



TECHNO-GRAM
008-2018
Revised



SUBJECT: Streamlined Processing for Residential Infill Lots

PURPOSE: To establish a streamlined process for residential infill lots (one to six lots)

SCOPE: Establish new procedures and checklists to expedite and streamline processing of residential infill lot projects.

Effective immediately, this Technogram sets forth streamlined and expedited procedures for Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) site/road processing of residential 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 that are endeavoring to build **one to six residential houses 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 Infill: These projects are eligible for expedited processing. In some cases, these require only site development concept approval (SWM - INFILL) and a building permit. In other cases, these will require a combined site development concept/site development fine grading permit (SDFG- INFILL) and a building permit. 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.

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



TECHNO-GRAM
008-2018
Revised



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 page 1 table will require a combined site development concept/fine grading permit (SDFG - INFILL).

Streamlining: For infill lots, 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 SDFG permit, and all site road permit review 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:

Step 1a: Natural Resource Inventory (NRI) or NRI Equivalency

Submittal: Applicant to submit NRI or NRI Equivalency to Maryland National Capital Park and Planning Commission (M-NCPPC) Environmental Planning section. This is required before Site Development Concept can be approved. See attached forms.



TECHNO-GRAM
008-2018
Revised



Step 1b: Combined Concept/Fine Grading Permit (SDFG - INFILL)

Submittal Preferred Processing Method - ONLINE/EPLAN - go to <http://dpiepermits.princegeorgescountymd.gov>

Applicant to submit SDFG permit (SDFG-INFILL). Applicant to include "INFILL" in the name of the case, to ensure expedited processing. Applicant to submit INFILL concept, grading, driveway, roadway permit checklist to DPIE along with all appropriate engineering plans, calculations, and filing fees. See attached checklist.

Floodplain Information Request: Applicant to submit floodplain information request with this permit submittal and include floodplain information request form, drainage area map and \$52.50. See attached forms.

DPIE permit processor to ensure "INFILL" is included in the case name (ePermits and eplan). During plan screening, the DPIE Engineer of the Day will determine if the case is eligible for INFILL Processing. During plan screening, DPIE floodplain engineer will research to determine if the lot(s) are in the 100-year floodplain, and provide a written response. If eligible for the most simplified concept only, the DPIE Infill team will revise the case type to SWM-INFILL. DPIE Infill team will fill out the below form and return it to the applicant, as needed for expedited building permit process

CASE ELIGIBLE FOR INFILL LOT PROCESSING (CONCEPT ONLY):

(DPIE SITE ROAD INFILL TEAM SIGN OFF)

- OR -

CASE ELIGIBLE FOR INFILL LOT PROCESSING (CONCEPT/SDFG):

(DPIE SITE ROAD INFILL TEAM SIGN OFF)

- OR -

CASE NOT ELIGIBLE FOR INFILL LOT PROCESSING:

(DPIE SITE ROAD INFILL TEAM SIGN OFF)



TECHNO-GRAM
008-2018
Revised



Step 1c: Residential 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, Applicant may then submit building permit prior to concept or combined concept/SDFG 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. Applicant to submit request for TCP exemption to M-NCPPC Environmental Planning Section. If project is not eligible for exemption, applicant to submit Tree Conservation Plan for review/approval. NOTE: This approval is required before grading and building permits can be issued. See attached forms.

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. They are, however, still required to ensure and practice good environmental stewardship. Applicant shall submit 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 attached forms.



TECHNO-GRAM
008-2018
Revised



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 SWM-Infill or the SDFG-Infill.

Step 2b: DPIE Site/Road Review/Approval of Infill Cases (SWM-Infill or SDFG-Infill): DPIE will assign these site road cases to the INFILL team and expedite the review of these site road cases, to achieve 1 to 2 weeks per review cycle, instead of the traditional 4+ weeks of review cycle times. It is essential that the engineer submit all information with first review to ensure efficient processing of the case. It is typical for these case types to experience 2 to 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 5 to 14 weeks. However, other agency approvals (PGSCD, M-NCPPC, etc.) are also necessary for issuance, and similar progress must be made by the applicant with processing of necessary approvals with other agencies.

