

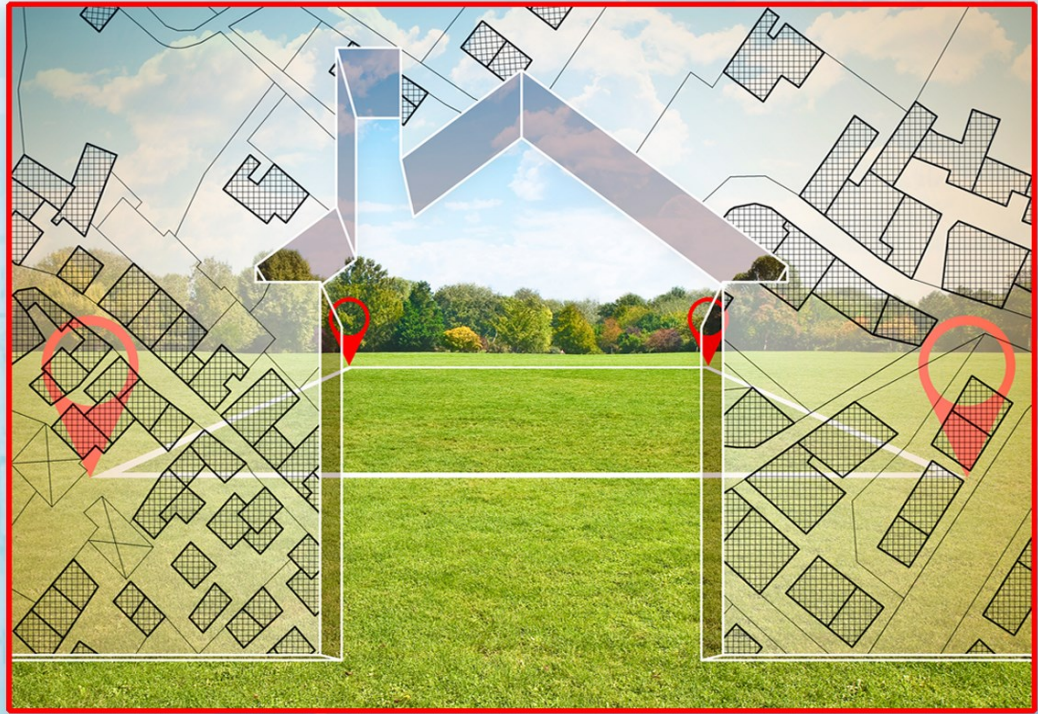


THIRD-THURSDAY COMMUNITY INFORMATION SESSION



Angela D. Alsobrooks
County Executive

Understanding the Residential Infill Permit Process



From the Director

Hello!

The DPIE Residential Infill Program was started in 2018 to streamline the site/road permit process for property owners interested in having a house built in an existing neighborhood. We have assigned a team of reviewers to handle these cases in a shorter time frame than the larger grading permit cases. You will meet members of the team that works on these cases today. Their function is to review the permits, but they are also available to navigate you through the permit process. We are sure the information presented will be helpful to you.



DPIE Agency Overview

Manages County government operations in the areas of permitting, business licensing, plan review, inspections and property code enforcement.



**Acting Director
Jared McCarthy**

**Deputy Director
Dawit Abraham**

**Deputy Director
LaMont Hinton**

dpiе.mypgc.us

301-636-2020

Permitting and Licensing — Bellur Ravishankar, Associate Director

301-636-2050

Processes building and site plan permits; issues licenses

Permitting — <https://www.princegeorgescountymd.gov/1497/Permits>

Licensing — <https://www.princegeorgescountymd.gov/1214/Licensing>

Building Plan Review — Bellur Ravishankar, Associate Director

301-636-2070

Reviews plans for residential and commercial projects

<https://www.princegeorgescountymd.gov/1279/Building-Plan-Review>

Enforcement — Valerie Cary, Associate Director

301-883-6168

Investigates code violations; conducts inspections at residential, commercial and industrial properties

<https://www.princegeorgescountymd.gov/1221/Code-Enforcement-Property-Maintenance>

Inspections — Behdad Kashanian, Associate Director

301-636-2080

Regulates construction, development and grading through inspection and enforcement of codes

