



**TECHNO-GRAM
008-2018**

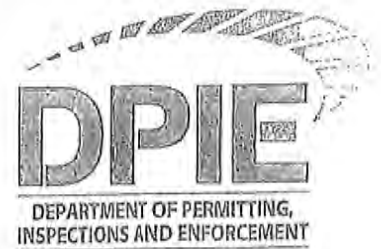


ATTACHMENTS

- A. KEY CONTACTS
- B. INFILL LOT CONCEPT, GRADING, DRIVEWAY, ROADWAY PERMIT CHECKLIST
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- D. NRI EQUIVALENCY LETTER APPLICATION FORM - MNCP&PC
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- H. PLAN SCREENING NEW SINGLE FAMILY DWELLING/TOWNHOUSE -DPIE
- I. MINIMUM PLAN SUBMISSION REQUIREMENTS FOR RESIDENTIAL ADDITIONS, RENOVATIONS, AND NEW SINGLE FAMILY HOME PROJECTS - DPIE
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- K. WOODLAND CONSERVATION LETTER OF EXEMPTION APPLICATION FORM - MNCP&PC
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- M. CONCEPT AND SITE DEVELOPMENT GRADING, EROSION SEDIMENT CONTROL APPLICATION - PGSCD
- N. FINAL GRADING, EROSION AND SEDIMENT CONTROL APPLICATION - PGSCD
- O. RIGHT OF WAY SURVEY TRANSMITTIAL - DPIE
- P. DECLARATION OF COVENANT - DPIE
- Q. AFFIDAVIT OF PUBLIC NOTIFICATION AND SAMPLE PUBLIC NOTIFICATION LETTER (FOR PROJECTS WITH SWM REQUIREMENT) - DPIE



ATTACHMENT A



TECHNO-GRAM
008-2018

KEY CONTACTS:

DPIE Floodplain Engineer:

Salman Babar 301-636-2063; subabar@co.pg.md.us
Address: 9400 Peppercorn Place, Suite 230, Largo MD

DPIE Site/Road Residential Infill Team:

Mary Rea 301-883-5921; marea@co.pg.md.us
Tuan Duc 301-883-5717; thduc@co.pg.md.us
Yonas Tesfai 301-883-5725; ystesfai@co.pg.md.us
Teowdros Delegn 301-883-5711; tdelegen@co.pg.md.us
Mengis Tesfatsion 301-636-3733; mtesfatsion@co.pg.md.us
Address: 9400 Peppercorn Place, Suite 230, Largo MD

DPIE Residential Building Permit Team:

Tezera Lemma 301-883-5918; TLemma@co.pg.md.us

DPIE Right of Way/Easement Processing:

Daniel Wmariam 301-636-3207; dwmariam@co.pg.md.us
Address: 9400 Peppercorn Place, Suite 230, Largo MD

MNCP&PC Tree Conservation:

Katina Shoulars 301-952-5404; Katina.shoulars@ppd.mncppc.org
Chuck Schneider 301-883-3240; Alwin.Schneider@ppd.mncppc.org
Marc Juba 301-883-3239; Marc.Juba@ppd.mncppc.org
Address: 9400 Peppercorn Place, Suite 230, Largo MD

MNCP&PC Permit Processing:

Debbie Gallagher 301-883-5889 OR 301-952-3216;
Deborah.gallagher@ppd.mncppc.org
Brooke Larman 301-636-2017; brooke.larman@ppd.mncppc.org
Address: 9400 Peppercorn Place, Permits Office, Largo MD

PGSCD Sediment Control:

John Tarr 301-574-5162 x3: jtarr@co.pg.md.us
Brenda Sanford 301-574-5162 x3: bksanford@co.pg.md.us
Eugene Whitehead 301-883-3265 EKWhitehead@co.pg.md.us
Address: 9400 Peppercorn Place, Suite 219, Largo MD
(Satellite Office - Largo)

ATTACHMENT B

Prince George's County
 Department of Permitting, Inspections and Enforcement
 Site/Road Plan Review Division

INFILL LOT CONCEPT, GRADING, DRIVEWAY, ROADWAY PERMIT CHECKLIST

DESIGN REVIEW REQUIREMENTS	YES	NO	N/A	COMMENTS
Section 3 (continued):				
Site Development Concept Review – Confirm Code Compliance:				
t) Erosion/Sediment Control exemption letter provided if eligible				
u) Tree conservation exemption letter provided if eligible				
v) Fees and Bonds – calculate and pay any that apply				
• Concept Review fee - \$157.50 for one single family lot, \$525 for two or more single family lots				
• SWM fee in lieu – varies \$250 to \$750 per single family lot				
• Floodplain information request fee \$50				
• Floodplain delineation fee \$0.50/LF of delineation, \$200/structure, \$50 to set FP elevation				
• Grading fee – \$0.008 per square foot of disturbed area plus 5% technology, minimum \$42				
• Grading Bond - \$0.12 per square foot of disturbed area plus 125% of public storm drain / SWM. No bond required if less than \$25,000				
• Restoration Bond – minimum \$1,500				
• Restoration Bond fee - \$126				
• Residential Driveway Permit fee - \$250 (double urban driveway apron) plus \$90 (parking pad) plus 5% technology fee = \$357 (note- driveway apron fees vary for other apron configurations)				
• Road Construction Permit fee – 10% of construction cost plus 5% technology fee -submit cost estimate				

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Prince George's County
Department of Permitting, Inspections and Enforcement
Site/Road Plan Review Division

INFILL LOT CONCEPT, GRADING, DRIVEWAY, ROADWAY PERMIT CHECKLIST

DESIGN REVIEW REQUIREMENTS	YES	NO	N/A	COMMENTS
Section 3 (continued): Site Development Concept Review – Confirm Code Compliance:				
<ul style="list-style-type: none">Road Construction Bond – Performance Bond = 125% of construction cost, Labor Materialman Bond = 50% of construction cost				
<ul style="list-style-type: none">Storm Drain/SWM outside public r/w – 10% of construction cost plus 5% technology fee – submit cost estimate				
<ul style="list-style-type: none">Permit extension fees – most grading permits are valid for 2 years. Consult code for extension fees.				

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Prince George's County
 Department of Permitting, Inspections and Enforcement
 Site/Road Plan Review Division

INFILL LOT CONCEPT, GRADING, DRIVEWAY, ROADWAY PERMIT CHECKLIST

DESIGN REVIEW REQUIREMENTS	YES	NO	N/A	COMMENTS
Section 4:				
Grading Permit Review Required IF yes to any of the below				
a) More than 5,000 SF of disturbance or more than 100 cy of cut/fill				
b) Fronts on county road and road improvement required				
c) In Chesapeake Bay Critical Area CBCA				
d) Floodplain present on lot				
e) Storm drain pipe or improvements required				
f) Stormwater management required – required if yes to a) or c) – NOTE: if builder/developer has multiple lots in the same block or vicinity, must consider include all lots & cumulative LOD				
g) Wetlands or streams present				
h) Tree conservation plan required				
i) Marlboro clay or high shrink swell clay on or near lot				

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 Site/Road Plan Review Division