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

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 WSSC) before building permit issuance. Note: DPIE SWM-INFILL or SDFG-INFILL approval is required 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 building permit and grading permit issuance. See attached forms.



TECHNO-GRAM
008-2018
Revised



Step 2e: PGSCD Review/Approval of Sediment Control Exemption: If the project is eligible for an exemption, this exemption will be issued by PGSCD. This exemption should be submitted to DPIE with the SWM-Infill or SDFG-Infill (grading permit).

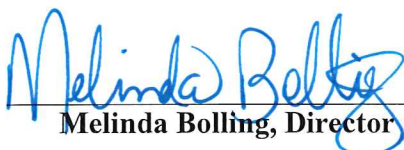
OR

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 control plan, the Applicant must submit the final E&S Plan to PGSCD. Applicant should submit all required plans, checklist and application to PGSCD along with all appropriate plans and fees. This approval is required before building permit and grading permit issuance. See attached checklists and applications.

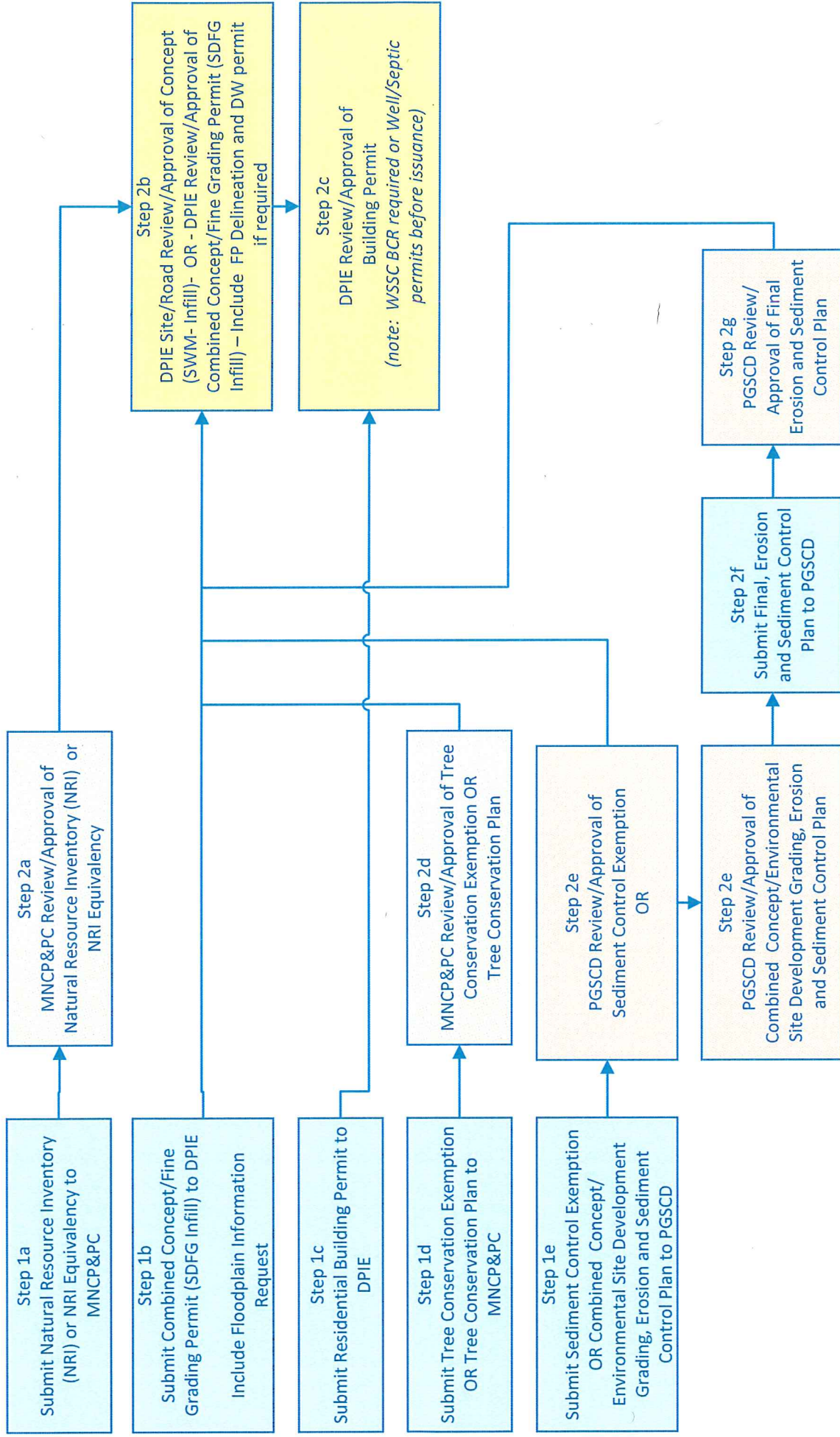
Step 2g: PGSCD Review/Approval of Final Erosion and Sediment Control Plan: PGSCD to review and approve this plan. Upon approval, the applicant should submit this approved green stamped plan to DPIE as part of the SWM-Infill or SDFG-Infill (grading permit).

