



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



FINE GRADING PERMIT Submittal Checklist

**This permit is for fine grading within and outside public R/W, public and/or private roads,
public and/or private storm drain/stormwater management and erosion/sediment control**

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:

- Site and Grading Plan — 5 copies
- Landscape Plan — 5 copies
- Tree Conservation Plan TCP2 — 2 copies
- Final Erosion and Sediment Control Plan — 3 copies
- Final Stormwater Management, Storm Drain and Paving Plan and Computations — 2 copies
- Proposed Construction Cost Estimate (inside and outside of R/W) — 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
- All Reports and Other Documents to be provided in scanned format (PDF)
- All Cost Estimates in MS Excel format
- Vectorized CADD or PDF files
- ****Upon completion of all plan review and permit comments, applicant to submit one mylar set of plans B9-B13, B 16, B20, and one hard copy of all computations and reports, 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. Other approved plans to be signed and sealed by the appropriate registered professional licensed in the State of Maryland.****

A. APPLICATION PROCESS — The following items are required:

- 1. Completed Permit Application — Application is available at the Permits Center, or online at <http://www.princegeorgescountymd.gov/Government/AgencyIndex/DPW&T/permit-questions.asp>
- 2. Filing Fee* =
 - 33.3% of the full fee requirement indicated for the grading fee based on \$0.008/SF disturbed area outside R/W, plus 5% technology fee
 - 3.3% of total construction cost estimate (not less than \$50) of public improvements inside public R/W, plus 5% technology fee
 - 3.3% of total construction cost estimate of Storm Drain and Stormwater Management (public and private) outside public R/W, plus 5% technology fee
- 3. Site and Grading Plan
- 4. Landscape Plan
- 5a. Permit Information Plan (Offsite Conditions) and Any Pertinent Information Pertaining to Prior Agreements
- 5b. Planning Board Resolutions and District Council Final Order (provide all documents from all prior approvals. Staff Reports acceptable if final resolutions/final orders not available)
- 6. Tree Conservation Plan (TCP2) or Woodland Conservation Exemption Letter (M-NCPPC)
- 7a. Soil Boring Report for Stormwater Management**
- 7b. Soil Boring Report for Public Roads (if public roads included)**



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- A. APPLICATION PROCESS** — The following items are required: *(continued)*
- 7c. Soil Boring Report for Site Grading and Structures**
 - 8. Approved Site Development Concept Letter
 - 9. Site Development Stormwater Management and Erosion/Sediment Control Approval, if required
 - 10. Final Sediment and Erosion Control Plan
 - 11a. Final Stormwater Management, Storm Drain and Paving Plan, Computations and Drainage Area Map
 - 11b. Dam Breach Analysis if required
 - 11c. Final Bridge Plan and Computations, if required
 - 12. Final Design Review Checklists: Applicable Checklists for Storm Drain, Stormwater Management, Grading, Paving, Roadway, Pavement Marking/Signage, Maintenance of Traffic, Bridge
 - 13. Approved Road/Street Grade Establishment Plan (if public roads included)
 - 14a. Pavement Marking and Signage Plan, if applicable
 - 14b. Maintenance of Traffic Plan, if applicable (required if permit includes work within existing roadway, including sidewalk adjustments)
 - 15. Street Tree and Lighting Plan
 - 16. Signal Warrant Study, if required
 - 17. Sight Distance Analysis
 - 18. Existing 100 Year Floodplain Delineation, if required
 - 19. Proposed 100 Year Floodplain Model or Package to Request County Modeling, if required
 - Letter addressed to **DER Programming & Planning Division** requesting floodplain study to be conducted
 - Proposed Floodplain Modeling Fee \$3500 (or \$250 for single lot)
 - Proposed Floodplain Review Fee (review of study performed by consultant/engineer) \$0.50 per linear foot of stream plus \$200 per structure)
 - Proposed Floodplain Review Fee — Setting Floodplain Elevation from Ex. Study \$50
 - Road Profile, Minimum Road Elevation for Roads Crossing Floodplain
 - Number/Size/Inverts/Type/Length of Pipes Crossing Floodplain
 - Upstream and Downstream Low Chord Elevation
 - Bridge Configuration (pier shape, width, elevation)
 - Headwall and Wingwall Types
 - FHA Chart Number and Scale Number for Culvert
 - Cut/Fill Calculations for Any Fill in Floodplain
 - If Engineer/Consultant Performed Study — provide information noted in Design Manual
 - 20a. Cost Estimate for Work in Public Road R/W (All work in public road R/W including Storm Drain, Stormwater Management, Roadway, Grading, Street Trees, Bridge)
 - 20b. Cost Estimate for Work Outside Public Road R/W (Storm Drain and Stormwater Management [Public and Private] and Private Roads in Townhouse or Single Family Subdivisions)
 - 20c. Cost Estimate for Grading Outside Public R/W

Note: Initial Permit application must include the above items 1 through 20. If any items are omitted, the permit application may not be accepted for processing. Permit applicant to provide explanation for omitted items:



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Submittal of the following items is recommended with resubmittal of permit package.

