

Department of Permitting, Inspections and Enforcement (DPIE) — Site/Road Process and Case Types

DPIE processes site and road related approvals through the Site/Road Plan Review Division and the Permitting and Licensing Division. Approvals and permits are issued for site work located within County rights-of-way and on private property.

Types of Site/Road Approvals and Permits issued by DPIE:

Site/Road approvals and permits include the following case types.

- Site Development Concept Plan (SWM)*
- 100-Year Floodplain Study*
- Street Grade Establishment Plan (SGE)*
- Site Development Rough Grading Permit (SDRG)*
- Site Development Fine Grading Permit (SDFG)*
- Street Construction Permit (SCON)*
- Residential Driveway Permit (DW)*
- Haul Road or Timber Transport Permit (HAUL)*
- Oversized Overweight Vehicle Permit (OSOW)*
- Special Permit (SPEC)*
- Special Drain Permit (SDRN)*
- Special Utility Permit *
- Maintenance Utility Permit*
- CIP Drainage Plan/Permit
- CIP Road-Bridge Plan/Permit

The above case types indicated with an asterisk can be applied for online. The online portal can be accessed by going to <http://dpiepermits.princegeorgescountymd.gov/Customers/Login.aspx>. After completion of the online application, plans and permits can be uploaded and processed through the County's ePlan system.

The following miscellaneous Site/Road case types are established for internal tracking purposes, and generally related to a permit:

- Developer Contribution
- Letter of Responsibility
- Restoration Bond

Site Development Concept

Overview, Purpose, Scope:

A Site Development Concept, processed through DPIE's Site/Road Plan Review Division, is required for most projects. This approval entails a conceptual review of the planned site work. During the review, the design professional and the County define natural resources and analyze a wide array of site related conditions including onsite and downstream flooding, drainage, stormwater management, roadway improvements and dedication, site entrances, roadway geometry, roadway safety and soils.

The Approval/Permit Process:

A Site Development Concept is processed during the conceptual stage of a project. Companion approvals include a Grading Erosion and Sediment Control Concept Plan, processed through Prince George's Soil Conservation District (PGSCD), a Natural Resource Inventory (NRI), processed through Maryland–National Capital Park and Planning Commission (M–NCPPC) and a 100-year Floodplain Study/Delineation, processed through DPIE. Approvals are coordinated and processed at the same time. Interdependency of approvals is outlined below and shown graphically:

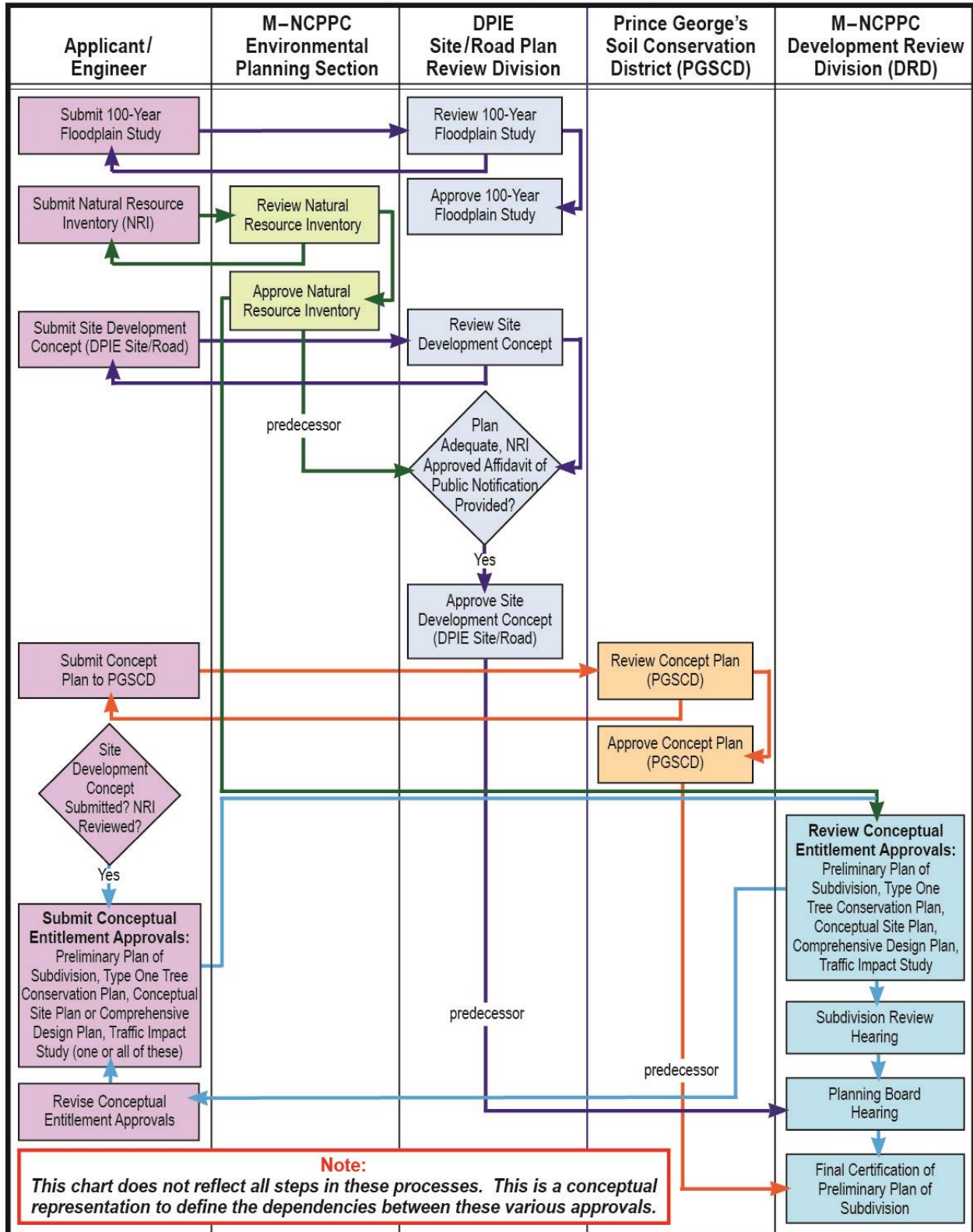
- NRI approval required before Site Development Concept approval
- Site Development Concept approval (DPIE) required before Concept Grading Erosion and Sediment Control Plan approval (PGSCD)
- 100-year Floodplain Study/Delineation submitted prior to Site Development Concept approval
- Site Development Concept approval required before Preliminary Plan of Subdivision and Comprehensive Design Plan Planning Board hearings
- Site Development Concept approval required before acceptance of a Conceptual Site Plan
- Site Development Concept approval required before Special Exception Filing
- Site Development Concept approval required before Detailed Site Plan and Specific Design Site Plan filing
- Site Development Concept approval required before filing Site/Road permits
- Site Development Concept approval required before filing Building permits

A Site Development Concept requires public notification, as defined in the Prince George's County Code, Section 32-182(g). This is intended to notify citizens, public officials and municipalities in the general area of the proposed project.

Timeframe: This approval is necessary before the Planning Board hearing associated with preliminary entitlement approvals, which generally occurs within 70 days (up to 140 days) of filing. Typical timeframes for review of Site Development Concept are:

First review:	4 weeks
Consultant response:	2 weeks
Final review/approval:	4 weeks
Total:	10 weeks

Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement (DPIE)
Land Development Concept Phase Approvals



Approval Exemptions:

A Site Development Concept Approval from Prince Georges County is not required in the following instances:

- Building permits for *interior* building construction or alteration
- Projects located within the City of Bowie (see City of Bowie approval requirements)
- Projects located on state or federal land (see state and federal approval requirements)

Submittal Requirements, Applications, Forms, Checklists:

- Submittal requirements are defined by a submittal checklist, located on the County's Website; please click [here](#).
- Application for Site Development Concept Plan is required to be completed by the consulting engineer, sealed and included with the submittal. The application is located on the County's Website; please click [here](#).
- A Standard Plan (simplified Site Development Concept Plan) Application may be utilized for a single residential lot project, if the lot has less than 15% impervious area and less than 30,000 sf of disturbed area. This application can be found in the *Prince George's County's Stormwater Management Design Manual* — Appendix 5, located on the County's Website; please click [here](#).
- Design Review checklists are required to be completed by the consulting engineer and submitted with the Plan. The checklist is located on the County's Website; please click [here](#).
- BMP Summary and Storm Drain Outfall Summary Table are required to be included on the Site Development Concept Plan and in the Computation Report. These tables can be found in the *Prince George's County's Stormwater Management Design Manual* — Appendix 5, located on the County's Website; please click [here](#).
- A sample public notification letter, required for processing of a Site Development Concept Plan, is included in the *Prince George's County's Stormwater Management Design Manual* — Appendix 5, located on the County's Website; please click [here](#).
- A sample public notification affidavit, required for processing of a Site Development Concept, is included in the *Prince George's County's Stormwater Management Design Manual* — Appendix 5, located on the County's Website; please click [here](#).

Fees:

Site Development Concept review fees, which are collected at the time of filing, are:

- \$150.00 for one-lot single residential
- \$500.00 for two or more lots residential
- \$500.00 for commercial
- \$250.00 for church or non-profit entity

- Review fees are waived for Prince George's County affiliated public service agencies (*i.e.*, public health services, mental health services, public schools, hospitals, libraries, fire departments, detention centers, DPW&T, M–NCPPC, WSSC, OCS facilities) as defined by Prince George's County Code, Sections 32-115 and 32-120.
- A comprehensive list of agency fees is included on the County's Website; please click [here](#).

Stormwater Management Fee-in-Lieu: During review of the Site Development Concept Plan, the amount of the stormwater management fee-in-lieu is based on the type and size of the project, extent of impervious area, and extent of stormwater management to be provided. The method of calculating fee-in-lieu, collected prior to permit issuance, is outlined in *Prince George's County's Stormwater Management Design Manual*, Chapter 3.1.2, B, C, and D, based on Prince George's County Code, Section 32-120 (9) (C), and located on the County's Website; please click [here](#).

Design Guidance:

The design consultant should consult with the following County, state and nationally accepted design requirements, codes, manuals, and regulations for detailed guidance on preparing plans and computations for a Site Development Concept Plan:

Design Guidance — Stormwater Management, Grading, Drainage, Floodplain

- Prince Georges County Code Section 32; please click [here](#).
- *Prince George's County's Stormwater Management Design Manual* (latest edition); please click [here](#).
- Maryland Stormwater Management Act of 2007 (Environment Article 4-201 and 4-203), in the *Annotated Code of Maryland*, and subsequent regulations issued by the State of Maryland under *Code of Maryland Regulations, COMAR 26.17.02*; please click [here](#).
- *Maryland Department of the Environment (MDE), Maryland Stormwater Design Manual, Volumes I & II, October 2000 & Revised May 2009* — accessible on the state's Website; please click [here](#).
- *Maryland Department of the Environment (MDE), Environmental Site Design (ESD) Process and Computations, July 2010* — accessible on the state's Website; please click [here](#).
- *Maryland Department of the Environment (MDE), Environmental Site Design (ESD) Redevelopment, October 2010* — accessible on the state's Website; please click [here](#).
- USDA Technical Release TR55, *Small Watershed Hydrology, WinTR55 Users Guide*, January 2009; please click [here](#).
- Federal Emergency Management Agency (FEMA) — floodplain

Design Guidance — Roadway

- *Prince Georges County Code*, Section 23; please click [here](#).
- *Prince Georges County Countywide Master Plan of Transportation*; please click [here](#).
- *Prince Georges County Master Plan, Sector Plan, and Transit District Development Plan*; please click [here](#).
- *Prince Georges County Department of Public Works and Transportation Specifications and Standards for Roadways and Bridges* (latest edition)
- *American Association of State Highway Transportation Officials (AASHTO) — A Policy on Geometric Design of Highways and Streets*
- *Federal Highway Administration (FHWA), Manual on Uniform Traffic Control Devices (MUTCD)*

Validity Period/Expiration

A Site Development Concept Plan is valid for a maximum period of 3 years. These approvals can be extended, with a renewal fee of \$100. However, any changes to regulations may result in changes to the previous approval.

Contacts:

For additional assistance regarding Site Development Concept Plan approvals, please contact DPIE's Site/Road Plan Review Division at 301.636.2060.