



**TECHNO-GRAM  
008-2018  
REVISED**

- SUBJECT:** Streamlined Processing for Residential and Commercial Infill Lots
- PURPOSE:** The purpose of this Techno-gram is to establish a streamlined process for residential and commercial infill projects (one to six residential lots OR one commercial lot with minor disturbance).
- SCOPE:** The scope of this Techno-gram is to establish new procedures and checklists to expedite and streamline the processing of residential and commercial infill lot projects.

Effective immediately, this Techno-gram sets forth streamlined and expedited procedures for the Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) site/road processing of residential and commercial infill lot projects. This revision supersedes the previously issued version dated **October 9, 2018**. This initiative is being implemented to simplify the permit process for citizens, engineers, developers, and builders who are endeavoring to build one to six residential houses or one minor commercial improvement with 10,000 SF or less disturbed area in an infill location. DPIE defines "INFILL LOTS" as those locations where roads and utility infrastructure already exist, and the requisite land development is limited.

**One Lot Residential or One Lot Commercial Infill:** These projects are eligible for expedited processing. For residential projects, file a residential infill case type (INR). For commercial projects, file a commercial infill case type (INC). In some cases, these require only site development concept review/approval. In other cases, these will require a combined site development concept/site development fine grading permit review/approval. The below criteria shall be followed to determine if a single lot is eligible for concept approval only. In some cases, single lots are exempt from providing Stormwater Management.

<b>Site Development Concept ONLY if YES to all</b>
a) Less than 5,000 square feet of disturbance and less than 100 cubic yards of cut/fill
b) Fronts on municipal or state roads — no road improvement
c) Not in the Chesapeake Bay Critical Area (CBCA)
d) No floodplain presents on lot
e) No storm drain pipe is required
f) No stormwater management required — not required if yes to a) and c). <b>If the builder/developer has multiple lots in the same block or area, the cumulative LOD of all lots must be considered.</b>



**TECHNO-GRAM  
008-2018  
REVISED**

g) No wetlands or streams
h) Tree conservation plan not required; tree conservation exemption issued
i) No Marlboro clay or high-shrink swell clay on or near lot

**Up to Six Lots Residential Infill:** Residential infill projects up to six lots are also eligible for expedited processing. Applicants are required to submit all proposed lots in one grading permit case. A developer or builder that is proposing to construct multiple houses in the same block or vicinity shall combine the lots into one grading permit. The cumulative limit of disturbance for all proposed lots shall be used to determine if the project is required to provide stormwater management. Applicants will not be allowed to submit each lot individually, to avoid providing adequate stormwater management, storm drain, or other such requirements. One or more lots that exceed the criteria listed on the table of page 1 will require a combined site development concept/fine grading permit. The case type is Infill Residential (INR).

**Infill Commercial:** Small commercial projects with a limit of disturbance of 10,000 SF or less are eligible for expedited processing. The commercial infill case combines concept and grading permit review into one combined case. Commercial infill projects with a limit of disturbance up to 5,000 SF require site development concept review/approval only. Commercial projects with a 5,000 to 10,000 SF limit of disturbance require a combined site development concept/site development fine grading permit. The case type is Infill Commercial (INC).

**Streamlining:** For infill cases, DPIE is combining the site/road concept, grading permit, driveway permit, and floodplain delineation steps into one to streamline and expedite the site road process. Therefore, the engineer only needs to submit for INR or INC case type, and all Site/Road Permit review(s) will be completed under the same case number. A Building Permit is required for each lot. For infill lots, the Building Permit can be processed concurrently with the concept to expedite infill cases.

The following outlines the steps involved, key staff assigned, and submittal requirements:

<b>Step 1a: Natural Resource Inventory (NRI) or NRI Equivalency</b>
<b>Submittal:</b> Applicant to submit NRI or NRI Equivalency to Maryland-National Capital Park and Planning Commission (M-NCPPC) Environmental



TECHNO-GRAM  
008-2018  
REVISED



Planning section. This is required before Infill Concept can be approved. See attached forms.

**Step 1b: Combined Concept/Fine Grading Permit (INR or INC)**

**Submittal Required Processing Method** — ONLINE/ePLAN — go to <http://dpiepermits.princegeorgescountymd.gov>

The applicant needs to submit an INR or INC case type. **Applicant is to include "INFILL" in the name of the case**, to ensure expedited processing. The applicant is to include all the technical information required for the INFILL concept, grading, driveway, and roadway permit. Submit the attached checklist to DPIE along with all appropriate engineering plans, calculations, and filing fees.

**Floodplain Information Request:** Applicant needs to submit floodplain information request with this permit submittal and include floodplain information request form, drainage area map, and fee required. See the attached forms.

The DPIE permit processor is to ensure the case is eligible for the Infill process and include the word "INFILL" in the case name (Momentum and ePlan). During plan screening, the DPIE Engineer of the Day will determine if the case is eligible for INFILL processing. During the planned screening, the DPIE Floodplain Engineer will research to determine if the lot(s) are in the 100-year floodplain and provide a written response.

**Step 1c: Building Permit Submittal**

*Preferred Method of Processing* — ONLINE/ePLAN

If during step 2a, the DPIE permit processor/INFILL team concurs that the project is eligible for INFILL processing, the applicant may then submit a Building Permit prior to the INFILL case processing, to allow for expedited concurrent processing. The attached Building Permit checklist must be submitted to DPIE along with all appropriate engineering plans, calculations, and filing fees.

**Step 1d: Tree Conservation Plan Exemption or TCP Plan Submittal:**

Projects with less than 5,000 square feet of disturbance are generally eligible for a tree conservation plan exemption. The applicant is to submit a request for TCP exemption to the M-NCPPC Environmental Planning Section. If the project is not eligible for exemption, the applicant is to submit a Tree Conservation Plan for review/approval.

**NOTE:** This approval is required before INFILL Permit and Building Permits can be issued. See the attached forms.



**TECHNO-GRAM  
008-2018  
REVISED**



**Step 1e: Sediment Control Exemption Submittal:** Projects with less than 5,000 square feet of disturbance and less than 100 cubic yards of cut/fill are often eligible for a sediment control exemption. These projects are still required to ensure and practice good environmental stewardship. The applicant shall submit an exemption request to the Prince George's Soil Conservation District (PGSCD). See attached forms

OR

**Combined Concept/Environmental Site Development Grading, Erosion and Sediment Control Plan Submittal:** For projects that are not exempt from sediment control requirements, the applicant shall submit a combined Concept/Environmental Site Development Grading, Erosion, and Sediment Control Plan (CSC/SSC), and supporting documentation as necessary, to PGSCD for review and approval. **NOTE:** A DPIE concept approval is required before PGSCD will issue this approval. See the attached forms.

**Step 2a: M-NCPPC Review/Approval of NRI:** M-NCPPC will review and approve the NRI or the NRI Equivalency letter. This is required before DPIE can approve the Concept review of the INFILL case.

**Step 2b: DPIE Site/Road Review/Approval of Infill Cases (INR or INC):** DPIE will assign these site/road cases to the INFILL team and expedite the review, to achieve the 2 weeks per review cycle, instead of the traditional 4+ weeks review cycle. It is essential that the engineer submit all information with the first review to ensure efficient processing of the case. It is typical for these case types to experience 3 review cycles. If the applicant revises and resubmits in 1- to 2-week timeframes, the applicant should expect the total time from application to issuance of approximately 11 to 13 weeks. However, other agency approvals (PGSCD, M-NCPPC, etc.) are also necessary for issuance, and similar progress must be made by the applicant with the processing of necessary approvals with other agencies.

**Floodplain Delineation:** If the floodplain information request indicates that a floodplain is present onsite, the applicant is to acquire the floodplain study and delineate 100-year floodplain elevations onto the project-specific topography. The applicant is to submit a floodplain delineation with the INFILL case, and DPIE will process the floodplain delineation for review and approval. The applicant is to also submit a floodplain easement for review and recordation. This is required before building and grading permit issuance.



TECHNO-GRAM  
008-2018  
REVISED



**Step 2c: DPIE Review/Approval of Building Permit:** DPIE will complete each review cycle in 3 to 5 weeks. It is typical for these case types to experience 2 review cycles. If the applicant revises and resubmits in 1- to 2-week timeframes, the applicant should expect the total time from application to issuance of approximately 6 to 16 weeks. **NOTE:** The applicant needs to separately process for water and sewer service (well/septic through DPIE — OR — public water/sewer through the Washington Suburban Sanitary Commission (WSSC)) before Building Permit issuance. **Note:** DPIE INFILL (INR or INC) case must be approved before Building Permit issuance.

**Step 2d: M-NCPPC Review/Approval of TCP Exemption or TCP Plan:** The attached checklist and application must be submitted to M-NCPPC along with all appropriate plans and fees. This approval is required before the Building Permit and Grading Permit issuance. See the attached forms.

**Step 2e: PGSCD Review/Approval of Sediment Control Exemption:** If the project is eligible for an exemption, this exemption will be issued by PGSCD. The applicant needs to submit this separately to PGSCD to acquire this approval. This exemption should be submitted to DPIE with the INFILL case (INR or INC)

OR

**PGSCD Review/Approval of Combined Concept/Environmental Site Development Grading, Erosion, and Sediment Control Plan:** If the project is not eligible for an exemption, the applicant must submit this combined approval to PGSCD for review and approval. This approval requires the DPIE-approved concept (SWM-Infill) before issuance.

**Step 2f: Final Erosion and Sediment Control Plan Submittal to PGSCD:** If the project is not eligible for a sediment control exemption, then this approval is the third and final approval required from PGSCD. After approval of the combined concept/environmental site development grading, erosion, and sediment (E&S) control plan, the applicant must submit a final E&S Plan to PGSCD. The applicant should submit all required plans, checklist(s), and application to PGSCD along with all appropriate plans and fees. This approval is required before Building Permit and INFILL Permit issuance. See attached checklists and applications.



TECHNO-GRAM  
008-2018  
REVISED



**Step 2g: PGSCD Review/Approval of Final Erosion and Sediment Control Plan:** PGSCD is to review and approve this plan. Upon approval, the applicant should submit this approved, green-stamped plan to DPIE as part of the SWM-Infill or SDFG-Infill (Grading Permit).