INFILL LOT CONCEPT, GRADING, DRIVEWAY, ROADWAY PERMIT CHECKLIST

DESIGN REVIEW REQUIREMENTS	YES	NO	N/A	COMMENTS
Section 5:				
Grading Permit Review – Confirm Code Compliance:				
a) Confirm all items described in concept review section				
b) Swales, Storm drain and culverts				
<ul style="list-style-type: none"> • Computations provided – system sized to convey 10 year (size culverts for 100 year) 				
<ul style="list-style-type: none"> • Plan and Profiles provided – system sized to convey 10 year (culverts for 100 year) 				
<ul style="list-style-type: none"> • Pipes – RCP for public, minimum slopes comply 				
<ul style="list-style-type: none"> • Flows on lots do not exceed 3 cfs 				
<ul style="list-style-type: none"> • Storm Drain Easements recorded 				
<ul style="list-style-type: none"> • Surface drainage easements recorded for concentrated flows 				
c) Work included in permit clearly shown on plans – include table on plans – grading, roadway paving, curb/gutter, driveway apron, parking pad, restoration of public r/w, utility cut and pavement restoration, street trees, street lights, stormwater management, storm drain.				
d) Stormwater Management				
<ul style="list-style-type: none"> • Computations provided – sized to meet ESD or CBCA requirements 				
<ul style="list-style-type: none"> • Plans, profiles, details provided 				
<ul style="list-style-type: none"> • Geotechnical report provided – define GWT, swm recommendations, basement and structural recommendations 				
e) Declaration of Covenant to maintain drainage systems recorded				
f) Utility certification, grading certification, as built certifications				
g) Frontage road improvements				
<ul style="list-style-type: none"> • Road widened to master plan standard 				
<ul style="list-style-type: none"> • Road cross section on plans 				
<ul style="list-style-type: none"> • Sidewalk 5' wide per standards 				
<ul style="list-style-type: none"> • Street trees/street lights per standards 				
<ul style="list-style-type: none"> • Right of way dedication recorded 				
h) All plans and reports signed and sealed by appropriate Maryland Registered Design Professional				
i) Fees and Bonds – calculate and pay any that apply				
<ul style="list-style-type: none"> • Cost estimate for storm drain and SWM provided and verified 				
<ul style="list-style-type: none"> • Cost estimate for road improvements provided and verified 				

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Prince George's County
 Department of Permitting, Inspections and Enforcement
 Site/Road Plan Review Division

INFILL LOT CONCEPT, GRADING, DRIVEWAY, ROADWAY PERMIT CHECKLIST

DESIGN REVIEW REQUIREMENTS	YES	NO	N/A	COMMENTS
Section 5 (continued):				
Grading Permit Review – Confirm Code Compliance:				
<ul style="list-style-type: none"> SD/SWM/Road Improvement Fees collected = 10% of storm drain, SWM and road improvements plus 5% technology 				
<ul style="list-style-type: none"> Utility permit fee if water/sewer connection into street 				
<ul style="list-style-type: none"> Concept Review fee - \$157.50 for one single family lot, \$525 for two or more single family lots 				
<ul style="list-style-type: none"> SWM fee in lieu – varies \$250 to \$750 per single family lot 				
<ul style="list-style-type: none"> Floodplain information request fee \$50 plus 5% technology 				
<ul style="list-style-type: none"> Floodplain delineation fee \$0.50/LF of delineation, \$200/structure, \$50 to set FP elevation plus 5% technology 				
<ul style="list-style-type: none"> Grading fee – \$0.008 per square foot of disturbed area plus 5% technology, minimum \$42 				
<ul style="list-style-type: none"> Grading Bond - \$0.12 per square foot of disturbed area plus 125% of public storm drain / SWM. No bond required if less than \$25,000 				
<ul style="list-style-type: none"> Restoration Bond – minimum \$1,500 				
<ul style="list-style-type: none"> Restoration Bond fee - \$126 				
<ul style="list-style-type: none"> Residential DW Permit fee (per lot) - \$250 (double urban driveway apron) plus \$90 (parking pad) plus 5% technology fee = \$357 (note- DW apron fees vary for other configurations) 				
<ul style="list-style-type: none"> Road Construction Permit fee – 10% of construction cost plus 5% technology fee -submit cost estimate 				
<ul style="list-style-type: none"> Road Construction Bond – Performance Bond = 125% of construction cost, LM Bond = 50% of construction cost 				
<ul style="list-style-type: none"> Storm Drain/SWM outside public r/w – 10% of construction cost plus 5% technology fee – submit cost estimate 				
<ul style="list-style-type: none"> Permit extension fees – most grading permits are valid for 2 years. Consult code for extension fees. 				
j) Approvals Required by Other Agencies				
<ul style="list-style-type: none"> M-NCPPC tree conservation exemption – OR – tree conservation plan approval – OR - CBCA conservation plans approved 				
<ul style="list-style-type: none"> M-NCPPC approved site and landscape plans 				
<ul style="list-style-type: none"> PGSCD approved sediment control exemption - OR – final green stamp erosion sediment control plan 				

ATTACHMENT C



Rushern L. Baker, III
County Executive

THE PRINCE GEORGE'S COUNTY GOVERNMENT Department of Permitting, Inspections and Enforcement Site/Road Plan Review Division



Floodplain Information Request Form

INSTRUCTIONS:

- Complete enclosed form
- Submit topography and boundary with drainage area map that defines the total drainage area to streams and culverts.
- Email form (in the original MS Word format) and exhibits (in a pdf format) to the below contacts
- Mail \$52.5 (\$50 + 5% technology fee) check payable to "Prince George's County Government" and mail to the attention of both of the below contacts (public governmental entities are exempt from fee). Submit fees online for online cases.

CONTACTS:

Reynaldo De Guzman, P.E., Chief Engineer
Site/Road Plan Review Division (SRPRD)
Prince George's County DPIE
9400 Peppercorn Place, suite 230
Largo, MD 20774
Tel: 301-636-2060

Salman Babar, MSc, CFM, Engineer
Utilities/SRPRD
Prince George's County DPIE
9400 Peppercorn Place, Suite 230 Largo, MD 20774
Direct: 301- 636-2063
e-mail: subabar@co.pg.md.us

INFORMATION ON PROPERTY (TO BE COMPLETED BY REQUESTOR)

Subdivision:	-----		
Lot:	-----	Block:	-----
Street Address:			
Tax Account ID(s):			
Stream:			
Owner:			

REQUESTOR'S INFORMATION (TO BE COMPLETED BY REQUESTOR)

Name:	
Company:	
Address:	
Telephone Number:	
Email:	

RESPONSE (TO BE COMPLETED BY DPIE STAFF)

Date In:		DPIE Processor:	
Inquiry ?:		Research ?:	
Zone:		Community Panel:	

Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Information

Map Revised:	
Road Atlas Page:	
Approximate Elevation:	

Comments:

PLEASE NOTE THAT, REGARDLESS OF WHETHER A FLOODPLAIN STUDY WAS FOUND FOR THE REFERENCED PROPERTY OR NOT A 100-YEAR FLOODPLAIN DELINEATION APPROVAL IS REQUIRED FOR PROJECTS WHERE THE STREAM(S) OR CHANNEL(S) HAVE A DRAINAGE AREA OF 50 ACRES OR GREATER.

Date Out:		Total:	
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ATTACHMENT D

M-NCPPC – Countywide Planning Division, Environmental Planning Section Send to: PPD-EnvPlanning@ppd.mncppc.org
 Prince George's County Planning Department ♦ 14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772 ♦ 301-952-3650

APPLICATION FORM FOR NRI EQUIVALENCY LETTER ONLY

APPLICANT TO FILL OUT THIS SECTION

Owner Name and Address:	Agent/Contact, Company, Address, Phone and E-mail (all required):
Signature: _____	Date: _____

PROPERTY OR PROJECT NAME:

Street Address: _____

Previous Applications (NRI, TCP1, or TCP2): _____

Previous DRD applications: (Preliminary Plan, Site Plan, or Special Exception): _____

Total Area (acres):	Tax Account #:	WSSC Grid:
Lot/Block/Parcel:	Current Zone:	Environmental Strategy Area (ESA) (Plan 2035): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Proposed Activity: _____

Will the proposed project require a DRD application? (Preliminary Plan, Site Plan, or Special Exception) Y N

NRI EQUIVALENCY LETTER CHECKLIST: each box must either be checked or listed as "N/A" for not applicable

<i>For Project Type 1 and 2</i>	<i>For Project Type 1 only:</i>	<i>Project Type 2 only</i>
<input type="checkbox"/> (1) copy of a proposed Site Plan showing existing conditions (signed) <input type="checkbox"/> (2) copies of any other information provided by the applicant and listed here: <input type="checkbox"/> (3) Coversheet	If Exempt from Woodland Conservation, submit one of the following: <input type="checkbox"/> Application for Letter of Exemption, or <input type="checkbox"/> Copy of a previously Issued Letter of Exemption (Standard or Numbered)	If subject to Woodland conservation: <input type="checkbox"/> (1) copy of approved TCP2 (if applicable). CBCA #: _____ Other: _____

RESPONSE (TO BE COMPLETED BY EPS STAFF)

Date Received: _____ Reviewed for Acceptance by: _____ NRI No.: _____
 Reason for return of the package: _____ Date Returned: _____
 Dated Accepted: _____ Reviewer Assigned: _____ Due Date: _____ (30 days from acceptance date)

This **APPROVAL** for the above referenced project and location is based upon information using the submitted proposed site plan and the most current color imagery aerial photography and the PGAtlas.com environmental layers. If the scope of the proposed activity or limits of disturbance change significantly, a full NRI may be required. This letter is valid for five years from the date of issuance, or until such time as a different development activity is proposed, whichever comes first. The submitted request was found to meet the following checked criteria.

