md.us/MERLIN/>
- MD Historical Trust - MEDUSA: <https://mht.maryland.gov/secure/medusa/>
- Latitude and Longitude Finder: <http://itouchmap.com/latlong.html>
- Soil Survey: <https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>
- Trail Atlas:  
<http://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=242debcc18ae4057827834b78ddb83a>
- Aquaculture Siting Tool: <http://gisapps.dnr.state.md.us/Aquaculture/index.html>
- Water Access Map: <https://dnr.maryland.gov/boating/pages/water-access/boatramps.aspx>
- SDAT Taxation and Assessment Data:  
<https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

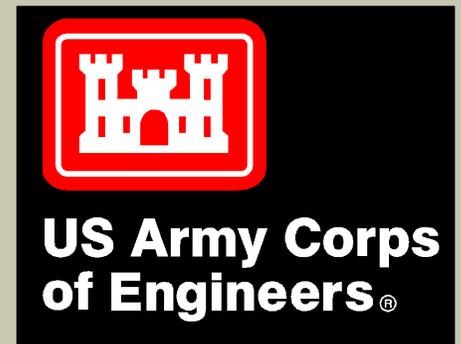
# Who Reviews and Authorizes Projects?



- Authorization depends on the project and is often determined on a “case-by-case” basis.
- Any project could involve the following:
  - MPS Senior Staff.
  - Other DNR agencies, such as Forestry, Wildlife & Heritage, Engineering & Construction, Chesapeake & Coastal, Critical Areas, Office of the Attorney General and/or Office of the Secretary, etc.
  - Maryland Historical Trust (MHT)
  - Maryland Department of the Environment (MDE).
  - Maryland Department of Transportation / State Highway
  - Federal regulatory agencies, including the U. S. Army Corps of Engineers.
  - Board of Public Works (BPW -- governor, comptroller, state treasurer).



Maryland  
Department of  
the Environment



# The Project Review Process

- MPS Project Review will ensure that applications are complete and coordinate the project review on behalf of the Park.
  - We'll let you know ASAP if revisions are required, or more information is needed.
- The project reviewer forwards your PIF to the pertinent stakeholders, seeking guidance, suggestions, concerns.
  - This process typically takes about 30 days.



# Some Helpful Tips



- Do NOT include an entire plan set when you submit a project for review. Select out key sheets that show overall project site plan (Grading plans or E & S Plans typically are most useful)
- If the project involves work on or around an historic structure, include photos or other documentation that will be useful for MHT Review
- If a project has a historic aspect, but additional work as well – do NOT separate MHT review from the rest
- If a new structure or facility is proposed, include a photo of the project site
- If other permits are pending (MDE Wetlands and Waterway or SWM), say that in the Project Information Form
- If site is in the Critical Area, make sure it includes necessary Critical Area details
- If renovating existing structure, provide photo examples of what is proposed

# Completing the Review Process



- When the review is complete, MPS Project Review will provide a written response that provides approval, conditions for approval, or a denial if the project is not authorized.
  - An official letter for non-DNR entities
  - An official memo for DNR staff.



Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor  
Jeannie Haddaway-Ricci, Secretary  
Alan Fisher, Deputy Secretary

Robert Bailey  
Historic Planner  
Maryland Park Service  
580 Taylor Avenue, E-3  
Annapolis, MD 21401

October 3, 2022

Cassandra M. Vanhooser  
Director, Economic Development and Tourism  
Talbot County, Maryland  
11 S. Harrison Street  
Easton, MD 21601

**RE: Operation Frederick Douglass on The Hill Mural, Visitor Experience Enhancement, 2022DNR300**

Cassandra M. Vanhooser:

The Maryland Department of Natural Resources (DNR) Maryland Park Service (MPS) has completed the review of the above referenced project. This project has been reviewed by DNR's team of multi-disciplined resource experts and may proceed with the following conditions:

Work shall be coordinated with the MPS Park Manager, Debbie Cooper-Hughes, who can be reached at (410) 820-1668, or by email at [Debbie.cooper@maryland.gov](mailto:Debbie.cooper@maryland.gov). No waste, debris, or disturbance shall be left behind onsite by contractors, where applicable. Any flagging associated with this project shall be removed when work ends and disturbed areas on State parkland restored. The use of spray paint is prohibited in State parks. Any damages to State parkland, incurred during the course of work, shall be repaired to pre-construction conditions. Copies of permits / authorizations shall be provided to the Park Manager.

Please contact me if you have any questions or concerns.

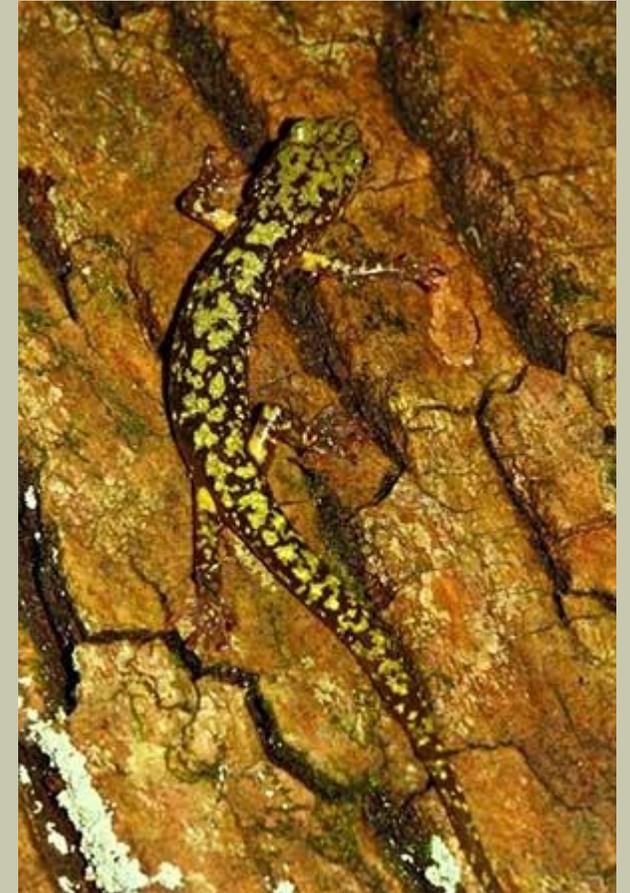
Sincerely,

Robert Bailey  
Historic Planner  
Maryland Park Service

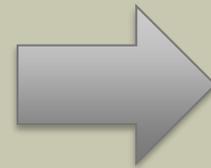
cc: Debbie Cooper-Hughes  
Andrew Haugaut  
Shane Johnston  
Lorraine Gould

# Conclusion

- Remember, Project Review is a DNR required process that ensures that projects:
  1. Comply with current Laws, Rules and Regulations.
  2. Follow accepted DNR policies and mission.
  3. Do not adversely impact the environment, infrastructure, and/or historic resources.
  4. Are documented as part of the legal record.



# Conclusion



Project review can get you from here.

...To here.