- 21a. R/W package with metes/bounds descriptions for all public storm drain, stormwater management easements
- 21b. R/W package with metes/bounds descriptions for additional roadway dedication
- 22. Executed Private Facilities Maintenance Agreement (required for private storm drain/stormwater management systems)
- 23. Record Plat dedicating public roads and easements for floodplain/conservation
- 24. Shop Drawings for special structures
- 25. Bond Package and Bond Checklist
- 26. Approved Plans, Documents, Agreements and Fees Listed in Section B

B. PERMIT ISSUANCE — The following items are required prior to issuance:

- 1. Permit Fee* — balance of the full fee requirement, plus
 - 100% of the grading fee based on \$0.008/SF of disturbed area outside R/W, plus 5% technology fee; plus
 - 10% of the construction cost estimate of public improvements inside public R/W, plus 5% technology fee; plus
 - 10% of the construction cost estimate of public and private storm drain and Stormwater Management outside public R/W, plus 5% technology fee
- 2a. Stormwater Management Fee-in-Lieu Payment*
- 2b. Pond Maintenance Fee, if required*
- 3. Payment of any other project related fees
- 4. Posting of Bond(s):
 - a. **Performance Bond** — 125% of approved construction cost estimate plus grading bond amount
 - Labor and Material's Bond** — 40% of performance bond amount
 - Note: Above construction cost estimate to include:
 - Public Street Construction (all elements)
 - Public Storm Drain
 - Public Stormwater Management
 - Private Road Construction (all elements) within Townhouse and Single Family Subdivisions
 - Note: Bond for Grading Outside Public R/W — calculate at twelve cents (\$0.12) per square foot for one or more acres of disturbance. This bond not required if less than one acre of disturbance and no public infrastructure
 - Note: Labor and Material's Bond not required if permit does not include any work in public R/W
 - b. **Reforestation Bond** if applicable
- 5. Approved Final Sediment and Erosion Control Plan**
- 6. Approved Site and Landscape Plan**
- 7a. Approved Tree Conservation Plan (TCP2) or Woodland Conservation Exemption Letter (M-NCPPC)
If TCP2 is required, the following items must be included:
 - Woodland Conservation Fee-In-Lieu
 - Reforestation/Afforestation Bond
 - Transfer Certificate for Off-site Woodland Conservation Bank (Off-site Mitigation); OR
- 7b. Approved CBCA Conservation Plan — if site is in the Chesapeake Bay Conservation Area. If CBCA Conservation Plan is required, the following items must be included:
 - Recorded Conservation Agreement
 - Transfer Certificate for Off-Site Conservation Area
 - CBCA Fee-In-Lieu
- 8. Approved Site Development Concept Letter
- 9. Approved Final Stormwater Management, Storm Drain, and Paving Plan**



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B. PERMIT ISSUANCE — The following items are required prior to issuance: *(continued)*

- 10. Approved Road Street Grade Establishment Plan (if public roads)**
- 11a. Approved Pavement Marking and Signage Plan, if applicable**
- 11b. Approved Maintenance of Traffic Plan, if applicable**
- 12. Approved Street Tree and Lighting Plan
- 13. Approved Bridge Plan, if required**
- 14a. Traffic Signal Permit Issued, if required
- 14b. Offsite Road Improvement Permit Issued, if required
- 15. Approved Existing 100 Year Floodplain Delineation, if applicable
- 16. Approved Proposed 100 Year Floodplain Delineation, if applicable
- 17. Recorded Right-of-Way and/or Easement Dedication
- 18. Recorded Subdivision Plats and Road Dedication Plats
- 19. Recorded Private Facilities Maintenance Agreement
- 20. Approved Shop Drawings for Special Structures
- 21. Police/Fire/Rescue Mitigation fee,* if applicable (County Code 24-122.01)
- 22. M-NCPPC Approval (Permit Sign Off)
- 23. Health Department Approval (Permit Sign Off), if required (well and septic)

Note: If traffic signal and/or offsite road improvements are required to support the permit limits proposed under this permit, it is recommended that the applicant concurrently file for a separate signal permit and/or offsite road improvement permit.

*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.