<input type="checkbox"/>	The site qualifies for a Standard or Numbered Letter of Exemption from the Prince George's County Woodland and Wildlife Habitat Conservation Ordinance.
<input type="checkbox"/>	The site has a previously approved and implemented Type <u>Tree Conservation Plan ()</u> .
<input type="checkbox"/>	The submitted proposed site plan, dated _____ and prepared by _____ demonstrates that no regulated environmental features are located on the subject site or no on-site regulated environmental features will be impacted.
<input type="checkbox"/>	The submitted proposed site plan dated _____ and prepared by _____ shows that the proposed work will not result in any significant changes to the limits of disturbance of the previously approved TCP or create any additional impacts to any regulated environmental features.
<input type="checkbox"/>	The site is within the Chesapeake Bay Critical Area Overlay Zone and the submitted site plan demonstrates that the proposed activity will result in less than 500 square feet of disturbance, or no variance is required.
<input type="checkbox"/>	(Other)

A FLOODPLAIN STUDY MAY BE REQUIRED AT THE TIME OF STORMWATER CONCEPT REVIEW.

Preparer Initials: _____ Planner Initials: _____
 Approval Date: _____ Expiration Date: _____

ATTACHMENT E

M-NCPPC – Countywide Planning Division, Environmental Planning Section
 Prince George's County Planning Department ♦ 14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772 ♦ 301-952-3650

Last Updated: July 2016

APPLICATION FORM FOR NRI PLAN ONLY

APPLICANTS DO NOT WRITE IN THIS SPACE

Date Received: _____ Reviewed for Acceptance by: _____ NRI No.: _____
 Application Package Complete: YES NO (incomplete applications must be returned) Date Returned: _____
 Reason for return of the package: _____
 Agent/Contact Notified: _____ (date) VIA _____ (method)
 Dated Accepted: _____ Reviewer Assigned: _____ Due Date: _____ (30 days from acceptance date)

APPLICANT TO FILL OUT ALL REMAINING SECTIONS

APPLICATION TYPE: Full Plan Intermediate Plan (Limited Government or Linear) Plan CBCA Plan

PROPERTY OR PROJECT NAME: _____

Geographic Location (related to or near major intersection): _____

Street Address: _____

Companion Case(s) and/or Previous Approvals:
 (TCP1, TCP2, Preliminary Plan, Site Plan, or Special Exception) _____

Total Area (acres): _____	Tax Account #: _____	WSSC Grid: _____
Lot Numbers/ Blocks/Parcels: _____	Current Zone: _____	Planning Area: _____
Environmental Strategy Area (ESA) (Plan 2035): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Watershed: _____	Overlay Zone: _____

Proposed Use of Property and/or Future Request: _____

NRI PACKAGE CONTENTS CHECKLIST

The following applicable documents are required in the formats indicated below:

One paper copy of the following documents:

- Transmittal letter
- NRI Plan (signed)

One compact disc or thumb drive containing one file each of the following documents:

- NRI Preparation Checklist (signed)
- NRI Plan (signed)
- FSD Text (signed)
- Wetlands Study Text (signed)
- Approved floodplain request form (approved by DPIE)
- USDA NRCS Web Soil Survey (WSS) Custom Soil Resource Report
- RTE Letter from DNR or Letter of Request to DNR
- Other information provided by the applicant

Applicant Name and Address: _____

Owner Name and Address: _____

Agent/Contact Person, Company Name, Address, Phone Number, Fax and E-mail (all required): _____

SIGNATURE (Signature required is either the property owner OR the property owner's authorized representative)

Signature: _____

Date: _____

Relationship to Property Owner: _____

Printed Name: _____

ATTACHMENT F

(For in-house use only)



Prince George's Soil Conservation District

5301 Marlboro Race Track Road, Upper Marlboro, MD 20772

Phone (301) 574-5162x3 – Fax 1-855-416-9660

Date Issue: 8/14/2017

Expiration Date: N/A

Reference No.: _____

TO: _____

Your request for exemption from erosion and sediment control under COMAR 26:17.01.05 has been reviewed and is hereby approved. This approval is based on the plan:

Project Description...

It is the owner's responsibility to prevent creation of a nuisance or dangerous condition, to prevent sediment pollution, and not adversely affect the public safety and welfare.

The proposed activity is exempt from Prince George's Soil Conservation District Erosion and Sediment Control Approval for the following:

- 1. Agriculture land management practices and the construction of agriculture structures.
- 2. The construction of single family residences or their accessory building on lots of two acres or more where ½ acre or less is disturbed.
- 3. Clearing and grading activities that disturb less than 5,000 square feet of land and/or disturb less than 100 cubic yards of earth.
- 4. State and federal projects (should be submitted to MDE for review determination).

Comments:

Project proposes the construction of a single family home with associated improvements. The applicant and contractor shall employ such best management practices per the referenced plan to ensure that construction activities are contained. This waiver does not release the applicant from the obligation of obtaining other local, state or federal permits, as applicable, or providing adequate and appropriate erosion and sediment control practices to address the possibility of sediment laden runoff migrating from the proposed work area.

Approved by:

ATTACHMENT G



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



Site Development Concept Plan Application

APPLICANT INFORMATION		ENGINEER INFORMATION	
Name of Company:		Name of Company:	
Name of Contact Person:		Name of Contact Person:	
Address:		Address:	
Phone Number:		Phone Number:	
E-mail Address:		E-mail Address:	
PROJECT NAME:			
Geographic Location (related to or near major intersection):			
Street Address (if available):			
Companion Case(s):			
Current Zone:	Total Area (acres):	Estimated Disturbed Area (acres):	
Proposed Zone:	Total Number of Lots or Parcels:	County Watershed Name:	
Master Plan Name:	County Election District:	Tax Map/Grid:	
Tax Account Number(s):		WSSC 200' Grid:	
County Council District:	Municipality(ies):	Public Project:	
MD 12 Digit Watershed Code:	Impaired watershed:	Type of Impairment:	
Tier II Watershed:	Historic Site:	Historic Site Number:	
Scenic or Historic Road:	Open Section Road:	Closed Section Road:	
Ex. Site Imp. Area:	Ex. Site Imp Area in LOD:	New Site Imp. Area:	
Ex. Site Imp. Area to be Removed:	Ex. Site Imp. Area Prev. Treated:	Hotspot:	Type:
Marlboro Clay Present:			
Specific Proposed Use of Property, Proposed Activity and/or Request:		List and provide copies of resolutions of previously approved applications affecting the subject property or state not applicable (N/A):	

Part I

FOR ANY PROJECT THAT MEETS THE FOLLOWING CRITERIA, THE PROJECT IS EXEMPT FROM STORMWATER MANAGEMENT WATER QUALITY AND QUANTITY CONTROL REQUIREMENTS; HOWEVER, A SITE DEVELOPMENT CONCEPT PLAN IS REQUIRED TO EVALUATE OTHER ASPECTS OF THE PROJECT. THE APPLICANT SHOULD CONTACT THE COUNTY TO DETERMINE IF THERE ARE ISSUES TO ADDRESS INCLUDING BUT NOT LIMITED TO DRAINAGE, ROAD IMPROVEMENTS, IMPACT TO 100-YEAR FLOODPLAIN, ETC.

