



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



**SITE DEVELOPMENT CONCEPT PLAN
 SUBMITTAL CHECKLIST**

This checklist identifies submittal requirements for Site Development Concept Plan Review. Site Development Concept Approval is required for all projects, except for work associated with minor residential modifications with less than 5000 sf of disturbance.

All plan review applications, fee payments*, and retrieval of plan comments or plan approvals are processed at the **Department of Permitting Inspections and Enforcement (DPIE) Permits Center, 9400 Peppercorn Place, 1st Floor, Largo, Maryland 20774**

For submittal of plans with paper copies, provide:

- All documents – number of copies listed below – plans folded
- **All documents in digital format on DVD**

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

- Concept Plans to be provided in vectorized CADD format
- All reports and supporting documents to be provided in scanned format (PDF)

A. APPLICATION PROCESS: The following items are required:

- 1. Completed Concept Application – with cover page [1 copy]**** – The application form is available in the **DPIE Permits Center, 9400 Peppercorn Place, 1st Floor, Largo, Maryland 20774**
- 2. Completed Concept Stormwater Plan Design Review Checklist, sealed by Professional Engineer [1 copy]**
- 3. Concept Stormwater Plan** [2 copies]**
- 4. Application Fee*:**
 \$500.00 plus 5% technology fee for Commercial Projects and Multiple Dwelling Residential
 \$150.00 plus 5% technology fee for Single Family Residential (One Lot)
 \$250.00 plus 5% technology fee for Churches and Non-Profit Organizations
 \$500.00 plus 5% technology fee for All Other Projects*
- 5. Site Plan [2 copies]**
- 6. Drainage Area Map** [2 copies]**
- 7. Supporting Hydrologic and Hydraulic Computations** and Narrative** addressing SWM and Erosion/Sediment Control Environmental Site Design (ESD) to the MEP Justification and Analysis
- 8. Soil Boring Report [1 copy] ****
- 9. Existing 100 Year Floodplain Delineation, if required**
- 10. Sight Distance Analysis (for new roads/driveway entrances connecting to existing roads)**
- 11. Stormwater Pollution Prevention Plan**** (only required if proposed use is a hot spot).
- 12. Approved Natural Resources Inventory, if required (Plan and/or Waiver Letter) [1 copy]** from M-NCPPC, Environmental Section. (Submit prior to approval.) Refer to the attached Development Review Bulletin issued by M-NCPPC dated May 1, 2017 for guidance/exemption criteria.
- 13. Provide Affidavit and Copy of Notification Letter [1 copy]** (See attached samples) - *For new development projects with over 5,000 square feet of disturbance, notification is required to adjacent property owners and other parties, in accordance with Prince George's County Code Requirements (Section 32-182(g) 1-3). (Notification must be mailed out within 7 days of Concept Plan Submittal. Submittal of an affidavit attesting to the completion of this notification is required prior to Concept Stormwater Plan Approval.)*



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Note: Initial Site Development Concept Plan Submittal must include the items 1 through 11. If any items are omitted, the submittal may not be accepted for processing. Applicant to provide explanation for omitted items:

For those Approved Site Development Concept not requiring an approved technical or a Site Development Permit submission, applicant will be notified to pay the full amount of the SWM fee-in lieu prior to the release of the approval letter.

C. CONTACT INFORMATION:

Consultant _____
 Contact Person _____
 Address _____

 Phone _____
 Email _____

Owner/Developer _____
 Contact Person _____
 Address _____

 Phone _____
 Email _____

*Filing fees & permit fees may be made by cash, check, or money order, payable to Prince George's County.

**Signed and sealed by a registered professional engineer licensed in the State of Maryland

DEVELOPMENT REVIEW BULLETIN

Subject: Natural Resources Inventory (NRI) Applicability for Stormwater Management Site Development Concept applications and Erosion & Sediment Control Applications

Resource: Countywide Planning Division
Environmental Planning

Date: May 1, 2017

Effective May 1, 2017, a Natural Resources Inventory (NRI) is not required to be included in Site Development Concept applications and sediment & erosion control applications if:

(a) the development activity is exempt from the requirements of the Stormwater Management Ordinance per Section 32-174 (a) of the County Code;

AND

(b) the limits of disturbance as shown on the proposed site plan will not disturb regulated sensitive and/or environmental features (*streams, stream buffers, wetlands, wetland buffers, Marlboro clays, Christiana clays, 100-year floodplain and/or adjacent steep slopes*).

This applicability will be applied to all applications that have been submitted but not yet reviewed. This criterion does not apply to CWP/P3 projects. Staff will contact the applicant if the project meets these standards.

For applications meeting the above criteria, supplemental information regarding existing conditions of the site may be required upon request by the review agency. All applications must state the area of the proposed limit of disturbance.

The Planning Department, in cooperation with Department of Permitting, Inspections and Enforcement (OPIE) and the Prince George's Soil Conservation District (PGSCD) reserve the right to require a NRI later in the review process if it is determined that the NRI is needed to complete the review.

Should it be discovered during the review process that an application requires a NRI to conduct a complete review, the appropriate type of NRI will be required prior to approval of the application.

If you have any questions, please contact Katina Shoulars at 301-952-5404 or Katina.Shoulars@ppd.mncppc.org.