APPROVED BY:

Dawit Abraham  
Dawit Abraham (Oct 3, 2023 08:24 EDT)

Dawit Abraham, P.E., Director, DPIE

Oct 3, 2023

Date



**TECHNO-GRAM  
008-2018  
REVISED**



**ATTACHMENTS**

- A. KEY CONTACTS
- B. INFILL LOT CONCEPT, GRADING, DRIVEWAY, ROADWAY PERMIT CHECKLIST
- C. FLOODPLAIN INFORMATION REQUEST FORM — DPIE
- D. NRI EQUIVALENCY LETTER APPLICATION FORM — M-NCPPC
- E. NRI PLAN APPLICATION FORM — M-NCPPC
- F. SEDIMENT CONTROL EXEMPTION FORM — PGSCD
- G. *REMOVED*
- H. PLAN SCREENING NEW SINGLE-FAMILY DWELLING/TOWNHOUSE — DPIE
- I. MINIMUM PLAN SUBMISSION REQUIREMENTS FOR RESIDENTIAL ADDITIONS, RENOVATIONS, AND NEW SINGLE-FAMILY HOME PROJECTS — DPIE
- J. MINIMUM SCOPE OF ARCHITECTURAL AND STRUCTURAL PLAN REVIEW FOR SINGLE FAMILY DWELLING AND TOWNHOUSE — DPIE
- K. WOODLAND CONSERVATION LETTER OF EXEMPTION APPLICATION FORM — M-NCPPC
- L. TYPE 2 TREE CONSERVATION APPLICATION FORM — M-NCPPC
- M. CONCEPT AND SITE DEVELOPMENT GRADING, EROSION SEDIMENT CONTROL APPLICATION — PGSCD
- N. FINAL GRADING, EROSION AND SEDIMENT CONTROL APPLICATION - PGSCD
- O. RIGHT-OF-WAY SURVEY TRANSMITTIAL — DPIE
- P. DECLARATION OF COVENANT — DPIE
- Q. AFFIDAVIT OF PUBLIC NOTIFICATION AND SAMPLE PUBLIC NOTIFICATION LETTER (FOR PROJECTS WITH SWM REQUIREMENT) — DPIE

**ATTACHMENT B**

**Prince Georges County  
Department of Permitting Inspection and Enforcement  
Site Road Plan Review Division**

**INFILL LOT CONCEPT, GRADING, DRIVEWAY PERMIT CHECKLIST**

<b>Site Development Concept Review ONLY if YES to all</b>	<b>yes</b>	<b>no</b>	<b>N/A</b>	<b>comments</b>
a) Less than 5,000 square feet of disturbance and less than 100 cubic yards of cut/fill				
b) Fronts on municipal or state roads — no road improvement				
c) Not in Chesapeake Bay Critical Area (CBCA)				
d) No floodplain is present on the lot				
e) No storm drain pipe is required				
f) No stormwater management required – not required if yes to a) and c). <b>If the builder/developer has multiple residential lots in the same block or area, must consider the cumulative LOD of all lots. If the builder/developer has multiple separate work areas on a commercial project, the cumulative LOD of all work areas must be included.</b>				
g) No wetlands or streams				
h) A tree conservation plan is not required, a tree conservation exemption issued				
i) No Marlboro clay or high-shrink swell clay on or near lot				
<b>Site Development Concept Review – Design Review Information required</b>	<b>yes</b>	<b>no</b>	<b>N/A</b>	<b>comments</b>
a) Concept application completed in Momentum				
b) Drainage area map with offsite area draining to lot defined				
c) NRI equivalency letter or NRI approval provided				
d) Limit of disturbance LOD is shown on the plan. LOD includes all work on the lot, frontage road improvements, and utility cut in the street for water/sewer				
e) Stormwater management (SWM) required (this is not required if not in CBCA and less than 5,000 LOD and less than 100 cy cut fill). <b>NOTE:</b> If SWM is required this will trigger a Grading Permit review and As-builts.				
f) Stormwater management required by others (City of Bowie)				
g) Public notification completed. The affidavit provided (if SWM reqd)				
h) Stormwater management sized to meet ESD required volume				
i) Stormwater management sized to meet the 10% rule if CBCA				
j) Stormwater management requirements				
o Permeable pavement A, B, and C soils only				



**ATTACHMENT B**

**Prince Georges County  
Department of Permitting Inspection and Enforcement  
Site Road Plan Review Division**

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○ Dry wells if in soils recommended by geotechnical and 4' above GWT				
<b>Site Development Concept Review – Design review information required:</b>	yes	no	N/A	comments
○ Bioswale, micro-bioretention, and rain garden with underdrain (may eliminate rain garden underdrain if no existing storm drain nearby and infiltration rates more than 0.52 inch/hour) and device 4' above GWT				
○ Rain barrels				
○ Rooftops disconnect – if slope less than 5%				
○ Landscape Infiltration – infiltration 0.52 inch/hour or higher and device 4' above GWT				
k) Basement at least 2.5' above groundwater table (submit soil boring at each structure)				
l) Driveway				
• Driveway slope minimum 2%, maximum 12.5%				
• Driveway width minimum 10', maximum 20' at r/w line				
• Driveway minimum 3.5' from the property line				
• Driveway lines up with garage and/or not in front of house				
• Driveway for 2 and 3-car garage meets DPW&T and DPIE standards				
m) Frontage road improvement				
• Required Road improvements shown on permit plan (mill/overlay, widening, sidewalk, street tree, streetlights) *				
• Required road dedication shown on plans and sketch/description/right of way package provided*				
• Municipal or State Highway – *not applicable				
• <b>NOTE:</b> If frontage improvements or driveway apron are required, this triggers a grading permit review				
n) Grading				
• Minimum 2% swales, minimum 2.5% lawn				
• Maximum 3:1 lawn				

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<ul style="list-style-type: none"> <li>Grades at the corner of structures are shown – minimum 10” drop 10’ from the structure, maximum 30” drop 10’ from the structure</li> </ul>				
o) Storm drainage and surface drainage				
<ul style="list-style-type: none"> <li>10-year surface flow does not exceed 3 CFS. If the surface flow exceeds 3 CFS, the permittee added more storm drain inlets to meet this criteria.</li> </ul>				
<ul style="list-style-type: none"> <li>Surface drainage and storm drain easements submitted and recorded if required</li> </ul>				
<b>Site Development Concept Review – Design review information required:</b>	yes	no	N/A	applicable
p) Marlboro Clay or High-Shrink Swell Clay on / near lot				
<ul style="list-style-type: none"> <li>Geotechnical study provided with slope stability analysis</li> </ul>				
<ul style="list-style-type: none"> <li>1.5 factor of safety line shown</li> </ul>				
<ul style="list-style-type: none"> <li>House located 25’ uphill of 1.5 factor of safety line</li> </ul>				
<ul style="list-style-type: none"> <li>Storm drain extends downhill beyond clay</li> </ul>				
<ul style="list-style-type: none"> <li>Stormwater management devices designed to prevent infiltration</li> </ul>				
q) Floodplain (FP)				
<ul style="list-style-type: none"> <li>Floodplain information request submitted to DPIE Floodplain Engineer – DPIE response provided with INFILL submittal - confirm the presence of floodplain on/adjacent to the lot</li> </ul>				
<ul style="list-style-type: none"> <li>County floodplain present and shown</li> </ul>				
<ul style="list-style-type: none"> <li>FEMA floodplain present and shown</li> </ul>				
<ul style="list-style-type: none"> <li>Delineation approved by DPIE Floodplain Engineer</li> </ul>				
<ul style="list-style-type: none"> <li>Building elevation (Lowest floor) set two feet above 100-year FP - approved by DPIE FP Engineer</li> </ul>				
<ul style="list-style-type: none"> <li>House set back 25’ horizontally from 100-year FP</li> </ul>				
<ul style="list-style-type: none"> <li>Floodplain notes added to plan – approved by DPIE FP engineer</li> </ul>				
<ul style="list-style-type: none"> <li>Floodplain easement recorded</li> </ul>				
<ul style="list-style-type: none"> <li>Improvement to existing flood-prone structures approved by DPIE FP Engineer – cost of work is below substantial improvement threshold (FEMA only)</li> </ul>				

**ATTACHMENT B**

**Prince Georges County  
Department of Permitting Inspection and Enforcement  
Site Road Plan Review Division**

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<ul style="list-style-type: none"> <li>No alteration of floodplain. <b>Note:</b> If alteration is proposed, development may not be feasible. Only permissible if a waiver is granted. Consult with DPIE for further guidance. Alteration of the floodplain requires justification, detailed floodplain modeling, compensatory storage, elevation, and director-level approval. Request for floodplain waiver will result in a non-expedited Grading permit process</li> </ul>				
<b>Site Development Concept Review – Design review information required:</b>	<b>yes</b>	<b>no</b>	<b>N/A</b>	<b>comments</b>
r) Erosion/Sediment Control exemption letter provided				
s) Tree conservation exemption letter provided				
t) Fees and Bonds				
<ul style="list-style-type: none"> <li>Concept Review fee paid - \$165/single-family lot, \$550/two or more single-family lots or commercial (plus 5% technology fee)</li> </ul>				
<ul style="list-style-type: none"> <li>SWM fee in lieu paid – varies from \$250 to \$750 per single-family lot</li> </ul>				
<ul style="list-style-type: none"> <li>Floodplain information request fee \$55 plus 5% technology fee</li> </ul>				
<ul style="list-style-type: none"> <li>Floodplain delineation fee paid</li> </ul>				
<ul style="list-style-type: none"> <li>Restoration Bond paid – minimum \$1500</li> </ul>				
<b>Grading Permit Review Required IF yes to any of the below</b>	<b>yes</b>	<b>no</b>	<b>N/A</b>	<b>comments</b>
a) More than 5,000 SF of disturbance or more than 100 cy of cut/fill				
b) Fronts on county roads and road improvement required				
c) In the Chesapeake Bay Critical Area CBCA				
d) Floodplain present on lot				
e) Storm drain pipe or improvements required				
f) Stormwater management required – required if yes to a) or c). <b>Note:</b> If the builder/developer has multiple residential lots in the same block or area, must consider the cumulative LOD of all lots. If the builder/developer has multiple separate work areas on a commercial project, the cumulative LOD of all work areas must be included.				
g) Wetlands or streams are present				
h) A tree conservation plan is required				
i) Marlboro clay or high-shrink swell clay on or near the lot				
<b>Grading Permit Review –</b>	<b>yes</b>	<b>no</b>	<b>N/A</b>	<b>comments</b>