<https://www.princegeorgescountymd.gov/1232/Inspections>

Site/Road Plan Review — Mary Giles, Associate Director

301-636-2060

Reviews/approves site and roadway plans for proposed development and road improvement projects

<https://www.princegeorgescountymd.gov/1352/SiteRoad-Plan-Review>

Monthly Community Information Sessions

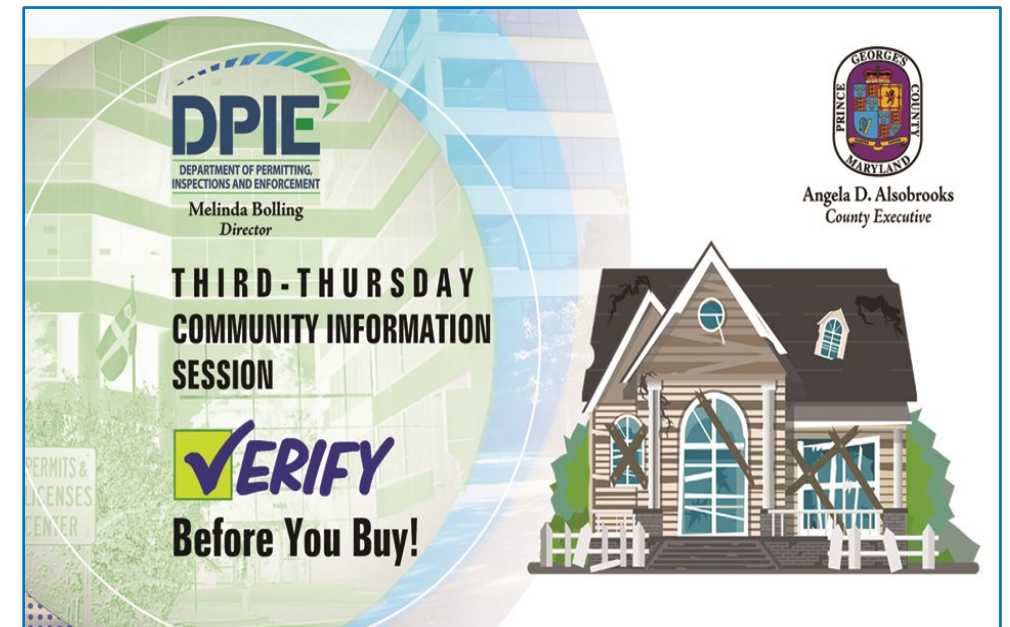
DPIE hosts virtual Third-Thursday Community Information Sessions. Each session focuses on a particular topic and includes a brief presentation, comments by agency experts and a Q&A period.

Sessions take place from 11 a.m.–12 noon on the third Thursday of each month. Each session will be announced in the DPIE *Under Construction* newsletter and on the DPIE website.

Participants may register and submit questions in advance to dpiepio@co.pg.md.us.

You may register at <https://bit.ly/3RztGlc> and a Zoom link will be provided to those who register.

Call 240-508-9723 for more information.