APPROVED BY:


Melinda Bolling, Director

June 10, 2019
DATE

Prince Georges County DPIE - Residential Infill Permit Process



Applicant

DPIE

MNCP&PC

PGSCD



TECHNO-GRAM
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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. SITE DEVELOPMENT CONCEPT PLAN APPLICATION - DPIE
- 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 A

KEY CONTACTS:

DPIE Floodplain Engineer:

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

DPIE Site/Road Residential Infill Team:

Mary Rea 301-883-5921; marea@co.pg.md.us
Tuan Duc 301-883-5717; thduc@co.pg.md.us
Yonas Tesfai 301-883-5725; ystesfai@co.pg.md.us
Mengis Tesfatsion 301-636-3733; mtesfatsion@co.pg.md.us
Address: 9400 Peppercorn Place, Suite 230, Largo MD

DPIE Residential Building Permit Team:

Sompandh Wanant 301-883-3248; SWanant@co.pg.md.us
Tezera Lemma 301-883-5918; TLemma@co.pg.md.us

DPIE Right of Way/Easement Processing:

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

M-NCPPC Tree Conservation:

Megan Reiser 301-952-3752; Megan.Reiser@ppd.mncppc.org
Chuck Schneider 301-883-3240; Alwin.Schneider@ppd.mncppc.org
Marc Juba 301-883-3239; Marc.Juba@ppd.mncppc.org
Address: 9400 Peppercorn Place, Suite 230, Largo MD

M-NCPPC Permit Processing:

Brooke Larman 301-636-2017; 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
Eugene Whitehead 301-883-3265; EKWhitehead@co.pg.md.us
Address: 9400 Peppercorn Place, Suite 219, Largo MD
(Satellite Office - Largo)

ATTACHMENT B

Prince George's County
Department of Permitting, Inspections and Enforcement
Site/Road Plan Review Division