1. Agricultural land management practices.
2. The total disturbed area is less than 5,000 square feet.
3. Additions or modifications to existing detached one-family dwelling unit provided they comply with item 2 and the subject site does not exceed the maximum allowable lot coverage allowed under Section 27.442 (c) Table II - Lot Coverage and Green Areas or Section 27.445.12 (a) (3) Table 2 Maximum Net Lot Coverage, whichever applies.
4. Developments in the City of Bowie where the city has approved stormwater management plans for a development either on or off the development site, which otherwise meet or exceed the provisions of subtitle 32.
5. Land development activities which the County determines will be regulated under specific state laws that provide for managing stormwater runoff.
6. If a project is located within the Chesapeake Bay Critical Area Overlay Zone, the development activities above, except for agricultural land management activities shall comply with the stormwater requirements of subtitle 32 and conform to the requirements of Subtitle 5B.

IF THE PROJECT MEETS ANY OF THE ABOVE EXEMPTIONS WHICH ARE FROM COUNTY CODE 32.174, THEN COMPLETE ALL BELOW EXCEPT PART VII.

Part II - GENERAL PROJECT INFORMATION

If N/A (not applicable) for Parts II to VII, indicate in the space next to the question and provide an explanation on the application or report.

- | Yes | No | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Is there a recorded floodplain easement or delineation approved by Prince George's County? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Except for zones RR, RE, RA and OS, are all new single family residential lots located outside the 100-year floodplain. If any single family lots are located in the floodplain, can the house be located at least 25 feet from the floodplain? Are all other structures (residential, apartment, condominium, office, commercial, institutional) located 25' from the floodplain? (If NO, the concept is not acceptable.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Do(es) the system(s) outfall into a defined watercourse? (If NO, what do you propose to do to prevent gully formation?) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Show on the plan, using flow arrows, the overflow path of ultimate 100-year stormwater flows through the site. |

5. Are all outfall structures located outside the site boundaries, connecting to an existing storm drain system, or discharging into the area covered by the 100-year floodplain? (If NO, discuss in narrative and describe the proposed use and topography of the area at the structure location.)
6. Are there existing or planned upstream dams, for which the danger reach could impact the proposed development? Contact the DPIE District Engineer for information regarding existing or proposed dams. All habitable structures must be located outside of the danger reach.
7. Will any grading (such as fill over the closed system) block or partially block drainage courses so as to increase the upstream flood limits under existing conditions or after ultimate development of the tributary watershed? If YES, provide information on the plan that shows the ponding area before and after your development.
8. The plan shall include the information requested on the latest Design Review Checklist for the Site Development Concept Plan.
9. Compute post-development flows for each outfall point and tabulate the results in the narrative.
-

Part III - CLOSED SYSTEMS

Show on a plan the approximate alignment of the system and grading for the project.

- Yes No
 1. Are all entrance structures, except inlets that intercept 5 cfs or less, located either in a street or outside the site boundaries? (If NO, provide reason and describe the proposed use and show the grading of the area at the structure location on the plan.)
-

Part IV - OPEN SYSTEMS

- Yes No
 1. Is an unmanaged natural watercourse proposed? If YES: Provide evidence that it will remain stable and will not require stabilization at a future date. (Consider soil erosion potential, vegetation, existing condition, and comparison of existing flows vs. ultimate development flows.)

2. a. Is a lined, designed surface watercourse proposed? (The channel must be capable of conveying the ultimate 10-year design storm flow and must be designed to be erosion free)
- b. What type of channel lining is proposed? (Check as applicable)
- Grass RipRap Other (Specify _____)

Part V - STREETS/ROADS

Street drainage requirements are established by the Department of Public Works and Transportation and Department of Permitting, Inspections, and Enforcement. It is incumbent upon the applicant to determine such requirements prior to submitting this application, and to show all necessary features on the concept plan. Indicate here the nature of the street and road work associated with this project.

1. New construction to be completed as part of this development.
2. Upgrading of roads shall be completed as part of this development. This will include frontage and offsite improvements. A final Traffic Impact Study is required as part of the Preliminary Plan process. Explain extent of road improvements:
- _____
- _____
- _____
3. There is an existing street and no improvements are required by the Department of Permitting, Inspections, and Enforcement (attach documentation).

Part VI - DOWNSTREAM IMPACT

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Has the site been rezoned? If YES, submit a hydraulic analysis or other evaluation, as appropriate, showing or stating the effects of your development on downstream improvements. What was the original zoning? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Would the proposed development increase the existing 100-year floodplain to within 25' of existing houses or cause other buildings to be within the floodplain? |

- 3. Are any proposed houses or are other buildings within 25' of the 100-year floodplain? If YES, describe in narrative the conditions and how the structure complies with the Floodplain ordinance.
- 4. Within the analysis area, is there an open drainage course, engineered or natural, which crosses or in any way impacts development properties? If YES, please provide detailed information on this drainage course (i.e., soils, existing conditions, etc.)
- 5. If the proposed development involves the construction of any dams, does that increase the risk of flooding for any downstream houses or roadways according to the dam break/danger reach analysis?
- 6. Does the outfall discharge into an existing storm drain system? If YES, provide information in the narrative about the downstream storm drain system to verify sufficient capacity.
- 7. Does the outfall discharge into an existing SWM facility? If YES, provide documentation in the narrative that the SWM facility has capacity for the added developed drainage area or flows.
- 8. Does the outfall discharge into a natural stream channel? If YES, provide information in the narrative about the structures and roads within the 100 year floodplain. Also, provide information and pictures of the receiving channel.

Part VII - NARRATIVE

A NARRATIVE DESCRIBING THE PROJECT AND SUPPORTING COMPUTATIONS SHALL BE PROVIDED BASED ON THE ITEMS BELOW. IF THE ANSWER TO QUESTIONS II-2, II-3, II-5, II-6, II-7, VI-2, VI-3, and VI-4 thru VI-8 WAS YES, INCLUDE IN THE NARRATIVE.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are you requesting a waiver of water quality or quantity control requirements? If YES, state the basis for this request in the narrative. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have soil borings been taken at the site? A soil boring report must accompany submission, and identify infiltration rates and groundwater elevations. |
| | | 3. Describe the implementation of ESD planning techniques and practices to the MEP and tabulate the results. |
| | | 4. Describe how natural flow patterns will be maintained. |

5. Discuss how the reduction of impervious areas through better site design, alternative surfaces, and nonstructural practices has been implemented for the project.
6. Discuss the existing natural resources and how they will be protected and/or enhanced.
7. Discuss how erosion and sediment controls will be integrated into the stormwater strategy.
8. In all cases involving downstream flood damage potential, control of the 100-year storm is usually required. Control of the 10- year storm may also be required if there are inadequate public drainage improvements downstream.
9. If a control facility or structure is proposed, do you intend to obtain approval for it as a publicly or privately maintained facility? (Residential facilities, except for ESD features must be publicly maintained)
10. If the stormwater credits are to be utilized, provide a list of the credits that will be utilized along with supporting calculations.

SUBMITTED BY: _____

DATE: _____

(Print)

Signature

NOTE: Incomplete and unsigned applications will result in rejection of the submission

Seal

ATTACHMENT H



Prince George's County
 Department of Permitting, Inspections and Enforcement
PERMITTING AND LICENSING DIVISION
Permitting Center
 9400 Peppercorn Place, 1st Floor
 Largo, Maryland 20774
 (301) 636-2000 ♦ FAX: (301) 883-3851



PLAN SCREENING NEW SINGLE FAMILY DWELLING/TOWNHOUSE

Project Name: _____

Project Address: _____

Land/Tax Account Number: _____

PLAN DISTRIBUTION (Legible Plans — Recommend 1/8 or 1/4 Scale on 24" x 36" Sheet)

- Y / N Stormwater Concept Approval Letter (For information, call 301-636-2060.)
- Y / N Approved Storm Drain Plans (2) to DPIE (If applicable, see Stormwater Concept Approval Letter.)
- Y / N Approved copy of the TYPE II Tree Conservation Plan showing the proposed building(s) or a Signed Letter of Exemption from the Woodland Conservation Ordinance. (For information, call 301-952-3650.)
- Y / N Landscaping Plans (2) to M-NCPPC
- Y / N Site Plans (7) to DPIE: (6) to M-NCPPC/(1) with the original signature and seal of a Maryland Registered Professional Engineer (MD PE)
- Y / N Approved Sediment Control Plan
- Y / N Complete set of Building Plans (2)

Note: Representatives of a project(s) located in the Chesapeake Bay Critical Area (CBCA) should call 301-952-3530 to obtain information and requirements for the Woodland Conservation Ordinance.