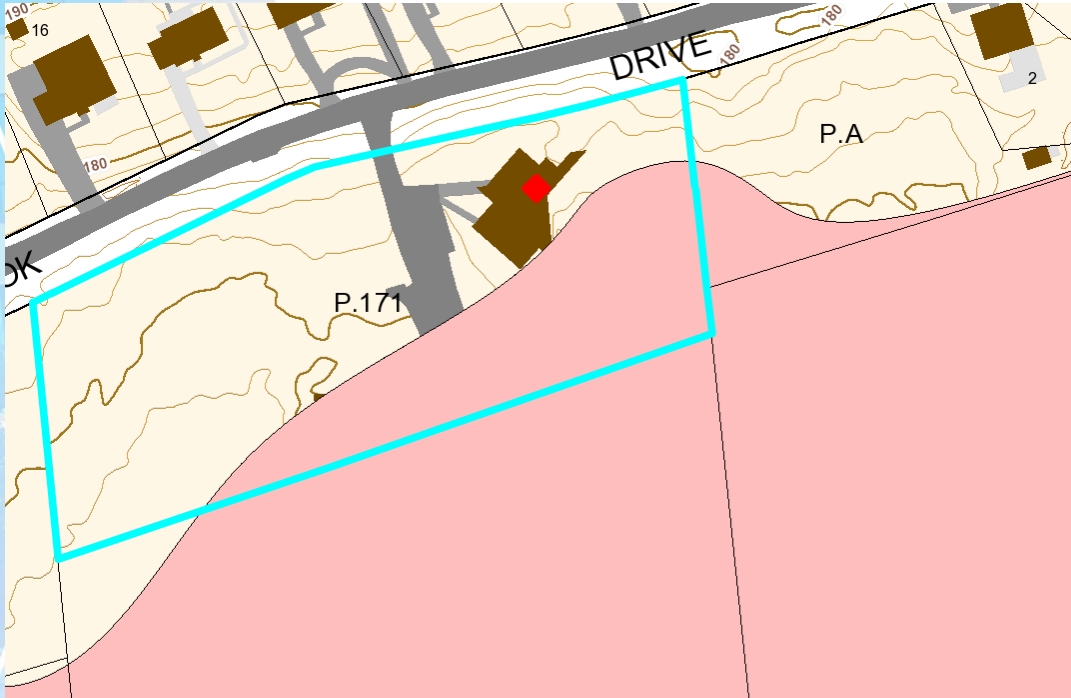
Residential Infill Permit

- Permit type created to streamline the Site/Road permit process for a homeowner or small builder proposing to construct a new house on one-to-six lots in an existing neighborhood.

Residential Infill Permit

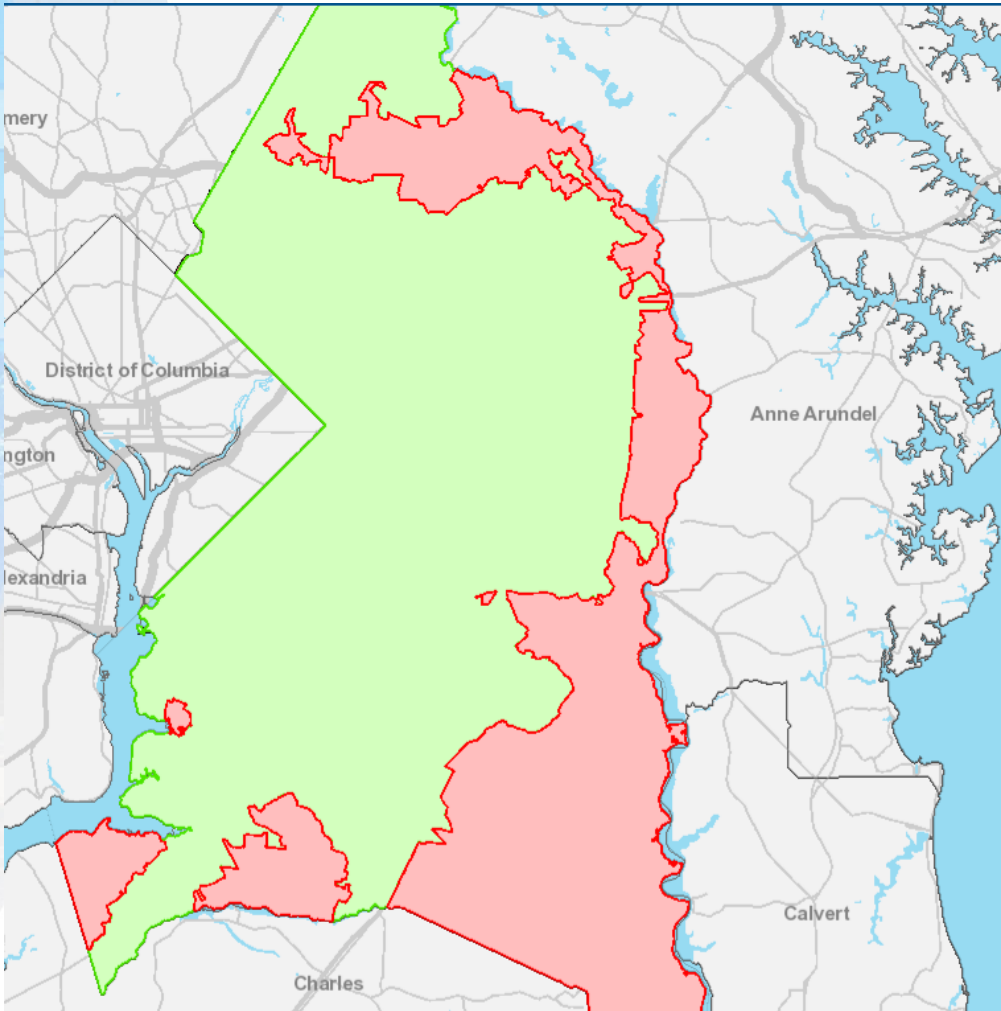
- Street in front of the lot must exist to qualify.
- To include more than one lot, the lots should be proximate (same block, next to each other, etc.)
- Benefit of This Case Type
 - Combines site development concept and grading permit into ONE PERMIT CASE
 - Allows concurrent review of building permit

