



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



HAUL ROAD PERMIT Submittal Checklist

This Haul Road Permit is required for any of the following:

- **Hauling Materials from mining, grading, excavation & reclamation operations on County Roads**
- **Hauling Timber and Related Logging Equipment on County Roads**

Note: For Mining, Fill, Excavation Sites, the Applicant has the option of Applying for a combined Site Development/ Rough Grading Permit/Haul Road Permit or separate permits. If combined, the Haul Road Bond will be posted as a separate bond associated with the Site Development Rough grading Permit.

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

For Submittal of Permits with Paper Copies, Provide:

- Final Erosion and Sediment Control Plan — 2 copies
- Haul Road Plan — 2 copies
- All other documents — 1 copy
- **All documents 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
- Vectorized CADD files or scanned (PDF) plans
- ****Upon completion of all plan review and permit comments, applicant to submit one mylar set of plans 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.**

The haul road permit process is broken into the following components:

- **APPLICATION PROCESS;** • **PERMIT ISSUANCE;** • **PERMIT CONSTRUCTION AND RELEASE**

This permit shall expire 1 year from the date of issuance.

A. APPLICATION PROCESS (Haul Road Permits for Mining, Grading, Excavation and Reclamation Operations): For the submission of application for haul road permit for Mining, Excavation and Fill Operations, the following **items** are required:

- 1. Minimum filing fee of \$250, plus 5% technology fee
- 2. Completed permit application (one copy) — This application form is available at the Permit Center, 1st Floor, 9400 Peppercorn Place, Largo, Maryland
- 3. Record plat (one copy)
- 4. Copy of plan showing the site needing the haul road and the proposed haul road route
- 5. Copy of sediment/erosion control plans approved by the Prince Georges County Soil Conservation District



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A. APPLICATION PROCESS (Haul Road Permit for Transporting Timber/Logging Equipment):

The following items are required:

- 1. Minimum filing fee of \$90.00 plus, 5% technology fee
- 2. Completed permit application (one copy) — This application form is available at the Permit Center, 1st Floor, 9400 Peppercorn Place, Largo, Maryland
- 3. Applicant to provide two (2) completed copies of Forest Harvest Operations Sediment Control Plan Application to the Department, as coordinated through the Prince George's County Soil Conservation District. Package must be sealed by a registered professional forester in the State of Maryland and include the Green Stamp, as provided by the Prince George's County Soil Conservation District.
- 4. Provide original completed copy of Transporting Equipment/Logging Permit Agreement of Responsibility for Restoration Form, if property being harvested does not have direct frontage on a County-maintained road and must be accessed through private property. Note: The logger/timber harvester shall be responsible for any damage that may occur to private property.
- 5. Copy of plan showing the site needing the haul road and the proposed haul road route

B. PERMIT ISSUANCE: (Haul Road Permit for Mining, Grading, Excavation and Reclamation Operations):

The following items are required prior to issuance:

- 1. Permit fee of \$1200, plus 5% technology fee, less the filing fee previously paid — note: \$250 extension fee per year after first year
- 2. Posting of haul road permit bonds — Performance bond = \$30,000 minimum, \$100,000 maximum

B. PERMIT ISSUANCE: (Haul Road Permit for Transporting Timber/Logging Equipment):

The following items are required prior to issuance:

- 1. Permit fee of \$90, plus 5% technology fee to be collected at time of filing, as listed above in item A-1. Note: \$60 extension fee per year after first year.
- 2. Posting of Department haul road permit bonds — Performance bond = \$5,000 (applies to one timber harvest only, not multiple).
- 3. Applicant shall construct a Stabilized Construction Entrance (SCE) when an existing hard-Surfaced driveway is not available for entrance/exit access.

C. PERMIT RELEASE: For the construction and permit release process for a haul road permit, the following **items** are required:

- 1. Contact the Department of Permitting, Inspections and Enforcement office at 301-883-5710 to determine the Department Inspector for your project.
- 2. Schedule a meeting with the Inspector, giving the Inspector 48 hours advance notification. On the agenda of this meeting should be:
 - a. Discussion of the route that the Permittee will be using.
 - b. Identification of areas where the road is in poor condition; the Inspector should document these areas.



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- 3. Once the work that necessitated the haul road is completed, and upon request, the Inspector will provide a written list of uncompleted permit requirements to the Permittee. The list will be valid for 30 days. Permittees are responsible to repair damage to County roadways incurred by hauling operations.
- 4. Once all items on the list have been addressed, the release is processed by the Inspector and forwarded to the Department District Engineer.
- 5. The District Engineer will sign off on the release package and forward it to the Department Permits Section.
- 6. The Permits Section will then log in the release package and process the final release of the permit.

If the haul road permit bond is a cash bond, then:

- 7. A letter is written to the Prince George's County Office of Finance by the Permits Section requesting that the cash bond be refunded. This process takes approximately 4–6 weeks.

If the haul road permit bond is not a cash bond, then:

- 8. The Permits Section will send a release-of-liens form to the Permittee.
- 9. Once the release-of-liens form has been processed, then a letter is sent by the Permits Section to the bond company indicating that the bond obligations have been met.

*Filing fees and 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.