SITE PLAN CHECK

- | | |
|--|--|
| <ul style="list-style-type: none"> Y / N Site Plan Legend Y / N Limits of Disturbance Y / N Building Gross Square Footage Y / N Existing & Proposed Contours Y / N Disturbed Area Statement | <ul style="list-style-type: none"> Y / N Signed/Sealed Certificate of Grading and Drainage Compliance Y / N Retaining Walls Y / N Spot Elevations Y / N Driveway Slope |
|--|--|

BUILDING CHECK

- | | |
|--|--|
| <ul style="list-style-type: none"> Y / N Floor Plan for Each Floor, including Basements Y / N Elevation of Each Building Side Y / N Structural Notes (Materials, etc.) Y / N Wall Details (Interior & Exterior) Y / N Foundation Plans Y / N Backfill/Drain Tile (if applicable) Y / N Snow Load Roof \geq 30 psf Y / N Stair/Ramp and Handrail/Guardrail Details | <ul style="list-style-type: none"> Y / N Insulation with R Values Y / N Sectional Details Y / N Floor Framing Plans Y / N Roof Framing Plans (Rafters or Trusses) Y / N Wind Load Y / N Wind Bracing Plans and Details Y / N Sprinkler System |
|--|--|

ATTACHMENT I



Prince George's County
Department of Permitting, Inspections
and Enforcement
BUILDING PLAN REVIEW DIVISION
9400 Peppercorn Place, Suite 213
Largo, Maryland 20774
(301) 883-5880



MINIMUM PLAN SUBMISSION REQUIREMENTS FOR RESIDENTIAL ADDITIONS, RENOVATIONS AND NEW SINGLE FAMILY HOME PROJECTS

Applicants must provide two copies of complete architectural/structural plans for all residential construction projects. Plans **must be drawn to scale** and be of sufficient quality to explain the proposed construction clearly and completely. **MINIMUM PAPER SIZE = 11"x17"**

DESIGN CRITERIA (Located on Drawings)

- Current (2015) IRC/IECC codes and Prince George's County Building Amendments
- Floor Live Load = 40 pounds per square foot (psf), except in sleeping rooms where the Live Load = 30 psf
- Roof Live Load = 30 psf, with additional load for roof areas subjected to drifting
- Basic Wind Speed = 90 mph, 3-second gusts; Seismic Design Category = B
- Frost/Footing Depth = 30 inches
- If There is No Geotechnical Report: assumed soil bearing capacity = 1500 psf
- If There is a Geotechnical Report: soil bearing capacity = xxxx psf

REQUIRED DRAWINGS

1. **Foundation Plan** (Minimum Scale $\frac{1}{4}'' = 1'-0''$): Must show all elements of the foundation with solid lines and the footings with dashed lines; include complete dimensioning for the exterior walls and clearly dimension the locations and sizes of all interior bearing walls and footings.
2. **Floor Plans** (Minimum Scale $\frac{1}{4}'' = 1'-0''$): Include separate drawings for each floor. Show all architectural/structural elements (rooms, doors, windows, stairs, railings, fixtures, etc.) Proposed uses of spaces (room names) and dimensions locating all elements, stairway widths, and landing sizes must be included.
3. **Cross Section(s)** (Minimum Scale $\frac{1}{4}'' = 1'-0''$): The number of section drawings shall be as necessary to explain the structural system completely. Must be a comprehensive drawing showing the entire building and/or proposed construction. Vertical dimensions (floor-to-floor, construction heights) must be shown. **Note:** If the new structure is load bearing upon an existing structure, then the existing construction and the related proposed structural connections must be clearly detailed.
4. **Framing Plans** (Minimum Scale $\frac{1}{4}'' = 1'-0''$): Include separate drawings for each floor and roof showing all framing members and respective points of bearing. Materials, sizes and spacing of all structural members must be specified (floor joists, rafters, ridges, valleys, hips, ceiling joists, collar ties, bearing walls, beams, posts, headers). Accurately dimension the locations of all points of bearing.
5. **Elevations** (Minimum Scale $\frac{1}{4}'' = 1'-0''$): Exterior views of each facade (front, rear & sides) showing the construction in its finished condition. Indicate all door and window sizes and specify all finish building materials.
6. **Typical Wall Sections** (Minimum Scale $\frac{3}{4}'' = 1'-0''$): Demonstrate accurate detail of the construction drawn from the footing up to and including the roof and/or top of the proposed construction, as applicable. Specify all building materials, sizes and spacing.
7. **Details** (Minimum Scale $\frac{3}{4}'' = 1'-0''$): As required to show special conditions.
8. **Structural Lateral Bracing Drawings**: Show method(s), size(s), elevations and locations of all wall/structural bracing.

ATTACHMENT J



Prince George's County
Department of Permitting, Inspections
and Enforcement
Building Plan Review Division
9400 Peppercorn Place, Suite 213
Largo, Maryland 20774
(301) 636-2070 ♦ FAX: (301) 883-7138



MINIMUM SCOPE OF ARCHITECTURAL AND STRUCTURAL PLAN REVIEW FOR SINGLE FAMILY DWELLING AND TOWNHOUSES

Minimum requirements checked for code compliance include the following.

General Items — Check the submitted documents for the following:

- Minimum size of plans 180 X 240
- Minimum scale of plans 1/40 = 1/16
- Adheres to International Building Code (IBC) and International Residential Code (IRC) editions and County amendments
- Plans signed and sealed by an architect or professional engineer, licensed in the state of Maryland
- Energy Code compliance document (Res-check)
- Geo-tech report (if soil bearing capacity taken for design exceeds 2000 psf)
- Construction material and specification

Architectural Plans — Include the following:

- Building data — Gross floor area, number of stories, height of the building, etc. must be shown on the cover sheet
- Design criteria (*i.e.*, live load, dead load, snow load (30 psf), wind speed (115 mph), soil bearing capacity (maximum 2000 psf)
- Dimensions and use of each space
- Building Elevations — all sides
- Building cross-sections — both directions
- R-values for insulation and U-factor for fenestration must be shown
- Stair details — tread and riser, hand/guard rail dimension
- Pre-fabricated fireplace technical literature with installation instructions from the manufacturer
- Crawl space ventilation and access
- Details of fire rated assemblies (floor/ceiling, party wall, etc.) — townhouses only
- Water proofing details for foundation wall
- Property and building restriction lines, setbacks, etc.

Structural Plans — Include the following:

- Foundation and footing plan with details (sill plate, anchor bolt, size and spacing)
- Floor and roof framing plans
- Wall bracing plan
- Underpinning details (if applicable)
- Typical structural details (wall sections, connections, etc.)

Additional requirements for Plans-on-File:

- The following Prince George's County Compliance Statement must be on the cover sheet of the drawings:
"By signing this document, I certify that I have reviewed the structural framing, roof trusses, foundation walls, footings and other structural components of the building plans and all non-structural requirements identified as Plans-on-File # _____ and House Type _____ for case # _____, and have found them to be in compliance with the provisions of the (current year) _____ (Building Code) _____ as adopted by Prince George's County Code."
- Names of the developer/builder and house type/model must be on the cover page and also on the title block of each sheet.
- Areaway plan and section with all required dimensions, including guardrail design
- Window well plan and section with required dimensions

Note: Submitted permit plans set shall include Mechanical and Electrical plans. Prince George's County does not review Mechanical and Electrical plans for single family dwellings; however, plans are required for inspections.