Evaluate before you purchase the lot



- DPIE recommends you hire a civil engineer to conduct a feasibility study before you purchase the lot.
- Contact a DPIE floodplain engineer for information about the floodplain. The 100-year floodplain can render land unbuildable.

Evaluate before you purchase the lot



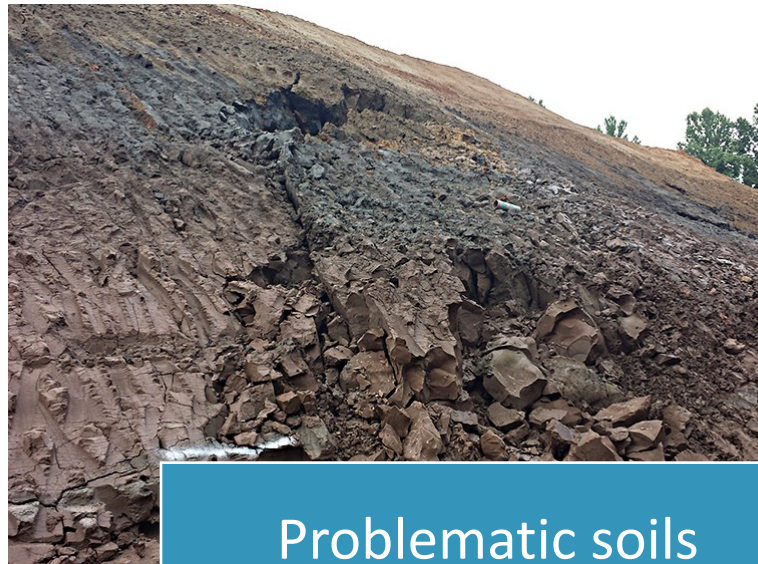
- Well and septic are only permissible outside the w/s envelope. Consult with DPIE water/sewer planning. Go to www.pgatlas.com and select water and sewer layers.
- Consult with WSSC for proximity of existing water and sewer lines and the cost to extend to the property.
- If septic is proposed, does land have adequate percolation? Consult with County Health. A failing percolation test result can render land unbuildable.

Evaluate before you purchase the lot



- **LEGAL ACCESS**
 - Does property front on a built public road?
 - Does property front on a built private road? Is it 22' wide?
 - Do legal recorded easements exist to access property and construct utilities?

Evaluate before you purchase the lot



Problematic soils



Uncontrolled fill
or buried debris

Before submitting Residential Infill Permit

The first four engineering steps of the permit process take place at DPIE.



Hire a civil engineer or land surveyor with experience in Prince George's County

1

Survey property and prepare a survey of existing conditions



2



Submit floodplain inquiry to DPIE.

Is there FP on property?

3

If required, submit 100-year floodplain delineation to DPIE



4

Before submitting Residential Infill Permit

Please contact **MNCPPC**
[Subdivision Section.](#)



Is property
platted? If not,
is subdivision
required?
Contact
M-NCPPC
Subdivision.

