



**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



## STREET CONSTRUCTION PERMIT Submittal Checklist

**This permit is for work within the County Public Road R/W. This permit to include paving, curb/gutter, sidewalk, driveways, street trees, roadside swales, storm drain/stormwater management BMPs, grading, erosion/sediment control, maintenance of traffic, signal, signage, pavement marking, traffic appurtenances and utility cuts in the public road R/W. Stormwater management ponds located outside the public R/W but required for the public road must be included in a separate Site Development permit. Storm drain outside the public R/W shall be included in a separate Site Development permit except for storm drain outfalls required to support the public road construction.**

As an option, the permittee may file separate permits for individual elements. For example:  
 + First permit for street grading, paving, c/g, sidewalk, DW  
 + Second permit for street storm drain, SWM  
 + Third permit for signal

**In general, these permits must be issued concurrently. (See footnote below regarding signal permit.)**

All applications, fee payments\* and bond submittals are processed at **DPIE's Permit Center, 9400 Peppercorn Place, 1<sup>st</sup> Floor, Largo, Maryland 20774.**

For Submittal of Permits with Paper Copies, Provide:

- Tree Conservation Plan TCP2 — 2 copies
- Final Erosion and Sediment Control Plan — 3 copies
- Final Stormwater Management, Storm Drain and Paving Plan and Computations — 2 copies
- Proposed Construction Cost Estimate(inside and outside public R/W) — 2 copies
- All other documents — 1 copy
- **In addition, All documents noted above to be provided in digital format on Compact Disc**

For Submittal of Permits Electronically (ePlan/ProjectDox), Provide:

- All Plans to be provided in vectorized Computer-Aided Design and Drafting (CADD) format
- All Reports and Other Documents to be provided in scanned format (PDF)
- All Cost Estimates in MS Excel format
- Vectorized CADD files or scanned (PDF) plans
- **\*\*Upon completion of all plan review and permit comments, applicant to submit one mylar set of plans B9-B13, B 16, B20, and one hard copy of all computations and reports, signed and sealed by a registered professional engineer licensed in the State of Maryland. These plans will be signature approved by the County and issued for permit. Other approved plans to be signed and sealed by the appropriate registered professional licensed in the State of Maryland.**

**A. APPLICATION PROCESS** — The following items are required:

- 1. Completed Permit Application — Application is available at the Permits Center, or online at <http://www.princegeorgescountymd.gov/Government/AgencyIndex/DPW&T/permit-questions.asp>
- 2. Filing Fee\* =
  - 33.3% of full fee requirement indicated for grading fee based on \$0.008/SF disturbed area outside of R/W, plus 5% technology fee
  - 3.3% of total construction cost estimate (not less than \$50) of Public improvements inside Public R/W, plus 5% technology fee
  - 3.3% of total construction cost estimate of Storm Drain and Stormwater management (public and private) outside public R/W, plus 5% technology fee
- 3. Site and Grading Plan
- 4. Permit Information Plan (Offsite Conditions) and Any Pertinent Information Pertaining to Prior Agreements



**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



## **STREET CONSTRUCTION PERMIT Submittal Checklist**

- A. APPLICATION PROCESS** — The following items are required: *(continued)*
- 5. Planning Board Resolutions and District Council Final Order (provide all documents from all prior approvals. Staff Reports acceptable if final resolutions/final orders not available)
  - 6. Tree Conservation Plan (TCP2) or Woodland Conservation Exemption Letter (MNCPPC)
  - 7a. Soil Boring Report for Stormwater Management \*\*
  - 7b. Soil Boring Report for Public Roads (if public roads included) \*\*
  - 7c. Soil Boring Report for Site Grading and Structures \*\*
  - 8. Approved Site Development Concept Letter
  - 9. Site Development Stormwater Management Approval, if required
  - 10. Final Sediment and Erosion Control Plan
  - 11a. Final Stormwater Management, Storm Drain and Paving Plan, Computations and Drainage Area Map
  - 11b. Dam Breach Analysis if required
  - 11c. Final Bridge Plan and Computations, if required
  - 12. Final Design Review Checklists: Applicable Checklists for Storm Drain, Stormwater Management, Grading, Paving, Roadway, Pavement Marking/Signage, Maintenance of Traffic, Bridge
  - 13. Approved Road/Street Grade Establishment Plan
  - 14a. Pavement Marking and Signage Plan, if applicable
  - 14b. Maintenance of Traffic Plan, if applicable (required if permit includes work within existing roadway, including sidewalk alteration)
  - 15. Street Tree and Lighting Plan
  - 16. Signal Warrant Study, if required
  - 17. Sight Distance Analysis
  - 18. Existing 100 Year Floodplain Delineation, if required
  - 19. Proposed 100 Year Floodplain Model or Package to Request County Modeling, if required
    - Letter addressed to **DER Programming & Planning Division** requesting floodplain study to be conducted
    - Proposed Floodplain Modeling Fee \$3500 (or \$250 for single lot)
    - Proposed Floodplain Review Fee (review of study performed by consultant/engineer) \$0.50 per linear foot of stream plus \$200 per structure)
    - Proposed Floodplain Review Fee — Setting Floodplain Elevation from Ex. Study \$50
    - Road Profile, Minimum Road Elevation for Roads Crossing Floodplain
    - Number/Size/Inverts/Type/Length of Pipes Crossing Floodplain
    - Upstream and Downstream Low Chord Elevation.
    - Bridge Configuration (pier shape, width, elevation)
    - Headwall and Wingwall Types
    - FHA Chart Number and Scale Number for Culvert
    - Cut/Fill Calculations for Any Fill in Floodplain
    - If Engineer/Consultant Performed Study, provide information noted in Design Manual
  - 20a. Cost Estimate for Work in Public Road R/W
  - 20b. Cost Estimate for Public and Private Storm Drain and Stormwater Management outside Public Road R/W



