Prince George's County
Department of Permitting, Inspections and Enforcement
SITE/ROAD PLAN REVIEW DIVISION
9400 Peppercorn Place
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SITE DEVELOPMENT CONCEPT PLAN DESIGN REVIEW CHECKLIST

This checklist serves as a guide for the consultant in the preparation and for the County the review of the Site Development Concept Plan in preparation for County acceptance. Any questions regarding items contained herein should be referred to the Prince George's County DPIE for clarification. Applicable page number or section in the Stormwater Management Design Manual, County Code, PGSCD Reference Manual, or Maryland Design Manual are included for reference.

NOTE: PLANS SUBMITTED WITHOUT A COMPLETED CHECKLIST MAY BE RETURNED WITHOUT REVIEW

Site/Project Name: _____ Date: _____

Applicant: _____ Consultant: _____

Phone Number: _____ Phone Number: _____

Email Address: _____ Email Address: _____

Site Development Concept Plan No.:_____

Consultant: Please complete the checklist below by indicating the following:
C or ✓ = Complete or checked; X = Not Applicable; O = Outstanding, need to address
Please place the appropriate symbol in the CONSULT column.

Item #	Design Checklist Item	Reference	CONSULT	DPIE
A	**GENERAL INFORMATION**			
A-1	Plan is labeled as Site Development Concept Plan (aka Concept Plan from MDE step 1)			
A-2	Plan sheet size does not exceed 30" x 42" and all sheets are printed on same size paper.	5.3.2		
A-3	A 5-inch, full-height open area is provided on the right-hand side of the drawing for County approval block.	2.2.1.A		
A-4	If more than 4 plan sheets, the following items are provided: • A composite plan showing match lines and sheet numbers, at a scale not to exceed 1'=200 feet (unless approved otherwise). • A Key Map on each plan sheet showing match lines and sheet numbers.	2.2.1.O		

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A-5	Match lines have a minimum length of 4 inches and identify the matching sheet number where the plan is continued on the same or another sheet.	2.2.1.M		
A-6	Vicinity map labeling the location of the site in relation to major and adjacent roadways at a minimum scale of 1″=2,000 feet is provided. The vicinity map includes a north arrow and scale and is located in the upper right hand corner of cover sheet.	2.2.1.B		
A-7	A bar scale is provided on every sheet.			
A-8	Three grid ticks are provided as described in the manual.	2.2.1.E		
A-9	Horizontal and vertical datum is stated on the plan. • Horizontal is to be based on the latest Maryland Coordinate System based on North American Datum of 1983 (NAD 83). • Vertical is preferred to be National Geodetic Vertical Datum of 1929 (NGVD 29).			
A-10	General notes about the project are provided.			
A-11	The entire property is shown at a maximum plan scale of 1 inch = 50 feet (preferred) within the plan set.	5.3.2		
A-12	All existing structures and site features including cultural features, historic sites and easements, and any visible foundations or ruins are shown on the plan.	5.3.2		
A-13	Topographic contours at maximum 2 foot vertical interval, extending at least 100 feet beyond the limits of the property are shown. M-NCPPC 2 foot topography is acceptable. A supplemental Drainage Area map may also be used if required to substantiate offsite drainage divides.	32-182		
A-14	All existing utilities and utility easements are shown.			
A-15	The County BMP Summary Table is provided. Preferred location is on the cover sheet.	5.3.1		
B	**ENVIRONMENTAL FEATURES**			
B-1	Banks of all regulated streams or a centerline if the banks are too close together to graphically show.	MDE 5.7		
B-2	Location of stream and stream buffers and/or enhanced buffers per MNCPPC and SCD criteria.	MDE 5.7		
B-3	Location of wetlands and/or wetlands of special state concern and appropriate wetland buffers.	MDE 5.7		
B-4	Delineation of the 100-year floodplain, per Techno-Gram 004-2020.	MDE 5.7		
B-5	Location of steep slopes (15% and greater) clearly shown on the plan and in the legend.	M-NCPPC		
B-6	The Primary Management Area is delineated.	MDE 5.7		
B-7	Existing woodland is delineated on the property.	MDE 5.7		
B-8	Existing environmental features extend off the property 100 feet in all directions.	MNCPPC		