**ATTACHMENT B**

**Prince Georges County  
Department of Permitting Inspection and Enforcement  
Site Road Plan Review Division**

**INFILL LOT CONCEPT, GRADING, DRIVEWAY PERMIT CHECKLIST**

<b>Design review information required:</b>				
a) Confirm all items described in the concept review section				
b) Swales, storm drains and culverts				
• Computations provided – system sized to convey 10 years				
• Plan and Profiles provided – system sized to convey 10 years				
<b>Grading Permit Review – Design Review Information Required</b>	<b>yes</b>	<b>no</b>	<b>N/A</b>	<b>comments</b>
• Surface flows do not exceed 3 CFS. Additional storm drain added to comply with 3 CFS.				
• Storm Drain Easements recorded				
• Surface Drainage Easements recorded for concentrated flows across the second lot line				
c) Work included in permit clearly shown on plans – including table on plans – grading, paving, driveway apron, on lot parking pad, restoration of public r/w, utility cut and pavement restoration, street trees, street lights, stormwater management, storm drain				
d) Stormwater Management				
• Computations provided – sized to meet ESD or CBCA requirements				
• Plans, profiles, details provided				
e) Declaration of Covenant to maintain drainage systems recorded				
f) Utility certification, Grading certification, As-built certifications				
g) Frontage road improvements				
• Road widened to master plan standard				
• The road cross section is on the plans				
• Sidewalk 5’ wide per standards				
• Street trees/streetlights per standards				
• Right of way dedication recorded				
h) Fees				

**ATTACHMENT B**

**Prince Georges County  
Department of Permitting Inspection and Enforcement  
Site Road Plan Review Division**

**INFILL LOT CONCEPT, GRADING, DRIVEWAY PERMIT CHECKLIST**

• Cost estimate for storm drain and SWM provided and verified				
• Cost estimate for road improvements provided and verified				
• SD/SWM/Road Improvement fees collected = 11% of storm drain, SWM and road improvements plus 5% technology				
• Grading fees paid = minimum \$44, maximum \$0.0088/SF disturbance -- plus 5% technology				
• SWM fee in lieu paid - \$250 to \$750 per lot				
• Restoration permit fee paid – see fee schedule				
• Utility permit fee paid if water/sewer connection into the street – fee = see fee schedule				
• Driveway permit fee paid – varies see fee schedule				
i) Bonds				
• Street construction bond – PB = 125% of work in public r/w and LM bond = 50% of work in public r/w				
• Restoration bond = varies				
<b>SUBMITTAL REQUIREMENTS</b>				
<i>Online/ePlan submittals preferred</i>				
<b>INFILL RESIDENTIAL INR or INFILL COMMERCIAL INC – submit the following information to DPIE – apply online – go to <a href="https://dpiepermits.princegeorgescountymd.gov/">https://dpiepermits.princegeorgescountymd.gov/</a></b>				
1. Online application – insert INFILL into case name				
2. Site Development Concept Application – complete in Momentum				
3. Completed checklist (above pages)				
4. Site Development Concept Plan/Final Site Plan				
5. Drainage area map				
6. Supporting hydrologic and hydraulic calculations report with narrative and SWM/SD calculations				
7. Geotechnical report				
8. Natural Resource Inventory (NRI) or NRI equivalency letter (requires approval from M-NCPPC)				
9. Floodplain Information Request Form completed by DPIE (see attached)				
10. Concept review fee - \$165 (one residential lot) or \$550 (two or more residential lots or commercial) – plus 5% technology fee				

**ATTACHMENT B**

**Prince Georges County  
Department of Permitting Inspection and Enforcement  
Site Road Plan Review Division**

**INFILL LOT CONCEPT, GRADING, DRIVEWAY PERMIT CHECKLIST**

11. Affidavit and copy of notification letters. ( <b>Note:</b> Not required if the project is exempt from SWM requirements) (see attached)				
12. Erosion/sediment control exemption (requires approval from PGSCD)				
13. Other information if required				
The following information is required for cases that exceed the concept-only requirements				
14. Final SD, SWM, paving plan – include all lots – include SWM and SD for all lots, including driveways and road frontage improvements as required.				
15. Final Site Grading and Landscape Plan (requires approval from M-NCPPC before permit issuance)				
16. Final Subdivision Plat				
17. Tree Conservation Plan or Woodland Conservation Exemption Letter– OR – CBCA Conservation Plan (requires approval from M-NCPPC before permit issuance)				
18. Final erosion and sediment control plan (requires approval from PGSCD before permit issuance)				
19. Approved 100-year Floodplain Delineation, if applicable				
20. Construction Cost estimates: <ul style="list-style-type: none"> <li>• Estimate for private SWM and SD</li> <li>• Estimate for public SD/SWM</li> <li>• Estimate for road improvements</li> </ul>				
21. Filing fees <ul style="list-style-type: none"> <li>• 3.33% of the cost of private SWM and SD plus a 5% technology fee</li> <li>• 3.33% of the cost of public SD/SWM plus a 5% technology fee</li> <li>• 3.33% of the cost of road improvements plus a 5% technology fee</li> <li>• Grading fee – 1/3 of \$0.0088 per SF of disturbed area plus 5% technology fee</li> </ul>				
22. Right of way package for proposed road dedication and easements (storm drain, SWM, floodplain, surface drainage)				
23. Declaration of Covenant to maintain drainage systems (see attached)				

**ATTACHMENT B**

**Prince Georges County  
Department of Permitting Inspection and Enforcement  
Site Road Plan Review Division**

**INFILL LOT CONCEPT, GRADING, DRIVEWAY PERMIT CHECKLIST**

24. Bonds and Remaining Permit Fees (not required with initial permit submittal – required before permit issuance)				
25. Other information if required				



**TECHNO-GRAM  
008-2018  
REVISED**



**KEY CONTACTS:**

DPIE Floodplain Engineer:

Salman Babar 301-636-2063; [subabar@co.pg.md.us](mailto:subabar@co.pg.md.us)  
Address: 9400 Peppercorn Place, Suite 230, Largo MD

DPIE Site/Road Residential Infill Team:

Yonas Tesfai 301-883-5725; [ystesfai@co.pg.md.us](mailto:ystesfai@co.pg.md.us)  
Mohammed Alqaraghuli 301-883-5743; [maalqaraghuli@co.pg.md.us](mailto:maalqaraghuli@co.pg.md.us)  
Mengis Tesfatsion 301-636-3733; [mtesfatsion@co.pg.md.us](mailto:mtesfatsion@co.pg.md.us)  
Claudel Passo 301-636-2068; [cpnguefack@co.pg.md.us](mailto:cpnguefack@co.pg.md.us)  
Address: 9400 Peppercorn Place, Suite 230, Largo MD

DPIE Residential Building Permit Team:

Tezera Lemma 301-883-5918; [TLemma@co.pg.md.us](mailto:TLemma@co.pg.md.us)

DPIE Right of Way/Easement Processing:

Daniel Wmariam 301-636-3207; [dwmariam@co.pg.md.us](mailto:dwmariam@co.pg.md.us)  
Address: 9400 Peppercorn Place, Suite 230, Largo MD

MNCP&PC Tree Conservation:

Katina Shoulars 301-952-5404; [Katina.shoulars@ppd.mncppc.org](mailto:Katina.shoulars@ppd.mncppc.org)  
Chuck Schneider 301-883-3240; [Alwin.Schneider@ppd.mncppc.org](mailto:Alwin.Schneider@ppd.mncppc.org)  
Marc Juba 301-883-3239; [Marc.Juba@ppd.mncppc.org](mailto:Marc.Juba@ppd.mncppc.org)  
Address: 9400 Peppercorn Place, Suite 230, Largo MD

MNCP&PC Permit Processing:

Brooke Larman 301-883-5889 OR 301-952-3216;  
[Brooke.Larman@ppd.mncppc.org](mailto:Brooke.Larman@ppd.mncppc.org)  
Brooke Larman 301-952-3216 Tuesday/Thursday  
301-883-5889 Wednesday  
240-252-6781 Monday thru Friday;  
[brooke.larman@ppd.mncppc.org](mailto:brooke.larman@ppd.mncppc.org)  
Address: 9400 Peppercorn Place, Permits Office, Largo MD

PGSCD Sediment Control:

John Tarr 301-574-5162 x3: [jtarr@co.pg.md.us](mailto:jtarr@co.pg.md.us)  
Eugene Whitehead 301-883-3265 [EKWhitehead@co.pg.md.us](mailto:EKWhitehead@co.pg.md.us)  
Address: 9400 Peppercorn Place, Suite 219, Largo MD  
(Satellite Office - Largo)



# ATTACHMENT C



Rushern L. Baker, III  
County Executive

## THE PRINCE GEORGE'S COUNTY GOVERNMENT Department of Permitting, Inspections and Enforcement Site/Road Plan Review Division



### Floodplain Information Request Form

#### INSTRUCTIONS:

- Complete enclosed form
- Submit topography and boundary with drainage area map that defines the total drainage area to streams and culverts.
- Email form (in the original MS Word format) and exhibits (in a pdf format) to the below contacts
- Mail \$52.5 (\$50 + 5% technology fee) check payable to "Prince George's County Government" and mail to the attention of both of the below contacts (public governmental entities are exempt from fee). Submit fees online for online cases.