**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



**STREET CONSTRUCTION PERMIT  
 Submittal Checklist**

**Note:** Initial Permit application must include the above items 1 through 20. If any items are omitted, the permit application may not be accepted for processing. Permit applicant to provide explanation for omitted items:

---



---



---



---

**A. APPLICATION PROCESS** — The following items are required: *(continued)*

**Submittal of the following items is recommended with resubmittal of permit package.**

- 21. R/W package with metes/bounds descriptions for all public storm drain, stormwater management easements
- 22. R/W package with metes/bounds descriptions for additional roadway dedication
- 23. Record Plat dedicating public roads and easements for floodplain/conservation
- 24. Shop Drawings for special structures
- 25. Bond Package and Bond Checklist
- 26. Approved Plans, Documents, Agreements and Fees Listed in Section B

**B. PERMIT ISSUANCE** — The following items are required prior to issuance:

- 1. Permit Fee\* — balance of the full fee requirement plus
  - 100% of the grading fee based on \$0.008/SF of disturbed area outside R/W, plus 5% technology fee; plus
  - 10% of the construction cost estimate of Public improvements inside public R/W, plus 5% technology fee; plus
  - 10% of the construction cost estimate of public and private Storm Drain and Stormwater Management outside public R/W, plus 5% technology fee
- 2. Payment of any other project related fees
- 3. Posting of Bond(s):
  - a. **Performance Bond** — 125% of approved construction cost estimate plus grading bond amount
  - Labor and Material's Bond** — 40% of performance bond amount
  - Note: Above construction cost estimate to include:
    - Public Street Construction (all elements)
    - Public Storm Drain
    - Public Stormwater Management
- 4. Approved Final Sediment and Erosion Control Plan\*\*
- 5. Approved Site Plan, if Required\*\*
- 6a. Approved Tree Conservation Plan (TCP2) or Woodland Conservation Exemption Letter (M-NCPPC)  
 If TCP2 is required, the following items must be included:  
 OR —
- 6b. Approved CBCA Conservation Plan — if site is in the Chesapeake Bay Conservation Area. If CBCA Conservation Plan is required, the following items must be included:
- 7. Approved Site Development Concept Letter
- 8. Approved Final Stormwater Management, Storm Drain, and Paving Plan\*\*
- 9. Approved Road Street Grade Establishment Plan\*\*
- 10a. Approved Pavement Marking and Signage Plan, if applicable\*\*



**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



## **STREET CONSTRUCTION PERMIT Submittal Checklist**

**B. PERMIT ISSUANCE** — The following items are required prior to issuance: *(continued)*

- 10b. Approved Maintenance of Traffic Plan, if applicable\*\*
- 11. Approved Street Tree and Lighting Plan
- 12. Approved Bridge Plan, if required\*\*
- 13. Traffic Signal Permit Issued, if required — see footnote
- 14. Offsite Road Improvement Permit Issued, if required
- 15. Approved Existing 100 Year Floodplain Delineation, if applicable
- 16. Approved Proposed 100 Year Floodplain Delineation, if applicable
- 17. Recorded Right-of-Way and/or Easement Dedication
- 18. Recorded Subdivision Plats and Road Dedication Plats
- 19. Approved Shop Drawings for Special Structures
- 20. M-NCPPC Approval (Permit Sign Off)
- 21. The following digital data in CADD format:
  - Roadway edge of pavements
  - Roadway centerline
  - Property lines
  - Property lot, block and parcel numbers
  - Roadway names
  - Building footprints
  - Driveways
  - Parking areas
  - Storm drain lines
  - Storm drain structures (including inlet and outlet control devices for SWM ponds)
  - BMP devices
  - Drainage
  - Areas
  - Street lighting (both existing and proposed)
  - Permanent traffic regulatory signage
  - Floodplains (existing and proposed)

Note: The CADD format can be:

- AutoCAD dxf or dwg
- Microstation dgn
- GIS format (ESRI shapefile or geodatabase) (Maryland state plane coordinate system)
- Lines representing the Edge of Pavement or Road Curb should be placed in a separate layer or on a separate level to other entities within the CADD file.
- Simply ask the permittee's engineer to e-mail this file to **???????** If the file is larger than 10 megabytes, then they can place it on an FTP site (see below instructions), and send an e-mail notification to **???????** about this.

FTP site, large file upload by **DPW&T** staff and Outside Customers:

- Open Microsoft Internet Explorer
- Try clicking on the below link. If this does not work, simply type in the following address in Internet Explorer:  
<ftp://ftp.princegeorgescountymd.gov/>



**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



## **STREET CONSTRUCTION PERMIT Submittal Checklist**

**B. PERMIT ISSUANCE** — The following items are required prior to issuance: *(continued)*

- Enter in the following:
  - Username: **DPWT\_Uilities**
  - Password: Welc0me (the 0 is a zero)
  - Within Internet Explorer, go to the "Page" pull-down option and select "Open FTP Site in Windows Explorer"
  - Within Windows Explorer, simply browse to the folder you need, upload and download files as needed.

Note: If traffic signal and/or offsite road improvements are required to support these proposed permit limits, it is recommended that the applicant concurrently file for a separate signal permit and/or offsite road improvement permit. Offsite Roadway Improvements and Signal permits required by Conditions of Approval (Preliminary Plan, Site Plan, etc.). For a specific building permit must be issued prior to building permit issuance. Site related permits may be issued prior to signal permit issuance, if the applicant has submitted signal plans and such plans are in process of approval/permit issuance. Filing fees & permit fees may be made by cash, check or money order payable to Prince George's County.

\*All Permitting fees are assessed a 5% technology fee.