



Prince George's County  
Department of Permitting, Inspections  
and Enforcement  
**SITE/ROAD PLAN REVIEW DIVISION**

9400 Peppercorn Place  
Largo, Maryland 20774  
301.636.2060 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 **DPIE Permits Center, 9400 Peppercorn Place, 1<sup>st</sup> 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, 1<sup>st</sup> 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 for Commercial Projects and Multiple Dwelling Residential  
\$150.00 for Single Family Residential  
\$250.00 for Churches and Non-Profit Organizations  
\$500.00 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 (Plan and/or Waiver Letter) [1 copy]** From M-NCPPC, Environmental Section. (Submit prior to approval).
- 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:

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**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