ATTACHMENT K

M-NCPPC – Countywide Planning Division, Environmental Planning Section Send to: PPD-EnvPlanning@ppd.mncppc.org
 Prince George's County Planning Department ♦ 14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772 ♦ 301-952-3650

WOODLAND CONSERVATION LETTER OF EXEMPTION APPLICATION FORM

APPLICANT TO FILL OUT THIS SECTION

Property Owner Name(s), Address and Phone:	Agent/Contact, Company, Address, Phone and E-mail (all required):
Signature: _____ Date: _____	

Payment by check, money order, or cashier's check ONLY – made payable to M-NCPPC
 Letter of Exemption from Woodland Conservation Ordinance (\$50)

Name on Check: _____ Check No. _____ Revision to Approved Plan # _____

PROJECT NAME:

Street Address (if available) and Geographic Location (related to or near major intersection):

Companion Case(s) and/or Resolutions (Preliminary Plan, Site Plan, or Special Exception, etc.):

Total Area (acres):	Tax Account #:	WSSC Grid:
Total Number of Lots or Parcels:	Current Zone:	Environmental Strategy Area (ESA) (Plan 2035): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Lot Numbers/Blocks/Parcels:	Overlay Zone:	Municipality(ies):

Is this site in a Priority Funding Area (PFA)? Yes No

Is there a historic site or resource on the subject property? Yes No Historic Site ID _____

Has a Historic Area Work Permit (HAWP) application been filed with the Historic Preservation Commission? Yes No

Proposed Activity:

RESPONSE (TO BE COMPLETED BY EPS STAFF)

APPLICATION TYPE: Numbered Exemption Standard Exemption Case No.(s): _____
 Acceptance Date: _____ Plan Reviewer: _____ Receipt Number: _____ Filing Fee: _____

Your request for a Standard Letter of Exemption () from the Prince George's County Woodland and Wildlife Habitat Conservation Ordinance (WCO) is hereby approved. This Standard Letter of Exemption is issued because the property has no previous TCP approvals and:

- is less than 40,000 square feet in size; and/or
- contains less than 10,000 square feet of woodland; or
- the project is subject to the Maryland Forest Conservation Act and will be reviewed by Department of Natural Resources

Your request for a Numbered Letter of Exemption () from the Prince George's County Woodland and Wildlife Habitat Conservation Ordinance (WCO) is hereby approved. The site plan is prepared by _____ and dated _____. This Letter of Exemption is issued because the site is over 40,000 square feet in size and contains over 10,000 square feet of woodland; however the project has no previous TCP approvals and:

- results in the clearing of less than 5,000 square feet of woodland (acreage of proposed clearing is _____); or
- the project is a government or linear project that results in the clearing of less than 20,000 square feet of woodland (acreage of proposed clearing is _____); or
- the proposed activity is for a timber harvest.

This letter is valid for two years from approval or until such time as the cumulative woodland disturbance exceeds the minimum specified above during the validity period. If a development review application (preliminary plan, detailed site plan, etc. is required the Numbered Exemption may be considered invalid in accordance with Section 25-119(b)(5)(A). A copy of this letter must be submitted at time of development activity or permit application.

Preparer Initials: _____	Planner Initials: _____
Approval Date: _____	Expiration Date: _____

ATTACHMENT L

TYPE 2 TREE CONSERVATION APPLICATION FORM

APPLICANTS DO NOT WRITE IN THIS SPACE

Plan Type: TCP2 (SF) TCP2 (MF or C) Case No.(s): _____
 Acceptance Date: _____ Plan Reviewer: _____ Receipt Number _____
 Filing Fee: _____ Calculation Method: (for TCPs only) _____

APPLICANT TO FILL OUT ALL REMAINING SECTIONS

Payment by check, money order, or cashier's check ONLY – made payable to M-NCPPC

APPLICATION TYPE: Type 2 TCP for single-family residential use or Woodland Conservation Bank (\$50 plus \$10 per lot or parcel)
 Type 2 TCP for multi-family or non-residential use (\$100 plus \$25 per acre)

Name on Check: _____ Check No. _____ Revision to Approved Plan # _____

PROJECT NAME: _____

Geographic Location (related to or near major intersection): _____

Street Address (if available): _____

Companion Case(s):
 (TCP1, TCP2, Preliminary Plan, Site Plan, or Special Exception) (If SDP or DSP, the TCP2 is submitted to DRD with the companion case)

Total Area (acres): Area of Revision:	Tax Map/Grid:	Council District:
Total Number of Lots or Parcels: No. of Lots or Parcels Revised:	WSSC Grid:	Election District:
Lot Numbers/Blocks/Parcels:	Plat Book/Page:	Planning Area:
Subdivision Name:	Municipality(ies):	Policy Analysis Zone:
Current Zone(s):	Overlay Zone(s):	Tax Account Number:
Environmental Strategy Area (ESA) (Plan 2035): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Subwatershed:	Basin: <input type="checkbox"/> Anacostia <input type="checkbox"/> Potomac <input type="checkbox"/> Patuxent

Is this site in a Priority Funding Area (PFA)? Yes No

Is there a historic site or resource on the subject property? Yes No Historic Site ID _____

Has a Historic Area Work Permit (HAWP) application been filed with the Historic Preservation Commission? Yes No

Proposed Use, Activity, Revision, and/or Request:	List and provide copies of resolutions of previously approved applications affecting the subject property or state not applicable (N/A):
---	--

Property Owner Name(s), Address and Phone:	Contact Person, Name, Address, Phone Number & Fax:
	Contact E-mail address:

SIGNATURE (Signature required is either the property owner OR the property owner's authorized representative)

 Signature Date Relationship to Property Owner

ATTACHMENT M

SOIL CONSERVATION DISTRICT
ENVIRONMENTAL SITE DEVELOPMENT
GRADING EROSION AND SEDIMENT CONTROL PLAN
TRANSMITTAL LETTER
 (Required for each submittal)

TO: PRINCE GEORGE'S SOIL
 CONSERVATION DISTRICT
 5301 MARLBORO RACE TRACK RD.
 UPPER MARLBORO, MD 20772
 301-574-5162 X 3
 301-574-5156 Fax

DATE:	
ATTENTION:	
SSC#	PP#
RE:	
REFERENCE CSC#	

SUBMITTED FOR: Environmental Site Development Grading, Erosion and Sediment Control Plan Review (SSC)
 Preliminary Pond Plan Review (PP)
 (Always submit two sets of prints for review)

TYPE OF SUBMITTAL: New Resubmission Revision Update Stamped Copies
 Environmental Site Development Approval (Include originals & four prints). **Do Not Send Until Requested**

COPIES	DESCRIPTION

INFORMATION ENCLOSED: Check appropriate spaces

**Environmental Site Development
 Grading, Erosion and Sediment Control Plan**

- Review Fees
- 2 Sets of Prints (folded)
- Signed Certification
- Plans Sealed
- Site Analysis Sheet
- Soil Boundaries
- Drainage Area Map
- ESD Overlay
- ESD Narrative

Preliminary Pond Plan

- 2 Sets of Prints (folded)
- Preliminary Computations
- Soils Report
- Preliminary Small Pond Exemption(s)
- Dam Hazard Classification
- Drainage Area Map
- Soil Borrow Area

COMMENTS: _____

PRINT NAME _____ PI# _____

EMAIL ADDRESS _____

**ENVIRONMENTAL SITE DEVELOPMENT
GRADING EROSION AND SEDIMENT CONTROL PLAN
SITE ANALYSIS**

(Required for each new submittal or revision)

NAME OF PROJECT IN
TITLE BLOCK: _____

1. Environmental Site Development Grading, Erosion and Sediment Control Plan Review

		Amount
Application Fee	\$100.00	_____
_____ 5,000 sq. ft. - 1.0 Disturbed Acre =	\$200.00 (minimum 1 acre)	_____
_____ >1.0 - 5.0 Disturbed Acres =	\$ 50.00 per acre	_____
_____ >5.0 Disturbed Acres =	\$ 25.00 per acre	_____
_____ Preliminary Pond(s) Review	\$ 50.00 each	_____
_____ Preliminary Pond Exemption(s) Review	\$ 25.00 each (maximum \$300.00)	_____
	Total Due	_____

Compute fees above one acre to the nearest 1/10th acres.