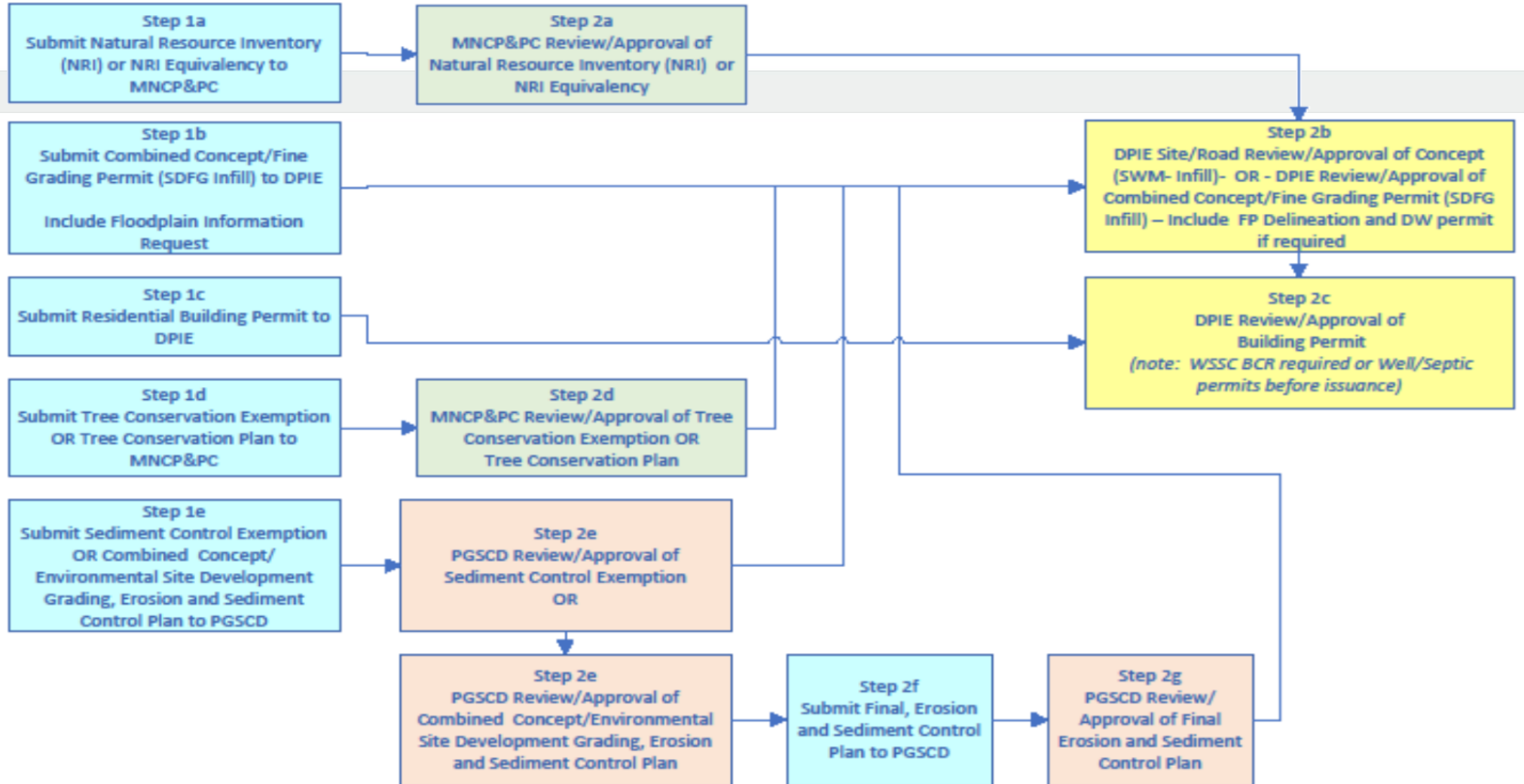
5

Submit subdivision
to M-NCPPC
if required

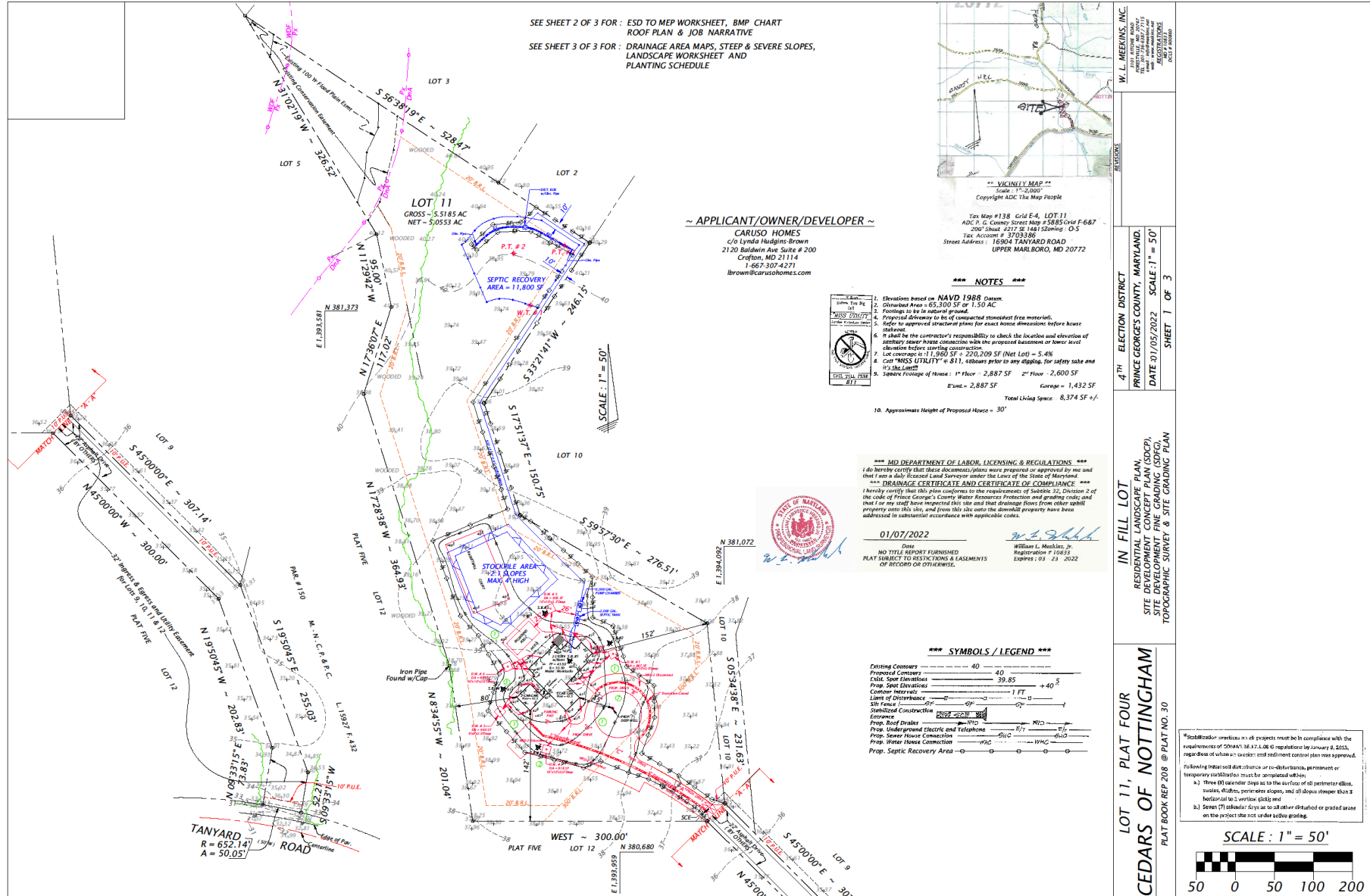


6

Prince Georges County DPIE - Residential Infill Permit Process



Residential Infill Site Plan - Sample



Water/Sewer for Residential Infill Lots

1

SITES INSIDE W/S ENVELOPE

- Is site in Category 3?
- If not in Category 3, apply to DPIE for W/S category change or DPIE waiver to connect (for abutting w/s lines)

2

W/S PERMITS

Apply for permits from WSSC to extend water and sewer to property and house

3

WELL and SEPTIC PERMITS

Apply for septic percolation testing at DPIE

4

SITES OUTSIDE W/S ENVELOPE

Apply for well and septic permits at DPIE

Stormwater Management (SWM) Requirements



SWM EXEMPTED

Cumulative limit of disturbance is less than 5,000 sf and not in CBCA



SWM REQUIRED

- Rain barrels
- Micro-bioretenion
- Dry wells
- Permeable pavers

Residential Infill Techno-gram 008-2018

- Describes process
- Includes submittal checklists
- Includes design checklists
- www.princegeorgescountymd.gov/2362/techno-grams



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)