#### CONTACTS:

Reynaldo De Guzman, P.E., Chief Engineer  
Site/Road Plan Review Division (SRPRD)  
Prince George's County DPIE  
9400 Peppercorn Place, suite 230  
Largo, MD 20774  
Tel: 301-636-2060

Salman Babar, MSc, CFM, Engineer  
Utilities/SRPRD  
Prince George's County DPIE  
9400 Peppercorn Place, Suite 230 Largo, MD 20774  
Direct: 301- 636-2063  
e-mail: [subabar@co.pg.md.us](mailto:subabar@co.pg.md.us)

#### INFORMATION ON PROPERTY (TO BE COMPLETED BY REQUESTOR)

Subdivision:	-----		
Lot:	-----	Block:	-----
Parcel:			
Street Address:			
Tax Account ID(s):			
Stream:			
Owner:			

#### REQUESTOR'S INFORMATION (TO BE COMPLETED BY REQUESTOR)

Name:	
Company:	
Address:	
Telephone Number:	
Email:	

#### RESPONSE (TO BE COMPLETED BY DPIE STAFF)

Date In:		DPIE Processor:	
Inquiry ?:		Research ?:	
Zone:		Community Panel:	

Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Information

Map Revised:	
Road Atlas Page:	Grid: Stream:
Approximate Elevation:	

Comments:

**PLEASE NOTE THAT, REGARDLESS OF WHETHER A FLOODPLAIN STUDY WAS FOUND FOR THE REFERENCED PROPERTY OR NOT A 100-YEAR FLOODPLAIN DELINEATION APPROVAL IS REQUIRED FOR PROJECTS WHERE THE STREAM(S) OR CHANNEL(S) HAVE A DRAINAGE AREA OF 50 ACRES OR GREATER.**

Date Out:	Total:
-----------	--------

# ATTACHMENT D

M-NCPPC – Countywide Planning Division, Environmental Planning Section Send to: PPD-EnvPlanning@ppd.mncppc.org  
 Prince George's County Planning Department ♦ 14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772 ♦ 301-952-3650

## APPLICATION FORM FOR NRI EQUIVALENCY LETTER ONLY

### APPLICANT TO FILL OUT THIS SECTION

Owner Name and Address:	Agent/Contact, Company, Address, Phone and E-mail (all required):
Signature: _____	Date: _____

**PROPERTY OR PROJECT NAME:**

Street Address: \_\_\_\_\_

Previous Applications (NRI, TCP1, or TCP2): \_\_\_\_\_

Previous DRD applications: (Preliminary Plan, Site Plan, or Special Exception): \_\_\_\_\_

Total Area (acres):	Tax Account #:	WSSC Grid:
Lot/Block/Parcel:	Current Zone:	Environmental Strategy Area (ESA) (Plan 2035): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Proposed Activity: \_\_\_\_\_

**Will the proposed project require a DRD application?** (Preliminary Plan, Site Plan, or Special Exception)  Y  N

**NRI EQUIVALENCY LETTER CHECKLIST: each box must either be checked or listed as "N/A" for not applicable**

For Project Type 1 and 2	For Project Type 1 only:	Project Type 2 only
<input type="checkbox"/> (1) copy of a proposed Site Plan showing existing conditions (signed) <input type="checkbox"/> (2) copies of any other information provided by the applicant and listed here: <input type="checkbox"/> (3) Coversheet	If Exempt from Woodland Conservation, submit one of the following: <input type="checkbox"/> Application for Letter of Exemption, or <input type="checkbox"/> Copy of a previously Issued Letter of Exemption (Standard or Numbered)	If subject to Woodland conservation: <input type="checkbox"/> (1) copy of approved TCP2 (if applicable). CBCA #: _____ Other: _____

### RESPONSE (TO BE COMPLETED BY EPS STAFF)

Date Received: \_\_\_\_\_ Reviewed for Acceptance by: \_\_\_\_\_ NRI No.: \_\_\_\_\_

Reason for return of the package: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Dated Accepted: \_\_\_\_\_ Reviewer Assigned: \_\_\_\_\_ Due Date: \_\_\_\_\_ (30 days from acceptance date)

This **APPROVAL for the above referenced project and location** is based upon information using the submitted proposed site plan and the most current color imagery aerial photography and the PGAtlas.com environmental layers. If the scope of the proposed activity or limits of disturbance change significantly, a full NRI may be required. This letter is valid for five years from the date of issuance, or until such time as a different development activity is proposed, whichever comes first. The submitted request was found to meet the following checked criteria.

<input type="checkbox"/>	The site qualifies for a Standard or Numbered Letter of Exemption from the Prince George's County Woodland and Wildlife Habitat Conservation Ordinance.
<input type="checkbox"/>	The site has a previously approved and implemented Type <u>Tree</u> Conservation Plan ( _____ ).
<input type="checkbox"/>	The submitted proposed site plan, dated _____ and prepared by _____ demonstrates that no regulated environmental features are located on the subject site or no on-site regulated environmental features will be impacted.
<input type="checkbox"/>	The submitted proposed site plan dated _____ and prepared by _____ shows that the proposed work will not result in any significant changes to the limits of disturbance of the previously approved TCP _____ or create any additional impacts to any regulated environmental features.
<input type="checkbox"/>	The site is within the Chesapeake Bay Critical Area Overlay Zone and the submitted site plan demonstrates that the proposed activity will result in less than 500 square feet of disturbance, or no variance is required.
<input type="checkbox"/>	(Other)

**A FLOODPLAIN STUDY MAY BE REQUIRED AT THE TIME OF STORMWATER CONCEPT REVIEW.**

Preparer Initials: \_\_\_\_\_ Planner Initials: \_\_\_\_\_

Approval Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

# ATTACHMENT E

M-NCPPC – Countywide Planning Division, Environmental Planning Section

Last Updated: July 2016

Prince George's County Planning Department ♦ 14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772 ♦ 301-952-3650

## APPLICATION FORM FOR NRI PLAN ONLY

**APPLICANTS DO NOT WRITE IN THIS SPACE**

Date Received: \_\_\_\_\_ Reviewed for Acceptance by: \_\_\_\_\_ NRI No.: \_\_\_\_\_  
 Application Package Complete:  YES  NO (incomplete applications must be returned) Date Returned: \_\_\_\_\_  
 Reason for return of the package: \_\_\_\_\_  
 Agent/Contact Notified: \_\_\_\_\_ (date) VIA \_\_\_\_\_ (method)  
 Dated Accepted: \_\_\_\_\_ Reviewer Assigned: \_\_\_\_\_ Due Date: \_\_\_\_\_ (30 days from acceptance date)

### APPLICANT TO FILL OUT ALL REMAINING SECTIONS

APPLICATION TYPE: <input type="checkbox"/> Full Plan <input type="checkbox"/> Intermediate Plan <input type="checkbox"/> (Limited Government or Linear) Plan <input type="checkbox"/> CBCA Plan		
PROPERTY OR PROJECT NAME:		
Geographic Location (related to or near major intersection):		
Street Address:		
Companion Case(s) and/or Previous Approvals: (TCP1, TCP2, Preliminary Plan, Site Plan, or Special Exception)		
Total Area (acres):	Tax Account #:	WSSC Grid:
Lot Numbers/ Blocks/Parcels:	Current Zone:	Planning Area:
Environmental Strategy Area (ESA) (Plan 2035): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Watershed:	Overlay Zone:
Proposed Use of Property and/or Future Request:		

### NRI PACKAGE CONTENTS CHECKLIST

The following applicable documents are required in the formats indicated below:

One paper copy of the following documents:

- Transmittal letter
- NRI Plan (signed)

One compact disc or thumb drive containing one file each of the following documents:

- NRI Preparation Checklist (signed)
- NRI Plan (signed)
- FSD Text (signed)
- Wetlands Study Text (signed)
- Approved floodplain request form (approved by DPIE)
- USDA NRCS Web Soil Survey (WSS) Custom Soil Resource Report
- RTE Letter from DNR or Letter of Request to DNR
- Other information provided by the applicant

Applicant Name and Address:

Agent/Contact Person, Company Name, Address, Phone Number, Fax and E-mail (**all required**):

Owner Name and Address:

**SIGNATURE** (Signature required is either the property owner OR the property owner's authorized representative)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to Property Owner: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# ATTACHMENT F

(For in-house use only)



Prince George's Soil Conservation District  
5301 Marlboro Race Track Road, Upper Marlboro, MD 20772  
Phone (301) 574-5162x3 – Fax 1-855-416-9660

Date Issue: 8/14/2017

Expiration Date: N/A

Reference No.: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your request for exemption from erosion and sediment control under COMAR 26.17.01.05 has been reviewed and is hereby approved. This approval is based on the plan:

Project Description...

It is the owner's responsibility to prevent creation of a nuisance or dangerous condition, to prevent sediment pollution, and not adversely affect the public safety and welfare.

The proposed activity is **exempt** from Prince George's Soil Conservation District Erosion and Sediment Control Approval for the following:

- 1. Agriculture land management practices and the construction of agriculture structures.
- 2. The construction of single family residences or their accessory building on lots of two acres or more where ½ acre or less is disturbed.
- 3. Clearing and grading activities that disturb less than 5,000 square feet of land and/or disturb less than 100 cubic yards of earth.
- 4. State and federal projects (should be submitted to MDE for review determination).

#### Comments:

**Project proposes the construction of a single family home with associated improvements. The applicant and contractor shall employ such best management practices per the referenced plan to ensure that construction activities are contained. This waiver does not release the applicant from the obligation of obtaining other local, state or federal permits, as applicable, or providing adequate and appropriate erosion and sediment control practices to address the possibility of sediment laden runoff migrating from the proposed work area.**

Approved by:

\_\_\_\_\_

# ATTACHMENT G



**Prince George's County**  
 Department of Permitting, Inspections  
 and Enforcement  
**SITE/ROAD PLAN REVIEW DIVISION**  
 9400 Peppercorn Place  
 Largo, Maryland 20774  
 301.636.2060 ♦ FAX: 301.925.8510



## Site Development Concept Plan Application

<b>APPLICANT INFORMATION</b>		<b>ENGINEER INFORMATION</b>	
Name of Company:		Name of Company:	
Name of Contact Person:		Name of Contact Person:	
Address:		Address:	
Phone Number:		Phone Number:	
E-mail Address:		E-mail Address:	
<b>PROJECT NAME:</b>			
Geographic Location (related to or near major intersection):			
Street Address (if available):			
Companion Case(s):			
Current Zone:	Total Area (acres):	Estimated Disturbed Area (acres):	
Proposed Zone:	Total Number of Lots or Parcels:	County Watershed Name:	
Master Plan Name:	County Election District:	Tax Map/Grid:	
Tax Account Number(s):		WSSC 200' Grid:	
County Council District:	Municipality(ies):	Public Project:	
MD 12 Digit Watershed Code:	Impaired watershed:	Type of Impairment:	
Tier II Watershed:	Historic Site:	Historic Site Number:	
Scenic or Historic Road:	Open Section Road:	Closed Section Road:	
Ex. Site Imp. Area:	Ex. Site Imp Area in LOD:	New Site Imp. Area:	
Ex. Site Imp. Area to be Removed:	Ex. Site Imp. Area Prev. Treated:	Hotspot:	Type:
Marlboro Clay Present:			
Specific Proposed Use of Property, Proposed Activity and/or Request:		List and provide copies of resolutions of previously approved applications affecting the subject property or state not applicable (N/A):	

### Part I

FOR ANY PROJECT THAT MEETS THE FOLLOWING CRITERIA, THE PROJECT IS EXEMPT FROM STORMWATER MANAGEMENT WATER QUALITY AND QUANTITY CONTROL REQUIREMENTS; HOWEVER, A SITE DEVELOPMENT CONCEPT PLAN IS REQUIRED TO EVALUATE OTHER ASPECTS OF THE PROJECT. THE APPLICANT SHOULD CONTACT THE COUNTY TO DETERMINE IF THERE ARE ISSUES TO ADDRESS INCLUDING BUT NOT LIMITED TO DRAINAGE, ROAD IMPROVEMENTS, IMPACT TO 100-YEAR FLOODPLAIN, ETC.

