



NOTICE

NOTICE #: 24-06 **NOTICE RELEASE DATE:** 8/20/2024 **CONTACT:** Paul Zielinski 301-645-0519
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Charles County Progress Geotechnical Certification Letter

Developers and applicants of development services permits are hereby informed that geotechnical certification letters are required to be submitted to the County prior to the scheduling of both substantial and final inspections. The letters shall cover all geotechnical inspections and testing performed for the work associated with grading, drainage, roads, stormwater management, and water and sewer construction.

LETTER REQUIREMENTS

- Clarify whether the letter is a “progress geotechnical certification” where work has only been completed up to a substantially complete status - may not include surface asphalt, or some stormwater management features, or a “final geotechnical certification” which covers all work included in the permit.
- Provide date ranges for the inspection/testing services provided.
- Provide a summary of the testing that was performed.
- Include a statement certifying that all required testing and inspections were performed in accordance with the [Standards and Specifications for Construction Manual](#) and the approved plans, and that all testing results meet or exceeds the minimum standards.
- The letter must be signed and sealed by a professional engineer licensed in the State of Maryland.

SUBMITTAL/REVIEW PROCESS

1. Applicant/design professional is to upload the geotechnical certification letter to the permit files using the Citizens Self Service Portal, and will send an email notification to CCGInspections@CharlesCountyMD.gov
2. Inspection staff will complete the review and generate an inspection report.

NOTE: For partial completions, a progress geotechnical certification letter will be required for each phase of substantial inspections prior to their scheduling.

These changes will be effective on the release date of this notice.