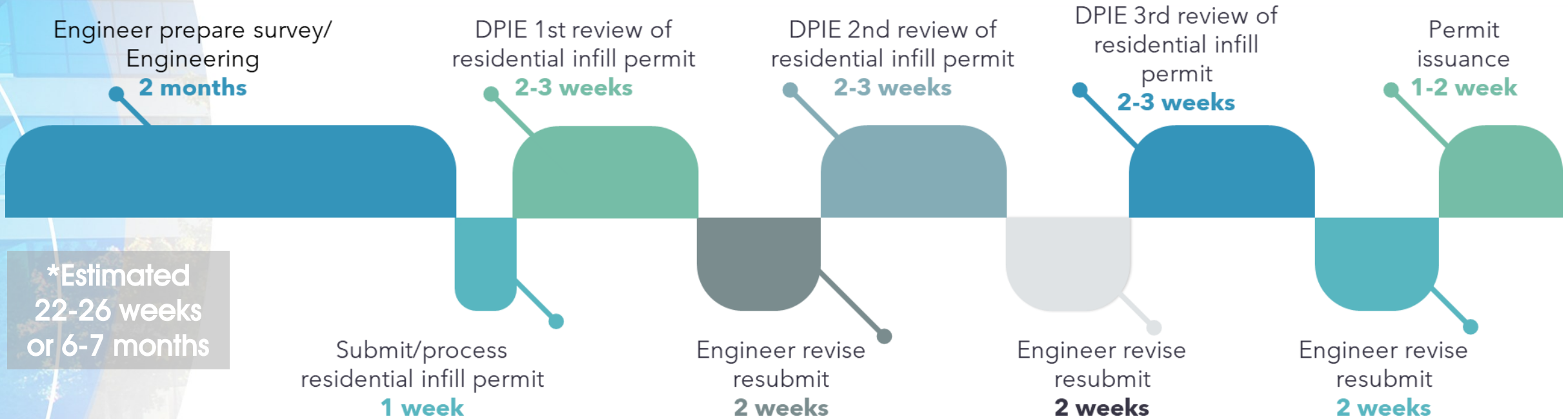
SCOPE: Establish new procedures and checklists to expedite and streamline processing of residential infill lot projects.

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

Residential Infill Permitting Timelines*



**PLEASE
NOTE**

Timelines do not include other agency processes. If these processes are required, submit concurrently with DPIE permitting.

Concurrent Submission is Key

S
T
A
R
T
I
N
G

L
I
N
E

Residential Infill Permit

DPIE Building Permit

DPIE well/septic permits

NRI - MNCPPC

Tree Conservation Plan – MNCPPC

Subdivision Plat – MNCPPC

Erosion Sediment Control Plan – PGSCD

Water and Sewer Plan – WSSC

If any of these processes are required, please submit them concurrently.



Residential Infill Process Agency Contacts

- DPIE Site/Road Plan Review Division – Mary Giles – mcgiles@co.pg.md.us – 240-400-0323
- DPIE Infill Coordinator – Mohammed Alqaraghuli – MAAlqaraghuli@co.pg.md.us – 240-721-0002
- DPIE Water/Sewer Planning – Shirley Branch – sabbranch@co.pg.md.us – 240-695-2992
- DPIE Floodplain Engineer – Salman Babar – subabar@co.pg.md.us – 301-456-9232
- DPIE Health Review – Myra Leonard – mdleonard@co.pg.md.us – 301-883-7621
- DPIE Permitting and Licensing – Bellur Ravishankar – bsravishankar@co.pg.md.us – 240-691-8330
- MNCPPC Subdivision – Sherri Conner – sherri.conner@ppd.mncppc.org – 240-249-2453
- MNCPPC Environmental Planning – Chuck Schneider – Alwin.schneider@ppd.mncppc.org – 240-573-2590
- WSSC – Bryan Hall – bryan.hall@wsscwater.com – 301-206-8769
- PGSCD – John Tarr – jtarr@co.pg.md.us – 301-574-5162 x3
- County Health Department – Susan Thweatt – swthweatt@co.pg.md.us – 301-883-7681



Contact:

DPIE Public Information Officer

AVIS THOMAS-LESTER

athomaslester@co.pg.md.us

301-636-2053

for more information.

Visit the DPIE website

at dpiе.mypgc.us.

Thank you!

DPIE hosts monthly virtual Third-Thursday Community Information Sessions that include brief presentations and a Q&A to allow citizens to engage with our experts. Sessions take place from 11 a.m.–12 noon.

Submit questions in advance to dpiеpio@co.pg.md.us.

Register at <https://bit.ly/3RztGlc> and a Zoom link will be provided.

Call 240-508-9723 for more information.