1. Agricultural land management practices.
2. The total disturbed area is less than 5,000 square feet.
3. Additions or modifications to existing detached one-family dwelling unit provided they comply with item 2 and the subject site does not exceed the maximum allowable lot coverage allowed under Section 27.442 (c) Table II - Lot Coverage and Green Areas or Section 27.445.12 (a) (3) Table 2 Maximum Net Lot Coverage, whichever applies.
4. Developments in the City of Bowie where the city has approved stormwater management plans for a development either on or off the development site, which otherwise meet or exceed the provisions of subtitle 32.
5. Land development activities which the County determines will be regulated under specific state laws that provide for managing stormwater runoff.
6. If a project is located within the Chesapeake Bay Critical Area Overlay Zone, the development activities above, except for agricultural land management activities shall comply with the stormwater requirements of subtitle 32 and conform to the requirements of Subtitle 5B.

IF THE PROJECT MEETS ANY OF THE ABOVE EXEMPTIONS WHICH ARE FROM COUNTY CODE 32.174, THEN COMPLETE ALL BELOW EXCEPT PART VII.

---

## Part II - GENERAL PROJECT INFORMATION

If N/A (not applicable) for Parts II to VII, indicate in the space next to the question and provide an explanation on the application or report.

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Is there a recorded floodplain easement or delineation approved by Prince George's County?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Except for zones RR, RE, RA and OS, are all new single family residential lots located outside the 100-year floodplain. If any single family lots are located in the floodplain, can the house be located at least 25 feet from the floodplain? Are all other structures (residential, apartment, condominium, office, commercial, institutional) located 25' from the floodplain? (If NO, the concept is not acceptable.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Do(es) the system(s) outfall into a defined watercourse? (If NO, what do you propose to do to prevent gully formation?)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Show on the plan, using flow arrows, the overflow path of ultimate 100-year stormwater flows through the site.   |

5. Are all outfall structures located outside the site boundaries, connecting to an existing storm drain system, or discharging into the area covered by the 100-year floodplain? (If NO, discuss in narrative and describe the proposed use and topography of the area at the structure location.)
6. Are there existing or planned upstream dams, for which the danger reach could impact the proposed development? Contact the DPIE District Engineer for information regarding existing or proposed dams. All habitable structures must be located outside of the danger reach.
7. Will any grading (such as fill over the closed system) block or partially block drainage courses so as to increase the upstream flood limits under existing conditions or after ultimate development of the tributary watershed? If YES, provide information on the plan that shows the ponding area before and after your development.
8. The plan shall include the information requested on the latest Design Review Checklist for the Site Development Concept Plan.
9. Compute post-development flows for each outfall point and tabulate the results in the narrative.

---

### Part III - CLOSED SYSTEMS

Show on a plan the approximate alignment of the system and grading for the project.

- Yes    No
1. Are all entrance structures, except inlets that intercept 5 cfs or less, located either in a street or outside the site boundaries? (If NO, provide reason and describe the proposed use and show the grading of the area at the structure location on the plan.)

---

### Part IV - OPEN SYSTEMS

- Yes    No
1. Is an unmanaged natural watercourse proposed? If YES: Provide evidence that it will remain stable and will not require stabilization at a future date. (Consider soil erosion potential, vegetation, existing condition, and comparison of existing flows vs. ultimate development flows.)

2. a. Is a lined, designed surface watercourse proposed? (The channel must be capable of conveying the ultimate 10-year design storm flow and must be designed to be erosion free)
- b. What type of channel lining is proposed? (Check as applicable)
- Grass     Rip-Rap     Other (Specify \_\_\_\_\_)

### Part V - STREETS/ROADS

Street drainage requirements are established by the Department of Public Works and Transportation and Department of Permitting, Inspections, and Enforcement. It is incumbent upon the applicant to determine such requirements prior to submitting this application, and to show all necessary features on the concept plan. Indicate here the nature of the street and road work associated with this project.

1. New construction to be completed as part of this development.
2. Upgrading of roads shall be completed as part of this development. This will include frontage and offsite improvements. A final Traffic Impact Study is required as part of the Preliminary Plan process. Explain extent of road improvements:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
3. There is an existing street and no improvements are required by the Department of Permitting, Inspections, and Enforcement (attach documentation).

### Part VI - DOWNSTREAM IMPACT

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Has the site been rezoned? If YES, submit a hydraulic analysis or other evaluation, as appropriate, showing or stating the effects of your development on downstream improvements. What was the original zoning? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Would the proposed development increase the existing 100-year floodplain to within 25' of existing houses or cause other buildings to be within the floodplain?  |



- 3. Are any proposed houses or are other buildings within 25' of the 100-year floodplain? If YES, describe in narrative the conditions and how the structure complies with the Floodplain ordinance.
- 4. Within the analysis area, is there an open drainage course, engineered or natural, which crosses or in any way impacts development properties? If YES, please provide detailed information on this drainage course (i.e., soils, existing conditions, etc.)
- 5. If the proposed development involves the construction of any dams, does that increase the risk of flooding for any downstream houses or roadways according to the dam break/danger reach analysis?
- 6. Does the outfall discharge into an existing storm drain system? If YES, provide information in the narrative about the downstream storm drain system to verify sufficient capacity.
- 7. Does the outfall discharge into an existing SWM facility? If YES, provide documentation in the narrative that the SWM facility has capacity for the added developed drainage area or flows.
- 8. Does the outfall discharge into a natural stream channel? If YES, provide information in the narrative about the structures and roads within the 100 year floodplain. Also, provide information and pictures of the receiving channel.

---

**Part VII – NARRATIVE**

A NARRATIVE DESCRIBING THE PROJECT AND SUPPORTING COMPUTATIONS SHALL BE PROVIDED BASED ON THE ITEMS BELOW. IF THE ANSWER TO QUESTIONS II-2, II-3, II-5, II-6, II-7, VI-2, VI-3, and VI-4 thru VI-8 WAS YES, INCLUDE IN THE NARRATIVE.

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are you requesting a waiver of water quality or quantity control requirements? If YES, state the basis for this request in the narrative.             |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have soil borings been taken at the site? A soil boring report must accompany submission, and identify infiltration rates and groundwater elevations. |
|                          |                          | 3. Describe the implementation of ESD planning techniques and practices to the MEP and tabulate the results.   |
|                          |                          | 4. Describe how natural flow patterns will be maintained.  |

5. Discuss how the reduction of impervious areas through better site design, alternative surfaces, and nonstructural practices has been implemented for the project.
6. Discuss the existing natural resources and how they will be protected and/or enhanced.
7. Discuss how erosion and sediment controls will be integrated into the stormwater strategy.
8. In all cases involving downstream flood damage potential, control of the 100-year storm is usually required. Control of the 10- year storm may also be required if there are inadequate public drainage improvements downstream.
9. If a control facility or structure is proposed, do you intend to obtain approval for it as a publicly or privately maintained facility? (Residential facilities, except for ESD features must be publicly maintained)
10. If the stormwater credits are to be utilized, provide a list of the credits that will be utilized along with supporting calculations.

SUBMITTED BY:

DATE:

(Print)

Signature

NOTE: Incomplete and unsigned applications will result in rejection of the submission

Seal

# ATTACHMENT H



**Prince George's County**  
 Department of Permitting, Inspections and Enforcement  
**PERMITTING AND LICENSING DIVISION**  
**Permitting Center**  
 9400 Peppercorn Place, 1st Floor  
 Largo, Maryland 20774  
 (301) 636-2000 ♦ FAX: (301) 883-3851



## PLAN SCREENING NEW SINGLE FAMILY DWELLING/TOWNHOUSE

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Land/Tax Account Number: \_\_\_\_\_

### PLAN DISTRIBUTION (Legible Plans — Recommend 1/8 or 1/4 Scale on 24" x 36" Sheet)

- Y / N Stormwater Concept Approval Letter (For information, call 301-636-2060.)
- Y / N Approved Storm Drain Plans (2) to DPIE (If applicable, see Stormwater Concept Approval Letter.)
- Y / N Approved copy of the TYPE II Tree Conservation Plan showing the proposed building(s) or a Signed Letter of Exemption from the Woodland Conservation Ordinance. (For information, call 301-952-3650.)
- Y / N Landscaping Plans (2) to M-NCPPC
- Y / N Site Plans (7) to DPIE: (6) to M-NCPPC/(1) with the original signature and seal of a Maryland Registered Professional Engineer (MD PE)
- Y / N Approved Sediment Control Plan
- Y / N Complete set of Building Plans (2)

*Note: Representatives of a project(s) located in the Chesapeake Bay Critical Area (CBCA) should call 301-952-3530 to obtain information and requirements for the Woodland Conservation Ordinance.*

### SITE PLAN CHECK

- |                                     |  |
|-------------------------------------|--|
| Y / N Site Plan Legend              | Y / N Signed/Sealed Certificate of Grading and Drainage Compliance |
| Y / N Limits of Disturbance         | Y / N Retaining Walls  |
| Y / N Building Gross Square Footage | Y / N Spot Elevations  |
| Y / N Existing & Proposed Contours  | Y / N Driveway Slope   |
| Y / N Disturbed Area Statement      |  |