NOTE: Checks or money orders ONLY made payable to Prince George's Soil Conservation District (no cash or credit/debit cards accepted).

2. Location P.G. Co. Street Map Book Coordinates _____
3. Street Address _____
4. Area of Site/Property _____ ac.
5. Area to be Disturbed _____ ac.
6. Preservation: Limits of Disturbance _____ Sensitive Areas _____ Buffers _____
Infiltration and Recharge Areas _____
7. Phasing and Sequences: Initial _____ Interim _____ Final _____
8. Preliminary Sediment Controls: Stable Outlets/Outfalls _____
Diverting Runoff From- Highly Erodible Soils _____ Steep Slopes _____ Disturbed Areas _____
9. Stabilization Strategies Include: 3 or 7 day _____ 24 to 72 Hour _____ Same Day _____
Minimized Disturbed Areas <20 acres _____ <10 acres _____ <5 acres _____
Soil Stabilization Matting _____ Reinforced Turf _____ Topsoil Stockpiling _____
10. Overlay Plan: Location of all ESD's _____ Protection Areas _____
Undisturbed Areas _____ Erosion and Sediment Control Areas _____
11. Narrative: ESD to the MEP _____ Structural Practices _____
12. Ponds: Hazard Justification _____ Dam Breach Analysis _____
13. Pond Exemptions: Preliminary Design _____ Category _____
14. Soils Report: Highly Erodible Soils _____ Pond Borings _____ Borrow Areas _____

REFERENCE CSC# _____

ATTACHMENT N

FROM:

**PRINCE GEORGE'S
SOIL CONSERVATION DISTRICT
FINAL
GRADING, EROSION AND SEDIMENT CONTROL
PLAN TRANSMITTAL LETTER
(Required for each submittal)**

TO: PRINCE GEORGE'S SOIL
CONSERVATION DISTRICT
5301 MARLBORO RACE TRACK RD.
UPPER MARLBORO, MD 20772
301-574-5162 x 3
301-574-5156 Fax

DATE:
ATTENTION:
FSC#
RE:
REFERENCE SSC#

SUBMITTED FOR: Final Grading, Erosion and Sediment Control Plan Review (FSC)
 Pond Review (P) Pond As-Built Review (AB)
 (Always submit two sets of prints for review)

TYPE OF SUBMITTAL: New Resubmission Revision Update
 Green Stamp Copies Final Approval (Include originals & four prints)
Do Not Send Until Requested

COPIES	DESCRIPTION

INFORMATION ENCLOSED: Check appropriate spaces

Final Grading, Erosion and Sediment Control Plan

- Review Fees
- 2 Sets of Prints (folded)
- Signed Certifications
- Plans Sealed
- Site Analysis Sheet
- Soil Boundaries
- Drainage Area Map
- SWM Concept Plan & Approval Letter
- Site Plan
- Limits/Property Lines

Final Pond Plan

- 2 Sets of Prints (folded)
- Signed Certifications
- Computations
- Soils Report
- Hazard Class
- Drainage Area Map:
TC, RCN, Soils, etc.
- Small Pond Approval Letter (2)
- MD-378 Pond Summary (2)
- O&M Plan (2)
- Landscape Plan
- SC Plan
- Final Small Pond Exemption

As-Builts

- 2 Sets of Prints (folded)
- Signed Certifications:
As Built Cert
- Geotech Cert
- Vegetative Cert
- Red-Lined
- Boxed or Checked
- All Supporting Info

COMMENTS: _____

PRINT NAME _____ PH# _____

EMAIL ADDRESS _____

**PRINCE GEORGE'S SOIL CONSERVATION DISTRICT
FINAL GRADING, EROSION AND SEDIMENT CONTROL PLAN
SITE ANALYSIS**

(Required for each new submittal or revision)

NAME OF PROJECT IN
TITLE BLOCK: _____

1. Final Grading, Erosion and Sediment Control Plan Review

Amount

Application Fee	\$100.00	_____
_____ 5,000 sq. ft. - 1.0 Disturbed Acre =	\$200.00 (minimum 1 acre)	_____
_____ >1.0 - 5.0 Disturbed Acres =	\$100.00 per acre	_____
_____ >5.0 Disturbed Acres =	\$ 50.00 per acre	_____

Pond Review

_____ Pond(s)	\$100.00 (each)	_____
_____ Pond exemption(s)	\$ 50.00 (each)	_____
_____ Pond As-Built(s)	\$100.00 (each)	_____
	Total Due	_____

Compute fees above one acre to the nearest 1/10th acre.

NOTE: Checks or money orders ONLY made payable to Prince George's Soil Conservation District (no cash or credit/debit cards accepted).

2. Location P.G. Co. Street Map Book Coordinates _____

3. Street Address _____

4. Area of Site/Property _____ ac.

5. Area to be Disturbed _____ ac.

6. Area to Vegetatively Stabilized _____ ac.

7. Existing Site Conditions: Wooded _____ Grass _____ Cropland _____

Disturbed/Graded _____ Other _____

8. SWM Permit/Inspection Agency _____ 9. Sediment Control Permit/Inspection Agency _____

_____ M.D.E.	_____ M.D.E.
_____ Prince George's County	_____ Prince George's County
_____ City of Bowie	_____ City of Bowie
	_____ City of Greenbelt
	_____ City of Laurel
	_____ Other _____

10. Utilities Proposed: Storm Drain _____ Sewer _____ Water _____ Septic _____
Gas _____ Electric _____

Utilities Existing: Storm Drain _____ Sewer _____ Water _____ Septic _____
Gas _____ Electric _____

11. SWM Events Attenuated _____

12. Storm Drainage Approval Agency _____

13. 100-year Flood Plain on site? _____ Yes _____ Elevations _____ No

14. Critical Area Requirements? _____ Yes _____ No

15. Wetlands On-Site? _____ Yes _____ No _____ Approval Agency

REFERENCE SSC# _____

ATTACHMENT O



PRINCE GEORGE'S COUNTY GOVERNMENT
Department of Permitting, Inspections and Enforcement
(301) 636-2060



RIGHTS-OF-WAY SURVEY TRANSMITTAL (for submittal and processing of easements and deeds)

Name of Project: _____

Date Submitted: _____

Name of Street: _____
(For Street Dedication)

Subdivision Plat Ref: _____

DPIE Permit #: _____

DPIE Engr District: Nor Cen Sou

Lot(s) Block(s): _____

Tax Account #(s): _____
(Use Sep Sheet For Lot/Block/Acct. #'s If Needed)

Election District: _____

Tax Map/Grid/Parcel: _____

Owner/Grantor: _____

**** IMPORTANT:**
If owned by an Entity, provide documentation which confirms the organization, signatory, and the individual's title/capacity.

Signatory **: _____

Title/Capacity **: _____

Name, Address to where document is to be mailed for signature or instructions for method of delivery (include phone number, email address for contact):

For Signature Send to: _____

Telephone #: _____

Address: _____

Email Address: _____

City/State/Zip: _____

-OR-

List Contact To Call For A Document Pick Up Name _____

Telephone # _____

Total Number of R/W Transmittals/Packages That Accompany This Submission:

_____ On-Site _____ Off-site _____ Total

NOTE: ALL RIGHTS-OF-WAY SHALL BE PROVIDED GRATIS TO PRINCE GEORGE'S COUNTY PER SECTION 23 OF THE PRINCE GEORGE'S COUNTY CODE

Submitted/Prepared By: _____

Consultant Name: _____

Contact Person: _____

Address: _____

Phone: _____

City/State/Zip: _____

Email: _____

FOR COUNTY PURPOSES ONLY:

Seen and accepted by: _____

for Prince George's County

Date _____

Log No. _____

IMPORTANT

SUBMIT A SEPARATE TRANSMITTAL FORM AND COMPLETE PACKAGE FOR EACH EASEMENT/DEED SUBMISSION

THIS SUBMISSION MAY INCLUDE;

* documents that describe several "parts" (individual easements) that appear on the same Schedule "A" and Sketch

* a list of multiple (joint) owners of the same property that is affected by the easement/deed.

