



NOTES TO THE CHART OF ATTACHMENTS TO ACCOMPANY THE MACS WATER QUALITY APPLICATION FORM

**Items 1-11 are required for specific BMPs;
Items 12-16 are required for ALL Applications; and
Items 17-20 are required when applicable.**

1. **Waste Management System Plan** – A WMSP is required for:
 - 313 - Waste Storage Structure
 - 316 – Poultry Mortality Composting Facility
 - 359 - Waste Treatment Lagoon
 - 367 - Roofs and Covers
 - 561 - Heavy Use Area Protection (but not for travel lanes)
2. **An On-Farm Status Review** is required for:
 - All expansions or repairs to a 313, 316 or 359
 - A 313 when applying for a 316 to be attached to an existing 313
 - A 313 and 316 when applying for a 561 poultry HUA
 - An existing 561 to be covered with a 367
3. **Certificate of Imminent Start Up or Expansion** - Required at Application and again at Claim with the SCD signature verifying placement of the animals.
4. **Waste Storage Sizing Worksheet** – Worksheet calculations used to determine the required storage requirement.
5. **Poultry Mortality Composting Facility (PMCF) Training** – A letter of participation from the Cooperative Extension Service or Certification Form is not required at Application, but is required prior to payment of MACS funds. A PMCF Certification Form is required to certify that someone in the operation went to the PMCF training.
6. **Provision Sheets**
 - A. 313 – Provisions for All Animal Waste Management Facilities
 - B. 313 – Additional Provisions for Roofed Animal Waste Storage Structures
 - C. 316 – Provisions for Poultry Mortality Composting Facilities (required)
 - D. 316 – Provisions for Attaching a Poultry Mortality Composting Facility to a Waste Storage Structure (Active or Expired) – (if needed)
 - E. 367/561 – Provisions for Heavy Use Area Protection and/or Roofs and Covers
 - F. 512 – Provisions for Pasture Management (Include grazing plan)

7. **Eligibility Worksheets**
 - A. 367 – Roof and Covers
 - B. 561 – Heavy Use Area Protection Poultry Pads
 - C. 578 – Stream Crossing - Bridge Eligibility Criteria Worksheet & Questionnaire
8. **Trapping Efficiency Worksheet** – NRCS form required for all new ponds and sediment basins.
9. **Pond Forms**
 - A. Sediment Control Pond Cost-Effectiveness Questionnaire - Required for all new pond construction, not rebuilds.
 - B. Pond Responsibility form with original signature must accompany the MACS application.
10. **100 Foot Set-Back Exception Form** – Applies to a Waste Storage Structure (313), Poultry Mortality Composter Facility (316) (freestanding or attached to a 313), or Waste Treatment Lagoon (359). Use the Plan View Sketch to document features and distances.
11. **Extended Buffer Worksheet** - Justification for riparian herbaceous cover or forest buffers from 100 to 250 feet.
12. **Deed** – A copy of the recorded deed(s) for the parcel(s) where the BMP will be located. If the current, appropriate deed is on file at the MACS office, then record both the agreement number where it is kept and the liber/folio numbers under the General Comments section.
13. **State Department of Assessments and Taxation (SDAT) Real Property Data** - A copy of the Real Property Data Search page from the Maryland Department of Assessments and Taxation’s website (<https://dat.maryland.gov>) indicating the Maryland Property View Account ID Number and owner information.
14. **Aerial photo** - Indicate property lines and all existing and proposed BMPs (noting which existing BMPs were cost-shared). For sediment control practices, indicate the drainage area and direction of flow.
15. **Plan View Sketch** – For all applications, graphically indicate existing property and landscape features, location, design and layout of the proposed BMP. Applications for a Waste Storage Structure (313), Poultry Mortality Composting Facility (316) (freestanding or attached to a 313), or Waste Treatment Lagoon (359), must also include distance (in feet) to streams, drainage ditches, and other surface waters, wells, and sink holes
16. **Nutrient Management Summary Information**– Applicants must be in compliance with Maryland’s Nutrient Management regulations (MD Agric. Code Ann. §§8-801-8-806 and COMAR 15.20.08) at Application. No Applications will be accepted without full NM compliance. Nutrient management plan Certification form (SECTION III, #30) shall be submitted with an Application for all BMPs
17. **Certificate of Sole Proprietorship (CSP) or Certificate of Resolution (COR)** is required when an applicant files as an entity under an Employer Identification Number (also known as Federal Tax ID #) rather than under a Social Security Number. The CSP is used when only one individual owns and operates the entity, whereas, the COR is used when multiple owners/partners authorize a representative to act on behalf of the entity. The representative cannot be self-authorized.

18. **Special Power of Attorney** – If someone other than the owner(s) listed on the deed will be signing on behalf of the landowner(s), a notarized Special Power of Attorney for MACS form is required (SECTION III, #23). When signing for the landowner on the application and agreement, the tenant *must sign his or her own name* and note that the signature is as Special Power of Attorney for the landowner(s).
19. **Notice of Recordation** – If the total MACS Cost-share for the agreement is \$5,000 or more, a Notice to Title Examiners (Notice of Recordation) must accompany the Claim for Payment.
20. **Pooling Agreement** - A pooling agreement is required when a single BMP is located on two or more contiguous farms (under separate ownership) solving a mutual pollution problem.