### BUILDING CHECK

- |  |   |
|--|---|
| Y / N Floor Plan for Each Floor, including Basements | Y / N Insulation with R Values                |
| Y / N Elevation of Each Building Side                | Y / N Sectional Details                       |
| Y / N Structural Notes (Materials, etc.)             | Y / N Floor Framing Plans                     |
| Y / N Wall Details (Interior & Exterior)             | Y / N Roof Framing Plans (Rafters or Trusses) |
| Y / N Foundation Plans                               | Y / N Wind Load                               |
| Y / N Backfill/Drain Tile (if applicable)            | Y / N Wind Bracing Plans and Details          |
| Y / N Snow Load Roof $\geq$ 30 psf                   | Y / N Sprinkler System                        |
| Y / N Stair/Ramp and Handrail/Guardrail Details      |   |

# ATTACHMENT I



Prince George's County  
Department of Permitting, Inspections  
and Enforcement  
**BUILDING PLAN REVIEW DIVISION**  
9400 Peppercorn Place, Suite 213  
Largo, Maryland 20774  
(301) 883-5880



## MINIMUM PLAN SUBMISSION REQUIREMENTS FOR RESIDENTIAL ADDITIONS, RENOVATIONS AND NEW SINGLE FAMILY HOME PROJECTS

Applicants must provide two copies of complete architectural/structural plans for all residential construction projects. Plans **must be drawn to scale** and be of sufficient quality to explain the proposed construction clearly and completely. **MINIMUM PAPER SIZE = 11"x17"**

### DESIGN CRITERIA (Located on Drawings)

- Current (2015) IRC/IECC codes and Prince George's County Building Amendments
- Floor Live Load = 40 pounds per square foot (psf), except in sleeping rooms where the Live Load = 30 psf
- Roof Live Load = 30 psf, with additional load for roof areas subjected to drifting
- Basic Wind Speed = 90 mph, 3-second gusts; Seismic Design Category = B
- Frost/Footing Depth = 30 inches
- If There is No Geotechnical Report: assumed soil bearing capacity = 1500 psf
- If There is a Geotechnical Report: soil bearing capacity = xxxx psf

### REQUIRED DRAWINGS

1. **Foundation Plan** (Minimum Scale  $\frac{1}{4}" = 1'-0"$ ): Must show all elements of the foundation with solid lines and the footings with dashed lines; include complete dimensioning for the exterior walls and clearly dimension the locations and sizes of all interior bearing walls and footings.
2. **Floor Plans** (Minimum Scale  $\frac{1}{4}" = 1'-0"$ ): Include separate drawings for each floor. Show all architectural/structural elements (rooms, doors, windows, stairs, railings, fixtures, etc.) Proposed uses of spaces (room names) and dimensions locating all elements, stairway widths, and landing sizes must be included.
3. **Cross Section(s)** (Minimum Scale  $\frac{1}{4}" = 1'-0"$ ): The number of section drawings shall be as necessary to explain the structural system completely. Must be a comprehensive drawing showing the entire building and/or proposed construction. Vertical dimensions (floor-to-floor, construction heights) must be shown. **Note:** If the new structure is load bearing upon an existing structure, then the existing construction and the related proposed structural connections must be clearly detailed.
4. **Framing Plans** (Minimum Scale  $\frac{1}{4}" = 1'-0"$ ): Include separate drawings for each floor and roof showing all framing members and respective points of bearing. Materials, sizes and spacing of all structural members must be specified (floor joists, rafters, ridges, valleys, hips, ceiling joists, collar ties, bearing walls, beams, posts, headers). Accurately dimension the locations of all points of bearing.
5. **Elevations** (Minimum Scale  $\frac{1}{4}" = 1'-0"$ ): Exterior views of each facade (front, rear & sides) showing the construction in its finished condition. Indicate all door and window sizes and specify all finish building materials.
6. **Typical Wall Sections** (Minimum Scale  $\frac{3}{4}" = 1'-0"$ ): Demonstrate accurate detail of the construction drawn from the footing up to and including the roof and/or top of the proposed construction, as applicable. Specify all building materials, sizes and spacing.
7. **Details** (Minimum Scale  $\frac{3}{4}" = 1'-0"$ ): As required to show special conditions.
8. **Structural Lateral Bracing Drawings**: Show method(s), size(s), elevations and locations of all wall/structural bracing.

# ATTACHMENT J



**Prince George's County**  
Department of Permitting, Inspections  
and Enforcement  
Building Plan Review Division  
9400 Peppercorn Place, Suite 213  
Largo, Maryland 20774  
(301) 636-2070 ♦ FAX: (301) 883-7138



## MINIMUM SCOPE OF ARCHITECTURAL AND STRUCTURAL PLAN REVIEW FOR SINGLE FAMILY DWELLING AND TOWNHOUSES

Minimum requirements checked for code compliance include the following.

### General Items — Check the submitted documents for the following:

- Minimum size of plans 180 X 240
- Minimum scale of plans 1/40 = 1/16
- Adheres to International Building Code (IBC) and International Residential Code (IRC) editions and County amendments
- Plans signed and sealed by an architect or professional engineer, licensed in the state of Maryland
- Energy Code compliance document (Res-check)
- Geo-tech report (if soil bearing capacity taken for design exceeds 2000 psf)
- Construction material and specification

### Architectural Plans — Include the following:

- Building data — Gross floor area, number of stories, height of the building, etc. must be shown on the cover sheet
- Design criteria (*i.e.*, live load, dead load, snow load (30 psf), wind speed (115 mph), soil bearing capacity (maximum 2000 psf)
- Dimensions and use of each space
- Building Elevations — all sides
- Building cross-sections — both directions
- R-values for insulation and U-factor for fenestration must be shown
- Stair details — tread and riser, hand/guard rail dimension
- Pre-fabricated fireplace technical literature with installation instructions from the manufacturer
- Crawl space ventilation and access
- Details of fire rated assemblies (floor/ceiling, party wall, etc.) — townhouses only
- Water proofing details for foundation wall
- Property and building restriction lines, setbacks, etc.

---

**Structural Plans — Include the following:**

- Foundation and footing plan with details (sill plate, anchor bolt, size and spacing)
- Floor and roof framing plans
- Wall bracing plan
- Underpinning details (if applicable)
- Typical structural details (wall sections, connections, etc.)

**Additional requirements for Plans-on-File:**

- The following Prince George's County Compliance Statement must be on the cover sheet of the drawings:  
"By signing this document, I certify that I have reviewed the structural framing, roof trusses, foundation walls, footings and other structural components of the building plans and all non-structural requirements identified as Plans-on-File # \_\_\_\_\_ and House Type \_\_\_\_\_ for case # \_\_\_\_\_, and have found them to be in compliance with the provisions of the (current year) \_\_\_\_\_ (Building Code) \_\_\_\_\_ as adopted by Prince George's County Code."
- Names of the developer/builder and house type/model must be on the cover page and also on the title block of each sheet.
- Areaway plan and section with all required dimensions, including guardrail design
- Window well plan and section with required dimensions

\_\_\_\_\_  
Note: Submitted permit plans set shall include Mechanical and Electrical plans. Prince George's County does not review Mechanical and Electrical plans for single family dwellings; however, plans are required for inspections.

# ATTACHMENT K

**M-NCPPC – Countywide Planning Division, Environmental Planning Section** Send to: [PPD-EnvPlanning@ppd.mncppc.org](mailto:PPD-EnvPlanning@ppd.mncppc.org)  
 Prince George's County Planning Department ♦ 14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772 ♦ 301-952-3650

## WOODLAND CONSERVATION LETTER OF EXEMPTION APPLICATION FORM

**APPLICANT TO FILL OUT THIS SECTION**

Property Owner Name(s), Address and Phone:	Agent/Contact, Company, Address, Phone and E-mail (all required):
	Signature: _____ Date: _____

**Payment by check, money order, or cashier's check ONLY – made payable to M-NCPPC**

Letter of Exemption from Woodland Conservation Ordinance (\$50)

Name on Check: \_\_\_\_\_ Check No. \_\_\_\_\_ Revision to Approved Plan # \_\_\_\_\_

**PROJECT NAME:**

Street Address (if available) and Geographic Location (related to or near major intersection):

Companion Case(s) and/or Resolutions (Preliminary Plan, Site Plan, or Special Exception, etc.):

Total Area (acres):	Tax Account #:	WSSC Grid:
Total Number of Lots or Parcels:	Current Zone:	Environmental Strategy Area (ESA) (Plan 2035): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Lot Numbers/Blocks/Parcels:	Overlay Zone:	Municipality(ies):

Is this site in a Priority Funding Area (PFA)?  Yes  No

Is there a historic site or resource on the subject property?  Yes  No Historic Site ID \_\_\_\_\_

Has a Historic Area Work Permit (HAWP) application been filed with the Historic Preservation Commission?  Yes  No

Proposed Activity:

### RESPONSE (TO BE COMPLETED BY EPS STAFF)

APPLICATION TYPE: Numbered Exemption  Standard Exemption  Case No.(s): \_\_\_\_\_  
 Acceptance Date: \_\_\_\_\_ Plan Reviewer: \_\_\_\_\_ Receipt Number \_\_\_\_\_ Filing Fee: \_\_\_\_\_

Your request for a **Standard Letter of Exemption** ( ) from the Prince George's County Woodland and Wildlife Habitat Conservation Ordinance (WCO) is hereby approved. This Standard Letter of Exemption is issued because the property has no previous TCP approvals and:

- is less than 40,000 square feet in size; and/or
- contains less than 10,000 square feet of woodland; or
- the project is subject to the Maryland Forest Conservation Act and will be reviewed by Department of Natural Resources

Your request for a **Numbered Letter of Exemption** ( ) from the Prince George's County Woodland and Wildlife Habitat Conservation Ordinance (WCO) is hereby approved. The site plan is prepared by \_\_\_\_\_ and dated \_\_\_\_\_. This Letter of Exemption is issued because the site is over 40,000 square feet in size and contains over 10,000 square feet of woodland; however the project has no previous TCP approvals and:

- results in the clearing of less than 5,000 square feet of woodland (acreage of proposed clearing is \_\_\_\_\_); or
- the project is a government or linear project that results in the clearing of less than 20,000 square feet of woodland (acreage of proposed clearing is \_\_\_\_\_); or
- the proposed activity is for a timber harvest.

This letter is valid for two years from approval or until such time as the cumulative woodland disturbance exceeds the minimum specified above during the validity period. If a development review application (preliminary plan, detailed site plan, etc. is required the Numbered Exemption may be considered invalid in accordance with Section 25-119(b)(5)(A). A copy of this letter must be submitted at time of development activity or permit application.