INFILL LOT CONCEPT, GRADING, DRIVEWAY, ROADWAY PERMIT CHECKLIST

SUBMITTAL REQUIREMENTS	YES	NO	N/A	COMMENTS
Section 1:				
<i>Online/eplan submittals preferred</i>				
Combined Site Development Concept/Site Development Fine Grading Permit (SDFG-INFILL) – submit the following information to DPIE – apply online – go to https://dpiepermits.princegeorgescountymd.gov/				
1. Online application – insert INFILL into case name				
2. Site Development Concept Application (see attached)				
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 MNCP&PC)				
9. Floodplain Information Request Form completed by DPIE (see attached)				
10. Concept review fee - \$157.50 (one residential lot) or \$525 (two or more residential lots)				
11. Affidavit and copy of notification letters. (Note: not required if project is exempt from SWM requirements) (see attached)				
12. Erosion/sediment control exemption (requires approval from PGSCD)				
13. Other information if required				
If site is not eligible for Concept Only review, provide the following:				
1. Final SD, SWM, paving plan – include all lots – include SWM and SD for all lots, include driveways and road frontage improvements as required.				
2. Final Site Grading and Landscape Plan (requires approval from MNCP&PC before permit issuance)				
3. Final Subdivision Plat				
4. Tree Conservation Plan or Woodland Conservation Exemption Letter– OR – CBCA Conservation Plan (requires approval from MNCP&PC before permit issuance)				
5. Final erosion and sediment control plan (requires approval from PGSCD before permit issuance)				
6. Approved 100 year floodplain delineation, if applicable				

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SUBMITTAL REQUIREMENTS	YES	NO	N/A	COMMENTS
Section 1 (continued):				
Combined Site Development Concept/Site Development Fine Grading Permit (SDFG-INFILL) – submit the following information to DPIE – apply online – go to https://dpiepermits.princegeorgescountymd.gov/				
7. Construction Cost estimates: <ul style="list-style-type: none"> Estimate for private SWM and SD Estimate for public SD/SWM Estimate for road improvements 				
8. Filing fees <ul style="list-style-type: none"> 3.33% of cost of private SWM and SD plus 5% technology fee 3.33% of cost of public SD/SWM plus 5% technology fee 3.33% of cost of road improvements plus 5% technology fee Grading fee – 1/3 of \$0.008 per SF of disturbed area plus 5% technology fee 				
9. Right of way package for proposed road dedication and easements (storm drain, SWM, floodplain, surface drainage)				
10. Declaration of Covenant to maintain drainage systems (see attached)				
11. Bonds and Remaining Permit Fees (not required with initial permit submittal – required before permit issuance)				
12. Other information if required				

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DESIGN REVIEW REQUIREMENTS - SECTION 2: Site Development Concept ONLY if YES to all	YES	NO	N/A	COMMENTS
a) Less than 5,000 SF of disturbance and less than 100 cy of cut/fill				
b) Fronts on municipal or state road so no road improvement				
c) Not in Chesapeake Bay Critical Area (CBCA)				
d) No floodplain present on lot				
e) No storm drain pipe required				
f) No stormwater management required – not required if yes to a) and c) – note if builder/developer has multiple lots in the same block or area, must consider cumulative LOD of all lots				
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				

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DESIGN REVIEW REQUIREMENTS	YES	NO	N/A	COMMENTS
SECTION 3:				
Site Development Concept Review – Confirm Code Compliance:				
a) Concept application and plan with seal/signature by appropriate Maryland Registered Design Professional				
b) Concept plan accurately reflects all existing and proposed conditions including topography, right of way, frontage road, utilities, easements, lot lines, lot/block/parcel, floodplain, wetlands, streams, forest limits. Plan shows this information 50' beyond project site.				
c) Drainage area map with offsite area draining to lot defined				
d) NRI equivalency letter or NRI approval provided				
e) Limit of disturbance LOD includes all work on lot, frontage road improvements, and utility cut in street for water/sewer				
f) Stormwater management SWM required if in the Intensely Development Overlay (IDO_ zone of the CBCA. SWM required if LOD exceeds 5,000 SF. Note: If developer or builder is proposing multiple houses in the same block or vicinity, all houses must be included in the same application. The LOD is considered cumulative and SWM is not waived. NOTE: If SWM is required this triggers grading permit review & as built.				
g) Stormwater management required by others (City of Bowie)				
h) Public notification completed. Affidavit provided (if SWM required)				
i) Geotechnical report provided – define GWT, swm recommendations, basement and structural recommendations				
j) Stormwater management sized to meet ESD required volume				
k) Stormwater management sized to meet 10% rule if in the IDO zone of the CBCA				
l) Stormwater management requirements				
• Permeable pavement A, B, C soils only				
• Dry wells if in soils recommended by geotechnical and 4' above GWT				
• Dry wells 20' from house				