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B-9	Soils types and soil boundaries from USDA NRCS Soil Survey, Prince George's County, Maryland-December 2009 or latest revision. The Soil Survey website is located at: http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm Refer to Prince George's County Soil Conservation District's Manual for Soil Group Classifications.			
B-10	Plan notes identify if the project is in a watershed with TMDL for sediment, nitrogen, or phosphorus. It is also noted whether the project is located or discharges into Tier II Waters or within a Tier II Watershed. See MDE website for TMDL and Tier II watershed maps.			
B-11	Highly erodible soils noted.	MDE 5.7		
B-12	Springs and Seep noted.	MDE 5.7		
B-13	Bedrock and Marlboro Clay outcrops noted.	MDE 5.7		
B-14	Chesapeake Bay Critical Areas delineated.	MDE 5.7		
C	**Plan View**			
C-1	Project layout is shown, including roads, buildings, parking, sidewalk and other improvements and associated grading.	32-182		
C-2	Preliminary locations of ESD and structural stormwater practices are shown. Grading for devices is provided when slopes are steeper than the 15% within the proposed device limits.	32-182		
C-3	Preliminary locations of storm drain inlets and culverts are shown. Entrance and outfall structures, except inlets that intercept 3 cfs or less (in a 10-year storm) and not located in a floodplain, are located beyond project limits. Easements may be required.	5.2.4.4.2B 32-162.A.6		
C-4	Limit of Disturbance is shown for all site work, including water, sewer, storm drain, SWM facilities, road improvements, sediment control measures (including stockpile), etc.	32-182		
C-5	Existing easements shown and any required offsite proposed easements.			
C-6	Locations, names, and widths/dimensions of existing and ultimate rights-of-way of adjacent streets and alleys are shown. Public versus private ownership is noted.			
C-7	Existing and proposed water well and septic field locations are shown.			
C-8	Proposed public dedication area including any proposed parkland is shown and labeled.			
C-9	Point(s) of Investigation (POI(s)) are shown on the plan and the ESDv computations and BMP Summary Table are broken out to show that the ESD Required is Provided within each POI.			
C-10	The ultimate 100-year stormwater overflow path is shown throughout the site using flow arrows.			

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C-11	Drainage Areas are provided: • To each of the proposed devices. If the number of devices makes it impractical to show each drainage divide, a table is provided. • For offsite drainage areas coming onto subject site. • To site outfall locations. If area is diverted, such that existing and proposed drainage areas differ, computations are provided to demonstrate that there is no increase in 100-year discharge.			
C-12	If any grading (such as fill over a closed system) blocks or partially blocks drainage courses so as to increase the upstream flood limits under existing conditions or after ultimate development of the tributary watershed, the ponding limits before and after proposed grading is shown on the plan.			
D	**REPORT**			
D-1	Addresses: • Natural resource protection and enhancement. • Maintenance of natural flow patterns. • Reduction of impervious areas through better site design, alternative surfaces, and nonstructural practices. • Integration of erosion and sediment controls into the stormwater strategy. • Implementation of ESD planning techniques and practices to the MEP.	MDE 5.11		
D-2	If in the Chesapeake Bay Critical Area discussion is provided as to how requirements are met. Preliminary computations provided.			
D-3	Proposed outfall structures are located outside the site boundaries, connect to existing storm drain or discharge into an area covered by the 100-year floodplain. If they do not, a description is provided of the use and topography of the area at the proposed discharge location.			
D-4	Evaluation of stabilization requirements at downstream outfall and upstream inflow. If outfall is not to existing storm drain or a defined watercourse, discussion of measures proposed to prevent gully formation is included.			
D-5	Photographs are provided of the stream at the downstream outfall location and where water enters at upstream property line. Photos of any eroded slopes or other critical areas of stream erosion are included.			
D-6	If the site outfalls into an existing SWM facility, documentation is provided addressing whether the SWM facility has the capacity for the added developed drainage area and flow.			
D-7	If the site has been rezoned which allows for a higher percent impervious, discussion and hydrologic & hydraulic computations are provided analyzing the effects of the development on downstream properties.			

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D-8	Discussion regarding adhering to the floodplain ordinance includes: • Whether there is an existing open drainage course which crosses or impacts the development. • Whether there are any existing or proposed houses or buildings within 25 feet of the 100-year floodplain, within and downstream of development. • Whether the proposed development increases the existing 100-year floodplain to within 25 feet of existing houses or cause other buildings to be within the floodplain. • Whether the proposed development includes construction of any dams where the dam break / danger reach may increase the risk of flooding for any downstream houses or roadways. • Where the site outfalls into a natural stream channel, information is provided about downstream bridge and culvert crossings within the 100-year floodplain.			
D-9	If a waiver is being requested from meeting water quality or quantity requirements, the basis for this request is provided in the narrative.			
D-10	Computations include: • ESD/WQv computations including required and provided storage volumes and facility sizes. • 100-year existing and proposed runoff rates, providing attenuation where required. • Where site discharge is into an existing storm drain system, a downstream analysis of the existing system is provided. 10-year control is provided if the existing system is inadequate.	5.3.3 5.2.6.1 5.2.4.2 Techno-gram 002-2019		
E	**OTHER SUBMITTALS**			
E-1	A Geotechnical Report for SWM is provided to support concept development and feasibility for the site.	5.3.3 Techno-gram 004-2018		
E-2	Geotechnical Report addresses Marlboro and Christiana clay related considerations for SWM, per DPIE standards. • Soils prone to movement and failure are addressed. These include the Christiana soil series, Marlboro Clay formations and Howell soils. • Presence of sulfidic soils (cat clays) are addressed on site. • Presence of diatomaceous soils is addressed.	5.3.3 Techno-gram 005-2018 PGSCD I-8		
E-3	Affidavit of Public Informational mailing is provided with second submission.	32-182(g)		
E-4	A draft Natural Resource Inventory is provided with initial submission, with the understanding that an approved copy is required prior to plan approval.	32-182(a)		