Preparer Initials: \_\_\_\_\_  
 Approval Date: \_\_\_\_\_

Planner Initials: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_





# ATTACHMENT M

## SOIL CONSERVATION DISTRICT

### ENVIRONMENTAL SITE DEVELOPMENT GRADING EROSION AND SEDIMENT CONTROL PLAN TRANSMITTAL LETTER (Required for each submittal)

TO: PRINCE GEORGE'S SOIL  
CONSERVATION DISTRICT  
5301 MARLBORO RACE TRACK RD.  
UPPER MARLBORO, MD 20772  
301-574-5162 X 3  
301-574-5156 Fax

DATE:	
ATTENTION:	
SSC#	PP#
RE:	
REFERENCE CSC#	

**SUBMITTED FOR:**  Environmental Site Development Grading, Erosion and Sediment Control Plan Review (SSC)  
 Preliminary Pond Plan Review (PP)  
 (Always submit two sets of prints for review)

**TYPE OF SUBMITTAL:**  New  Resubmission  Revision  Update  Stamped Copies  
 Environmental Site Development Approval (Include originals & four prints), **Do Not Send Until Requested**

COPIES	DESCRIPTION

**INFORMATION ENCLOSED:** Check appropriate spaces

**Environmental Site Development  
Grading, Erosion and Sediment Control Plan**

- Review Fees
- 2 Sets of Prints (folded)
- Signed Certification
- Plans Sealed
- Site Analysis Sheet
- Soil Boundaries
- Drainage Area Map
- ESD Overlay
- ESD Narrative

**Preliminary Pond Plan**

- 2 Sets of Prints (folded)
- Preliminary Computations
- Soils Report
- Preliminary Small Pond Exemption(s)
- Dam Hazard Classification
- Drainage Area Map
- Soil Borrow Area

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PRINT NAME \_\_\_\_\_ PH# \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**ENVIRONMENTAL SITE DEVELOPMENT**  
**GRADING EROSION AND SEDIMENT CONTROL PLAN**  
**SITE ANALYSIS**  
 (Required for each new submittal or revision)

NAME OF PROJECT IN  
 TITLE BLOCK: \_\_\_\_\_

1. **Environmental Site Development Grading, Erosion and Sediment Control Plan Review**

		Amount
Application Fee	\$100.00	_____
_____ 5,000 sq. ft. – 1.0 Disturbed Acre =	\$200.00 (minimum 1 acre)	_____
_____ >1.0 – 5.0 Disturbed Acres =	\$ 50.00 per acre	_____
_____ >5.0 Disturbed Acres =	\$ 25.00 per acre	_____
_____ Preliminary Pond(s) Review	\$ 50.00 each	_____
_____ Preliminary Pond Exemption(s) Review	\$ 25.00 each (maximum \$300.00)	_____
	Total Due	_____

Compute fees above one acre to the nearest 1/10<sup>th</sup> acres.

**NOTE: Checks or money orders ONLY made payable to Prince George's Soil Conservation District (no cash or credit/debit cards accepted).**

2. Location P.G. Co. Street Map Book Coordinates \_\_\_\_\_
3. Street Address \_\_\_\_\_  
\_\_\_\_\_
4. Area of Site/Property \_\_\_\_\_ ac.
5. Area to be Disturbed \_\_\_\_\_ ac.
6. Preservation: Limits of Disturbance \_\_\_\_\_ Sensitive Areas \_\_\_\_\_ Buffers \_\_\_\_\_  
Infiltration and Recharge Areas \_\_\_\_\_
7. Phasing and Sequences: Initial \_\_\_\_\_ Interim \_\_\_\_\_ Final \_\_\_\_\_
8. Preliminary Sediment Controls: Stable Outlets/Outfalls \_\_\_\_\_  
Diverting Runoff From- Highly Erodible Soils \_\_\_\_\_ Steep Slopes \_\_\_\_\_ Disturbed Areas \_\_\_\_\_
9. Stabilization Strategies Include: 3 or 7 day \_\_\_\_\_ 24 to 72 Hour \_\_\_\_\_ Same Day \_\_\_\_\_  
Minimized Disturbed Areas <20 acres \_\_\_\_\_ <10acres \_\_\_\_\_ <5 acres \_\_\_\_\_  
Soil Stabilization Matting \_\_\_\_\_ Reinforced Turf \_\_\_\_\_ Topsoil Stockpiling \_\_\_\_\_
10. Overlay Plan: Location of all ESD's \_\_\_\_\_ Protection Areas \_\_\_\_\_  
Undisturbed Areas \_\_\_\_\_ Erosion and Sediment Control Areas \_\_\_\_\_
11. Narrative: ESD to the MEP \_\_\_\_\_ Structural Practices \_\_\_\_\_
12. Ponds: Hazard Justification \_\_\_\_\_ Dam Breach Analysis \_\_\_\_\_
13. Pond Exemptions: Preliminary Design \_\_\_\_\_ Category \_\_\_\_\_
14. Soils Report: Highly Erodible Soils \_\_\_\_\_ Pond Borings \_\_\_\_\_ Borrow Areas \_\_\_\_\_

REFERENCE CSC# \_\_\_\_\_

# ATTACHMENT N

FROM:

**PRINCE GEORGE'S  
SOIL CONSERVATION DISTRICT  
FINAL  
GRADING, EROSION AND SEDIMENT CONTROL  
PLAN TRANSMITTAL LETTER  
(Required for each submittal)**

TO: PRINCE GEORGE'S SOIL  
CONSERVATION DISTRICT  
5301 MARLBORO RACE TRACK RD.  
UPPER MARLBORO, MD 20772  
301-574-5162 x 3  
301-574-5156 Fax

DATE:
ATTENTION:
FSC#
RE:
REFERENCE SSC#

**SUBMITTED FOR:**  Final Grading, Erosion and Sediment Control Plan Review (FSC)  
 Pond Review (P)  Pond As-Built Review (AB)  
 (Always submit two sets of prints for review)

**TYPE OF SUBMITTAL:**  New  Resubmission  Revision  Update  
 Green Stamp Copies  Final Approval (Include originals & four prints)  
**Do Not Send Until Requested**

COPIES	DESCRIPTION

**INFORMATION ENCLOSED:** Check appropriate spaces

**Final Grading, Erosion and Sediment Control Plan**

- Review Fees
- 2 Sets of Prints (folded)
- Signed Certifications
- Plans Sealed
- Site Analysis Sheet
- Soil Boundaries
- Drainage Area Map
- SWM Concept Plan & Approval Letter
- Site Plan
- Limits/Property Lines

**Final Pond Plan**

- 2 Sets of Prints (folded)
- Signed Certifications
- Computations
- Soils Report
- Hazard Class
- Drainage Area Map:  
TC, RCN, Soils, etc.
- Small Pond Approval Letter (2)
- MD-378 Pond Summary (2)
- O&M Plan (2)
- Landscape Plan
- SC Plan
- Final Small Pond Exemption

**As-Built**

- 2 Sets of Prints (folded)
- Signed Certifications:  
As Built Cert
- Geotech Cert
- Vegetative Cert
- Red-Lined
- Boxed or Checked
- All Supporting Info

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PRINT NAME \_\_\_\_\_ PH# \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**PRINCE GEORGE'S SOIL CONSERVATION DISTRICT  
FINAL GRADING, EROSION AND SEDIMENT CONTROL PLAN  
SITE ANALYSIS  
(Required for each new submittal or revision)**

NAME OF PROJECT IN  
TITLE BLOCK: \_\_\_\_\_

1. **Final Grading, Erosion and Sediment Control Plan Review**

Amount

Application Fee	\$100.00	_____
_____ 5,000 sq. ft. – 1.0 Disturbed Acre =	\$200.00 (minimum 1 acre)	_____
_____ >1.0 – 5.0 Disturbed Acres =	\$100.00 per acre	_____
_____ >5.0 Disturbed Acres =	\$ 50.00 per acre	_____

**Pond Review**

_____ Pond(s)	\$100.00 (each)	_____
_____ Pond exemption(s)	\$ 50.00 (each)	_____
_____ Pond As-Built(s)	\$100.00 (each)	_____
	Total Due	_____

Compute fees above one acre to the nearest 1/10<sup>th</sup> acre.

**NOTE: Checks or money orders ONLY made payable to Prince George's Soil Conservation District (no cash or credit/debit cards accepted).**

2. Location P.G. Co. Street Map Book Coordinates \_\_\_\_\_

3. Street Address \_\_\_\_\_

4. Area of Site/Property \_\_\_\_\_ ac.

5. Area to be Disturbed \_\_\_\_\_ ac.

6. Area to Vegetatively Stabilized \_\_\_\_\_ ac.

7. Existing Site Conditions: Wooded \_\_\_\_\_ Grass \_\_\_\_\_ Cropland \_\_\_\_\_

Disturbed/Graded \_\_\_\_\_ Other \_\_\_\_\_

8. SWM Permit/Inspection Agency

\_\_\_\_\_ M.D.E.  
 \_\_\_\_\_ Prince George's County  
 \_\_\_\_\_ City of Bowie

9. Sediment Control Permit/Inspection Agency

\_\_\_\_\_ M.D.E.  
 \_\_\_\_\_ Prince George's County  
 \_\_\_\_\_ City of Bowie  
 \_\_\_\_\_ City of Greenbelt  
 \_\_\_\_\_ City of Laurel  
 \_\_\_\_\_ Other \_\_\_\_\_

10. Utilities Proposed: Storm Drain \_\_\_\_\_ Sewer \_\_\_\_\_ Water \_\_\_\_\_ Septic \_\_\_\_\_

Gas \_\_\_\_\_ Electric \_\_\_\_\_

Utilities Existing: Storm Drain \_\_\_\_\_ Sewer \_\_\_\_\_ Water \_\_\_\_\_ Septic \_\_\_\_\_

Gas \_\_\_\_\_ Electric \_\_\_\_\_

11. SWM Events Attenuated \_\_\_\_\_

12. Storm Drainage Approval Agency \_\_\_\_\_

13. 100-year Flood Plain on site? \_\_\_\_\_ Yes \_\_\_\_\_ Elevations \_\_\_\_\_ No

14. Critical Area Requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No

15. Wetlands On-Site? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Approval Agency

REFERENCE SSC# \_\_\_\_\_

# ATTACHMENT O



PRINCE GEORGE'S COUNTY GOVERNMENT  
Department of Permitting, Inspections and Enforcement  
(301) 636-2060



## RIGHTS-OF-WAY SURVEY TRANSMITTAL (for submittal and processing of easements and deeds)

Name of Project: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Name of Street: \_\_\_\_\_  
(For Street Dedication)

Subdivision Plat Ref: \_\_\_\_\_

DPIE Permit #: \_\_\_\_\_

DPIE Engr District: Nor  Cen  Sou

Lot(s) Block(s): \_\_\_\_\_

Tax Account #(s): \_\_\_\_\_  
(Use Sep Sheet For Lot/Block/Acct. #'s If Needed)

Election District: \_\_\_\_\_

Tax Map/Grid/Parcel: \_\_\_\_\_

Owner/Grantor: \_\_\_\_\_

**\*\* IMPORTANT:**  
If owned by an Entity, provide documentation which confirms the organization, signatory, and the individual's title/capacity.

