



## 100-YEAR FLOODPLAIN PLAN REVIEW SUBMITTAL CHECKLIST

Prince George's County  
Department of Permitting, Inspections and Enforcement



### This checklist identifies submittal procedure for 100-Year Floodplain Plan Review

All plan review applications, retrieval of plan comments and plan approvals are processed through Project flow. Fee can be paid by mail or online.  
Mailing address: Prince George's County DPIE, 9400 Peppercorn Place, Suite 230, Largo, Maryland 20774.  
Attn: SALMAN BABAR, Floodplain Manager **OR**  
online at <https://dpiestatus.princegeorgescountymd.gov/site/public/epayments/casestatus.aspx>

#### A. PLAN SUBMISSION PROCEDURE:

- 1. **Floodplain Inquiry (FINQ):** Application for existing floodplain records (if available)
  - Submit floodplain inquiry (FINQ) through momentum  
<https://momentumhome.princegeorgescountymd.gov/>
  - *Floodplain inquiry fee is \$57.75 per application (\$55 + 5% tech fee).*
  - *For two or more properties at different locations, please submit separate inquiry for each location. For multiple properties in same area, please provide exhibit.*
  - *If response letter says, "floodplain study is required", please follow below steps.*
  
- 2A. **Floodplain Study (Option A):**
  - Request Department of Environment (DoE) Sustainability Division to perform floodplain study.
  - **This option does not include floodplain delineation plans.**
  - **This option does not require momentum application.**
  - Please contact DoE and provide all items per "Floodplain Design Review Checklist."
  - Floodplain review fee: Please refer to "DPIE Fee Schedule."  
<https://www.princegeorgescountymd.gov/sites/default/files/media-document/DPIE%20Fee%20Schedule.pdf>
  - Check submission must be coordinated with DoE. Please do not send the check to DPIE.
  - Checks or money order made payable to "Prince George's County Government."
  - Checklist is available at  
<https://www.princegeorgescountymd.gov/1395/SiteRoad-Plan-Review-Forms-Checklists>



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- 2B **Floodplain Study (Option B)**  
Consultant prepared floodplain study: **This option includes floodplain delineation plans and H&H models.**
  - Please submit a floodplain study case under case type FLOOD in momentum. Upload plans and reports in floodplain folder including completed floodplain inquiry letter (FINQ) mentioned in step 1. Please do not upload HecRAS files in eplan. Please email HecRAS files to DPIE floodplain manager. **ePlan only accepts PDF files.**
  - Please provide all items mentioned in "Floodplain Design Review Checklist." Checklist can be downloaded from below link.  
<https://www.princegeorgescountymd.gov/1395/SiteRoad-Plan-Review-Forms-Checklists>
  - Floodplain review fee: Please refer to "DPIE Fee Schedule."  
<https://www.princegeorgescountymd.gov/sites/default/files/media-document/DPIE%20Fee%20Schedule.pdf>
- 3. **Existing & Proposed 100-Year Floodplain Delineation Review**
  - Provide all items mentioned in "Floodplain Design Review Checklist" (Section B).
  - Floodplain review fee: Please refer to "DPIE Fee Schedule."
  - Step 2B and 3 are normally submitted together.

### Reminders:

Please do not change file names in eplan after 1<sup>st</sup> review.

Please follow DPIE approved naming convention for file names.

Please do not forget to upload completed floodplain design checklist verified by P.E.

Please make sure to respond to each comment in ePlan only under "Applicant Response". Please do not upload separate response letter.

**We will not accept case if these procedures are not followed.**