



**TECHNO-GRAM**  
**002 - 2020**



- SUBJECT:** Site/Road ePlan Revisions
- PURPOSE:** To establish processing steps for revising DPIE Site/Road cases in ePlan
- SCOPE:** This Techno-gram applies to all DPIE Site/Road case types listed below

The purpose of this Techno-gram is to define the process to revise an issued ePlan DPIE Site/Road Permit or Approval. This process applies to a permit revision to change or expand the scope of work for an issued ePlan permit or approval. Also, if a previously issued permit or approval was processed in PAPER, instead of EPLAN, DPIE will convert the case to EPLAN with the revision. The following process applies only to DPIE case types listed below:

Site Development Rough Grading (SDRG) Permit  
Site Development Fine Grading (SDFG) Permit  
Street Construction (SCP) Permit  
Residential Driveway (DW) Permit  
Haul Road/Timber (HAUL) Transport  
Oversized/Overweight (OSOW) Vehicle Permit  
Special Permit (SP)  
Special Drain Permit (SD)  
*Site Development Concept Approval (SWM)*  
*100-Year Floodplain Study or Delineation Approval (FLOOD)*  
*Street Grade Establishment Approval (SGE)*

- Step 1:** For the above PERMITS (not italicized), Applicant submits an email requesting a revision/amendment to an issued site/road permit to the DPIE Site/Road Permit Unit - send to the DPIE Site/Road Permit Unit Chief, the DPIE Site/Road Permit Unit Engineering Tech III, or the DPIE Site/Road Permit Unit Administrative Aide III to verify the case type according to the issued permit.



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**Email Contacts:**

**DPIE Site/Road Permit Unit Chief:** James Coutourier -  
[JCoutourier@co.pg.md.us](mailto:JCoutourier@co.pg.md.us)

**DPIE Site/Road Permit Unit Engineering Tech III:** Tennerson Pearson -  
[TGPearson@co.pg.md.us](mailto:TGPearson@co.pg.md.us)

**DPIE Site/Road Permit Unit Administrative Aide III:** Domonique Lewis -  
[Dlewis@co.pg.md.us](mailto:Dlewis@co.pg.md.us)

**Step 1 (continued):**

*For the following APPROVALS - Site Development Concept, Street Grade Establishment and 100-Year Floodplain Study (listed in italics), Applicant submits an email request to the DPIE Site/Road Technician of the Day, requesting a revision/amendment to a previously approved Site Development Concept or Street Grade Establishment, providing the case number and description of the revision.*

***DPIE Site/Road Technician of the Day:***

*Cynthia Nyarku - [Cnyarku@co.pg.md.us](mailto:Cnyarku@co.pg.md.us)*

*Inna Mazalev - [Imazelev@co.pg.md.us](mailto:Imazelev@co.pg.md.us)*

*Angela Wade - [AMWade@co.pg.md.us](mailto:AMWade@co.pg.md.us)*

**Step 2:** For the above referenced permits (not in italics), the DPIE Site/Road Permits Unit (Engineering Technician) emails the applicant an Application for Construction and Related Activities form.

*For the Site Development Concept Revision (italics), the DPIE Site/Road Technician of the Day emails the applicant a Site Development Concept application.*



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**Step 3:** For the above referenced permits (not in italics), Applicant to complete application describing the revised scope of work. The application should include the contact information for the applicant and engineer, the work location, cost estimate and scope of work. Applicant is instructed to email completed Application to DPIE Site/Road Permit Unit Chief, DPIE Site/Road Permit Unit Engineering Tech III or DPIE Site/Road Permit Unit Administrative Aide III for processing.

*For the Site Development Concept Approvals (italics), Applicant to complete the 6 page Site Development Concept Application with the revised scope of work. The application should include updated contact information for the applicant and engineer, the work location and revised scope of work. Applicant is instructed to email completed Application to the DPIE Site/Road Technician of the Day for processing. For Street Grade Establishment and 100-Year Floodplain Study/Delineation, no application is required.*

**Step 4:** For the above referenced permits, DPIE Site/Road Permit Unit creates the revision in ePermits, applies the revision filing fee to the case in the ePermits fee screen and emails invoice to Applicant. *For revisions to the Site Development Concept, Street Grade Establishment and 100-year floodplain study (italics), DPIE Site/Road Technician of the Day creates the revision in ePermits, applies the revision filing fee to the case in the ePermits fee screen, and emails invoice to Applicant.*

**Step 5:** Applicant pays revision fee and notifies DPIE. Applicant may pay fees in person at the Permits Center or online. For Instructions for online payment go to <https://dpiestatus.princegeorgescountymd.gov/site/public/epayments/casestatus.aspx>

**Step 6:** For the above referenced permits (not italics), once the revision fee is paid, the DPIE Site/Road Permit Unit Engineering Technician will provide the applicant a copy of the revised application and inform the DPIE Site/Road Plan Review Division District Engineer or Peer Review



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Coordinator of the revision that needs to be processed in ePlan.

*For the above referenced approvals (site development concept, street grade establishment and 100-year floodplain study), the DPIE Site/Road Technician of the Day to notify the DPIE Site/Road District Engineer or the Peer Review Coordinator or the Floodplain Engineer that the revision needs to be processed in ePlan.*

**Step 7:** For the above referenced permits (not italics), the DPIE Site/Road District Engineer or Peer Review Coordinator will start the EPLAN workflow for the revision case. The DPIE Site/Road District Engineer or Peer Review Coordinator will create "00" folders under Drawings, Documents, and Approved Permit Set, then move the previously approved "00" version drawings and documents to these folders.

*For the above referenced site development concept or street grade establishment approvals (italics), the DPIE Site/Road District Engineer or Peer Review Coordinator will start the EPLAN workflow for the revision case. The DPIE District Engineer or Peer Review Coordinator will create "00" folders under the Drawings, Documents, and Approved Plan Set, then move the previously approved "00" version drawings and documents to these folders.*

*For the above referenced 100-Year Floodplain Study/Delineation Approval (italics), the DPIE Site/Road Floodplain Engineer will start the EPLAN workflow for the revision case. The DPIE Site/Road Floodplain Engineer will create "00" folders under the Drawings, Documents, and Approved Plan Set, then move the previously approved "00" version drawings and documents to these folders.*



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**DPIE Site/Road District Engineers:**

**North District:** Steve Snyder - email [SGSnyder@co.pg.md.us](mailto:SGSnyder@co.pg.md.us)

**Central District:** Mariwan Abdullah - email [MAbdullah@co.pg.md.us](mailto:MAbdullah@co.pg.md.us)

**South District:** Nanji Formukong - email [NWFormukong@co.pg.md.us](mailto:NWFormukong@co.pg.md.us)

**DPIE Floodplain Engineer:** email [SUBabary@co.pg.md.us](mailto:SUBabary@co.pg.md.us)

**DPIE Site/Road Peer Review Coordinator:** Mahmoud Tayyem - email [MTayyem@co.pg.md.us](mailto:MTayyem@co.pg.md.us)

**Step 8:** Applicant to upload revision plans and documents to the ePlan folders. Remainder of permit process to follow as typical to a new permit or approval case.

**Note:** For permits, the name of the applicant must be the same as the name on the issued permit. The applicant name cannot change after a permit has been issued. If a permittee is attempting to change the permittees name, this requires a new/replacement permit.

**APPROVED BY:**

*Melinda Bolling*

Melinda Bolling, Director

August 13, 2020