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DESIGN REVIEW REQUIREMENTS	YES	NO	N/A	COMMENTS
SECTION 3 (continued):				
Site Development Concept Review – Confirm Code Compliance:				
<ul style="list-style-type: none"> Bioswale and Rain garden with underdrain connected to storm drain system (may only eliminate underdrain if no existing storm drain nearby and infiltration rates more than 0.52 inch/hour) and device at least 4' above Groundwater table GWT 				
<ul style="list-style-type: none"> Rainbarrels 				
<ul style="list-style-type: none"> Rooftop disconnect – if slope less than 5% 				
<ul style="list-style-type: none"> Landscape Infiltration – infiltration 0.52 inch/hour or higher and device at least 4' above GWT 				
m) Basement at least 2.5' above GWT				
n) Driveway				
<ul style="list-style-type: none"> Driveway slope minimum 1%, maximum 12.5% 				
<ul style="list-style-type: none"> Driveway parking pad, maximum slope 7% for 19' length: preferred for all driveway, required for houses with no garage 				
<ul style="list-style-type: none"> Driveway width minimum 10', maximum 20' at r/w line 				
<ul style="list-style-type: none"> Driveway minimum 3.5' from property line 				
<ul style="list-style-type: none"> Driveway lines up with garage and not in front of house 				
<ul style="list-style-type: none"> Driveway for 2 and 3 car garage meets DPWT DPIE standards 				
o) Frontage road improvement				
<ul style="list-style-type: none"> Road improvements (mill/overlay, widening, sidewalk, street tree, street lights shown on plans) 				
<ul style="list-style-type: none"> Road dedication required and provided 				
<ul style="list-style-type: none"> Municipal or State Highway – no road improvement required by PG 				
<ul style="list-style-type: none"> NOTE: If frontage improvements or driveway apron are required, this triggers grading permit review 				

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DESIGN REVIEW REQUIREMENTS	YES	NO	N/A	COMMENTS
Section 3 (continued):				
Site Development Concept Review – Confirm Code Compliance:				
p) Grading				
• Lawns - minimum 2.5%, maximum 3:1				
• Swales – minimum 2%, maximum 4% or velocity less than 4 fps				
• Grades at corner of house – minimum 10" vertical drop 10' from house, maximum 30" vertical drop 10' from house				
q) Storm drainage and surface drainage				
• 10-year surface flow does not exceed 3 cfs				
• 10-year surface flow does exceed 3 cfs and storm drain inlets added – THIS REQUIRES GRADING PERMIT REVIEW				
• Surface drainage easements recorded if required				
r) Marlboro Clay or High Shrink Swell Clay on / near lot				
• Geotechnical study provided with slope stability analysis				
• 1.5 factor of safety line shown				
• House located minimum 25' uphill of 1.5 factor of safety line				
• Storm drain extends downhill beyond clay				
• SWM devices designed to prevent infiltration				
s) Floodplain				
• Floodplain information request submitted to DPIE FP engineer				
• County floodplain present and shown				
• FEMA floodplain present and shown				
• Floodplain delineation approved by DPIE FP engineer				
• House elevation (Lowest floor) set two feet above 100 year FP - approved by DPIE FP engineer				
• House set back 25' horizontally from 100 year FP				
• Floodplain notes added to plan – approved by DPIE FP engineer				
• Floodplain easement recorded				
• Improvement to existing structures approved by DPIE FP engineer – cost of work is below substantial improvement threshold (FEMA only)				
• No alteration of floodplain (Note: if alteration is proposed, development may not be feasible. Only permissible if waiver granted. Consult with DPIE for further guidance. Request for floodplain waiver will result in non-expedited grading permit process)				