(All owners, or their proven legal representatives, of any piece of property affected will need to sign the easement/deed document.)

DPIE WILL NOT ACCEPT A TRANSMITTAL IF;

*it has more than one owner listed and there is no joint ownership of properties

*there is more than one Schedule "A" and Sketch attached to a single Transmittal

*any pertinent information is not filled in on the Transmittal or any required documentation is not included in the package.

ATTACHMENT P



Prince George's County
Department of Permitting, Inspections
and Enforcement
SITE/ROAD PLAN REVIEW DIVISION
9400 Peppercorn Place, Suite 230
Largo, Maryland 20774
(301) 636-2060 ♦ FAX: (301) 925-8510



DECLARATION OF COVENANTS

This DECLARATION OF COVENANTS, made this _____ day of _____, 20____, by _____ hereinafter referred to as the "Covenantor(s)" to and for the benefit of Prince George's County, Maryland and its successors and assigns hereinafter referred to as the "County".

WITNESSETH:

Whereas, the County is authorized and required to regulate and control the disposition of storm and surface waters within the County's Stormwater Management District set forth in Articles 21-607 and 21-633, et. seq. of the Annotated Code of Maryland and Prince George's County's Subtitle 32, Sec. 32-195 and Sec. 32-196;

Whereas, Covenantor(s) is (are) the owner(s) of a certain tract or parcel of land more particularly described as:

_____ being all or part of the land which it acquired by deed dated _____ from

_____ grantors, and recorded among the Land Records of Prince George's County, Maryland, in Liber _____ at Folio _____ such property being hereinafter referred to as the "the property"; and

Whereas, the Covenantor(s) desires to construct certain improvements on its property which will alter the extent of storm and surface water conditions on both the property and adjacent lands; and

Whereas, in order to accommodate and regulate these anticipate changes in existing storm and surface water flow conditions, the Covenantor(s) desires to build and maintain at its expense, a storm and surface water management facility and system more particularly described and shown on plans titled _____

and further identified under approval number _____; and

Whereas, the County has reviewed and approved these plans subject to the execution of this agreement.

NOW THEREFORE, in consideration of the benefits received by the Covenantor(s), as a result of the County's approval of this plans, Covenantor(s), with full authority to execute deeds, mortgages, other covenants, and all rights, title and interest in the property described above do hereby covenant with the County as follows:

1. Covenantor(s) shall construct and perpetually maintain, at its sole expense, the above referenced storm and surface management facility and system in strict accordance with the plan approval granted by the County.
2. Covenantor (s) shall submit to the County's Department of the Environment (301.883.5810) inspection report during the first year of operation and at least once every three (3) years thereafter. This site inspection and reporting are to be certified by a Maryland license professional engineer to ensure compliance with the approved plan and maintenance agreement.
3. Covenantor (s) shall, at its sole expense, make such changes or modifications to the storm drainage facility and system as may, in the County discretion, be determined necessary to ensure that the facility and system is properly maintained and continues to operate as designed and approved.
4. The County, its agents, employees and contractors shall have the perpetual right of ingress and egress over the property of the Covenantor(s) and the right to inspect and verify the inspection report at reasonable times and in reasonable manner, the storm and surface water facility and system in order to ensure that the system is being properly maintained and is continuing to perform in an adequate manner.
5. The Covenantor (s) agrees that should it fail to correct any defects in the above described facility and system within ten (10) days from the issuance of written notice, or shall fail to maintain the facility in accordance with the approved design standards and with the law and applicable executive regulation or, in the event of an emergency as determined by the County in its sole discretion, the County is authorized to enter the property to make all repairs, and to perform all maintenance, construction and reconstruction as County deems necessary. The County shall then assess the Covenantor (s) and/or all landowners served by the facility for the cost of the work, both direct and indirect, and applicable by the facility and may be placed on the property tax bills of said properties and collected as ordinary taxes by the County.
6. Covenantor (s) shall indemnify, save harmless and defend the County from and against any and all claims, demands, suits, liabilities, losses, damages and payments including attorney fees claimed or made by persons not parties to this Declaration against the County that are alleged or proven to result or arise from the Covenantor(s) construction, operation, or maintenance of the storm and surface water facility and system that is the subject of this Covenant.
7. The covenants contained herein shall run with the land and the Covenantor(s) further agrees that whenever the property shall be held, sold and/or conveyed, it shall be subject to the covenants, stipulations, agreements and provisions of this Declaration, which shall apply to, bind and be obligatory upon the Covenantor(s) hereto, its heirs successors and assigns and shall bind all present and subsequent owners of the property served by the facility.

- 8. The Covenantor (s) shall promptly notify the County when the Covenantor(s) legally transfers any of the Covenantor(s) responsibilities for the facility. The Covenantor(s) shall supply the County with a copy of any document of transfer, executed by both parties.
- 9. The provisions of this Declaration shall be severable and if any phrase, clause, sentence or provisions is declared unconstitutional, or the applicability thereof to the Covenantor is held invalid, the remainder of this Covenant shall not be affected thereby.
- 10. The Declaration shall be recorded among the Land Records of Prince George's County, Maryland at the Covenantor(s) expense.
- 11. In the event that the County shall determine at its sole discretion at future time that the facility is no longer required, then the County shall at the request of the Covenantor(s) execute a release of this Declaration of Covenants which the Covenantor(s) shall record at its expense.

IN WITNESS WHEREOF, the Covenantor(s) have executed this Declaration of Covenants as of this _____ day of _____, 20_____.

ATTEST:	FOR THE COVENANTOR(S)
_____	_____
(Signature)	(Signature)
_____	_____
(Printed Name)	(Printed Name and Title)

STATE OF _____:

COUNTY OF _____:

On this _____' day of _____, 20_____, before me, the undersigned officer, a Notary Public in and for the State and County aforesaid, personally appeared _____, who acknowledged themselves to be _____, of _____, and as such authorized to do so, executed the foregoing instrument for the purposes therein contained by signing their name as _____ for said _____.

WITNESS my hand and Notary Seal

My commission expires: _____

Notary Public

Seen and approved: _____

ATTACHMENT Q

Stormwater Management Design Manual

Appendix 5-6

SAMPLE AFFIDAVIT

AFFIDAVIT

The purpose of this affidavit is to certify that pursuant to *CB-15-2011*, Informational Mailing letters regarding the application for Site Development Concept Plan approval [*Plan No.*]; [*Project Name*], were mailed to all adjoining property owners, registered associations, municipalities within a mile, and previous parties of record on [*Date*].

I, (_____), solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.

Name

Date

STATE OF MARYLAND
COUNTY OF PRINCE GEORGE'S, ss:

I HEREBY CERTIFY that on this ____ day of _____, 20__, before me, the subscriber, a Notary Public, for the State and County aforesaid, personally appeared (_____), being authorized to execute this Affidavit in accordance with the requirements of the Prince George's County Zoning Ordinance for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____

[NOTARIAL SEAL]

SAMPLE NOTIFICATION LETTER

[Date]

[Recipient]

Dear:

Re: *[Site Development Concept Plan Number and Name of Project]*

A Site Development Concept Plan application for the above-referenced project was filed on [Date] (The date that a Site Development Concept number is issued by DPIE) for review to the Department of Permitting, Inspections and Enforcement ("DPIE").

The subject property consists of approximately [] acres with an address of *[address, if applicable]*, which is located *[Give nearest point of reference by road frontage or distance from nearest intersection]*. The nature of the review includes a conceptual stormwater management plan for proposed development of the subject property as *[give general description of development for example residential, commercial, mixed use]*

If you wish to obtain more information about the proposed Site Development Concept Plan you should contact (Design Consultant) at (Consultants Phone number), visit the Department of Permitting, Inspections and Enforcement noted here where the plan and application may be reviewed, or you may contact the applicant's engineer of record at *[provide engineer's contact info]*.

IMPORTANT: This notice is your opportunity to interact with the applicant. Contacting the applicant as soon as possible after receiving this notice will help facilitate your ability to receive information and/or establish a time when the applicant may meet with you or your civic group to provide information and answer questions about the development proposed.

Sincerely,