Signatory \*\*: \_\_\_\_\_

Title/Capacity \*\*: \_\_\_\_\_

*Name, Address to where document is to be mailed for signature or instructions for method of delivery (include phone number, email address for contact):*

For Signature Send to: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

-OR-

List Contact To Call For A Document Pick Up Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Total Number of R/W Transmittals/Packages That Accompany This Submission:

\_\_\_\_\_ On-Site \_\_\_\_\_ Off-site \_\_\_\_\_ Total

NOTE: ALL RIGHTS-OF-WAY SHALL BE PROVIDED GRATIS TO PRINCE GEORGE'S COUNTY PER SECTION 23 OF THE PRINCE GEORGE'S COUNTY CODE

Submitted/Prepared By: \_\_\_\_\_

Consultant Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

FOR COUNTY PURPOSES ONLY:

Seen and accepted by: \_\_\_\_\_

for Prince George's County

Date \_\_\_\_\_

Log No. \_\_\_\_\_

IMPORTANT

SUBMIT A SEPARATE TRANSMITTAL FORM AND COMPLETE PACKAGE FOR EACH EASEMENT/DEED SUBMISSION

THIS SUBMISSION MAY INCLUDE:

- \* documents that describe several "parts" (individual easements) that appear on the same Schedule "A" and Sketch
- \* a list of multiple (joint) owners of the same property that is affected by the easement/deed.

(All owners, or their proven legal representatives, of any piece of property affected will need to sign the easement/deed document.)

DPIE WILL NOT ACCEPT A TRANSMITTAL IF ;

- \*it has more than one owner listed and there is no joint ownership of properties
- \*there is more than one Schedule "A" and Sketch attached to a single Transmittal
- \*any pertinent information is not filled in on the Transmittal or any required documentation is not included in the package.

# ATTACHMENT P



Prince George's County  
Department of Permitting, Inspections  
and Enforcement  
**SITE/ROAD PLAN REVIEW DIVISION**  
9400 Peppercorn Place, Suite 230  
Largo, Maryland 20774  
(301) 636-2060 ♦ FAX: (301) 925-8510



## DECLARATION OF COVENANTS

This DECLARATION OF COVENANTS, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ hereinafter referred to as the "Covenantor(s)" to and for the benefit of Prince George's County, Maryland and its successors and assigns hereinafter referred to as the "County".

### WITNESSETH:

Whereas, the County is authorized and required to regulate and control the disposition of storm and surface waters within the County's Stormwater Management District set forth in Articles 21-607 and 21-633, et. seq. of the Annotated Code of Maryland and Prince George's County's Subtitle 32, Sec. 32-195 and Sec. 32-196;

Whereas, Covenantor(s) is (are) the owner(s) of a certain tract or parcel of land more particularly described as:

\_\_\_\_\_ being all or part of the land which it acquired by deed dated \_\_\_\_\_ from \_\_\_\_\_ grantors, and recorded among the Land Records of Prince George's County, Maryland, in Liber \_\_\_\_\_ at Folio \_\_\_\_\_ such property being hereinafter referred to as the "the property"; and

Whereas, the Covenantor(s) desires to construct certain improvements on its property which will alter the extent of storm and surface water conditions on both the property and adjacent lands; and

Whereas, in order to accommodate and regulate these anticipate changes in existing storm and surface water flow conditions, the Covenantor(s) desires to build and maintain at its expense, a storm and surface water management facility and system more particularly described and shown on plans titled \_\_\_\_\_

and further identified under approval number \_\_\_\_\_; and

Whereas, the County has reviewed and approved these plans subject to the execution of this agreement.

NOW THEREFORE, in consideration of the benefits received by the Covenantor(s), as a result of the County's approval of this plans, Covenantor(s), with full authority to execute deeds, mortgages, other covenants, and all rights, title and interest in the property described above do hereby covenant with the County as follows:

1. Covenantor(s) shall construct and perpetually maintain, at its sole expense, the above referenced storm and surface management facility and system in strict accordance with the plan approval granted by the County.
2. Covenantor (s) shall submit to the County's Department of the Environment (301.883.5810) inspection report during the first year of operation and at least once every three (3) years thereafter. This site inspection and reporting are to be certified by a Maryland license professional engineer to ensure compliance with the approved plan and maintenance agreement.
3. Covenantor (s) shall, at its sole expense, make such changes or modifications to the storm drainage facility and system as may, in the County discretion, be determined necessary to ensure that the facility and system is properly maintained and continues to operate as designed and approved.
4. The County, its agents, employees and contractors shall have the perpetual right of ingress and egress over the property of the Covenantor(s) and the right to inspect and verify the inspection report at reasonable times and in reasonable manner, the storm and surface water facility and system in order to ensure that the system is being properly maintained and is continuing to perform in an adequate manner.
5. The Covenantor (s) agrees that should it fail to correct any defects in the above described facility and system within ten (10) days from the issuance of written notice, or shall fail to maintain the facility in accordance with the approved design standards and with the law and applicable executive regulation or, in the event of an emergency as determined by the County in its sole discretion, the County is authorized to enter the property to make all repairs, and to perform all maintenance, construction and reconstruction as County deems necessary. The County shall then assess the Covenantor (s) and/or all landowners served by the facility for the cost of the work, both direct and indirect, and applicable by the facility and may be placed on the property tax bills of said properties and collected as ordinary taxes by the County.
6. Covenantor (s) shall indemnify, save harmless and defend the County from and against any and all claims, demands, suits, liabilities, losses, damages and payments including attorney fees claimed or made by persons not parties to this Declaration against the County that are alleged or proven to result or arise from the Covenantor(s) construction, operation, or maintenance of the storm and surface water facility and system that is the subject of this Covenant.
7. The covenants contained herein shall run with the land and the Covenantor(s) further agrees that whenever the property shall be held, sold and/or conveyed, it shall be subject to the covenants, stipulations, agreements and provisions of this Declaration, which shall apply to, bind and be obligatory upon the Covenantor(s) hereto, its heirs successors and assigns and shall bind all present and subsequent owners of the property served by the facility.



- 8. The Covenantor (s) shall promptly notify the County when the Covenantor(s) legally transfers any of the Covenantor(s) responsibilities for the facility. The Covenantor(s) shall supply the County with a copy of any document of transfer, executed by both parties.
- 9. The provisions of this Declaration shall be severable and if any phrase, clause, sentence or provisions is declared unconstitutional, or the applicability thereof to the Covenantor is held invalid, the remainder of this Covenant shall not be affected thereby.
- 10. The Declaration shall be recorded among the Land Records of Prince George's County, Maryland at the Covenantor(s) expense.
- 11. In the event that the County shall determine at its sole discretion at future time that the facility is no longer required, then the County shall at the request of the Covenantor(s) execute a release of this Declaration of Covenants which the Covenantor(s) shall record at its expense.

IN WITNESS WHEREOF, the Covenantor(s) have executed this Declaration of Covenants as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

ATTEST:

FOR THE COVENANTOR(S)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name and Title)

STATE OF \_\_\_\_\_:

COUNTY OF \_\_\_\_\_:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned officer, a Notary Public in and for the State and County aforesaid, personally appeared \_\_\_\_\_, who acknowledged themselves to be \_\_\_\_\_, of \_\_\_\_\_, and as such authorized to do so, executed the foregoing instrument for the purposes therein contained by signing their name as \_\_\_\_\_ for said \_\_\_\_\_.

WITNESS my hand and Notary Seal

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Seen and approved: \_\_\_\_\_

# ATTACHMENT Q

---

SAMPLE AFFIDAVIT

AFFIDAVIT

The purpose of this affidavit is to certify that pursuant to *CB-15-2011*, Informational Mailing letters regarding the application for Site Development Concept Plan approval [*Plan No.*]; [*Project Name*], were mailed to all adjoining property owners, registered associations, municipalities within a mile, and previous parties of record on [*Date*].

I, ( \_\_\_\_\_ ), solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

STATE OF MARYLAND  
COUNTY OF PRINCE GEORGE'S, ss:

I HEREBY CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the subscriber, a Notary Public, for the State and County aforesaid, personally appeared ( \_\_\_\_\_ ), being authorized to execute this Affidavit in accordance with the requirements of the Prince George's County Zoning Ordinance for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

[NOTARIAL SEAL]

---

**SAMPLE NOTIFICATION LETTER**

[Date]

[Recipient]

Dear:

Re: *[Site Development Concept Plan Number and Name of Project]*

A Site Development Concept Plan application for the above-referenced project was filed on [Date] (The date that a Site Development Concept number is issued by DPIE) for review to the Department of Permitting, Inspections and Enforcement (“DPIE”).

The subject property consists of approximately [ ] acres with an address of *[address, if applicable]*, which is located *[Give nearest point of reference by road frontage or distance from nearest intersection]*. The nature of the review includes a conceptual stormwater management plan for proposed development of the subject property as *[give general description of development for example residential, commercial, mixed use]*

If you wish to obtain more information about the proposed Site Development Concept Plan you should contact (Design Consultant) at (Consultants Phone number), visit the Department of Permitting, Inspections and Enforcement noted here where the plan and application may be reviewed, or you may contact the applicant’s engineer of record at *[provide engineer’s contact info]*.

**IMPORTANT: This notice is your opportunity to interact with the applicant. Contacting the applicant as soon as possible after receiving this notice will help facilitate your ability to receive information and/or establish a time when the applicant may meet with you or your civic group to provide information and answer questions about the development proposed.**

Sincerely,