



PRINCE GEORGE'S COUNTY GOVERNMENT
Department of Permitting, Inspections and Enforcement
 (301) 883-5710



SPECIAL UTILITY PERMIT
DESIGN REVIEW CHECKLIST

This checklist serves as a guide for the consultant in the preparation and for the County the review of Special Utility Plans. Any questions regarding items contained herein should be referred to the Prince George's County DPW&T for clarification. Applicable page number or section in the Utility Policy or County Code for specific design criteria are included for reference.

NOTE: PLANS SUBMITTED WITHOUT A COMPLETED CHECKLIST MAY BE RETURNED WITHOUT REVIEW

Site/Project Name: _____ Date: _____

Consultant: _____ Applicant: _____

Phone Number: _____ Phone Number: _____

Email Address: _____ Email Address: _____

Permit No: _____

Consultant: Please complete the checklist below by indicating the following:
 C or ✓ = Complete or checked; X = Not Applicable; O = Outstanding, need to address
 Please place the appropriate symbol in the CONSULT column. ✓ = Complete or checked; X = Not Applicable; O = Outstanding/need to address

Item #	Design Checklist Item	Reference	CONSULT	DPIE
A	COVER SHEET			
A-1	Title Block: Name of Project, Street Address, Sheet Title, DPWT District, Election District, County, and State.			
A-2	Vicinity Map in upper right hand corner of sheet.			
A-3	Blank space on right hand side of each sheet for DPIE approval stamps, to be applied by DPIE.			
A-4	Permittee/ Applicant noted.			
A-5	Sheet Index provided.			
A-6	Permit Table completed.			
B	PLAN VIEW GENERAL			
B-1	Sheet size – No greater than 36" x 24".			
B-2	Title Block: Name of Project, Street Address, Sheet Title, DPWT District, Election District, County, and State.			
B-3	North arrow and datum.			
B-4	Plans shall be at a scale of 1" = 50' or 1" = 30' and provide a graphic scale bar.			

Item #	Design Checklist Item	Reference	CONSULT	DPIE
B-5	Applicant's and Permittee's company name, contact name, contact position, address, phone, fax, and e-mail			
B-6	DPIE Approval stamps – leave a 5" margin border on right side, all sheets (DPIE to apply stamps).			
B-7	<p>Utility certification – Sealed and dated by a professional engineer. Utility certification must be provided along with a schedule showing dates on which coordination was done to verify existing utilities (first plan sheet).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>UTILITY CERTIFICATION I HEREBY CERTIFY THAT THE EXISTING AND/OR PROPOSED UNDERGROUND UTILITY INFORMATION SHOWN HEREON HAS BEEN CORRECTLY DUPLICATED FROM UTILITY COMPANY RECORDS, FURTHER, THAT THIS PROJECT HAS BEEN CAREFULLY COORDINATED WITH EACH INVOLVED UTILITY COMPANY, AND ALL AVAILABLE UNDERGROUND UTILITY INFORMATION RELATIVE TO THIS PLAN HAS BEEN SOLICITED FROM THEM.</p> <p>_____</p> <p>ENGINEER'S NAME, P.E. _____</p> </div>			
B-8	Show existing, proposed and future road names in vicinity of plan.			
B-9	Limits of Department Permit – Clearly show limits of permit by cross hatching all areas outside of the County Maintained Right-of-Ways.			
B-10	All drafting symbols per Department of Environmental Resources Standards 1.0 and 1.1			
B-11	Minimum text size: 0.08 or 0.10 inch tall is recommended			
B-12	Property lines, Right-of-Way lines, Lot numbers and street addresses.			
B-13	Ultimate roadway width – Label the proposed AND ultimate roadway AND right of way width for all existing and proposed public roads.			
B-14	<p>UTILITIES</p> <p>Show all existing and proposed water and sewer lines, house connections and appurtenances including cathodic protection, including contract numbers..</p> <p>Show all existing storm drain and stormwater management lines, manholes, inlets, pipes, culverts, structures, channels, and outfalls with foundations as may be appropriate, including contract numbers.</p> <p>Show gas lines and appurtenances</p> <p>Show electric poles, pole numbers, guy wires and poles, and underground conduits.</p> <p>Show telephone and cable poles, pole numbers, guy wires and poles, and underground conduits.</p> <p>Show traffic control systems including but not limited to loop detectors, junction boxes, signal poles, vehicle detection cameras, and controllers, including contract numbers.</p> <p>Show any other facilities (cables, streamlines, channels, bridges, fiber optic appurtenances, etc.</p>			

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C	UTILITY PLANS			
C-1	Street names and ROW width noted.			
C-2	Show and label right-of-way lines distinguishing between county roads and non-county roads.			
C-3	Show/label all existing utility lines.			
C-4	Match lines need to be coordinated with current number of sheets.			
C-5	Mains shall be parallel to centerline/baseline of right-of-way with offset distance labeled wherever possible.			
C-6	All pipes and structures shall be a minimum of 5 feet horizontal from all other utilities and 1 foot vertical. For DPW&T appurtenances clearances shall be from outside of pipe, headwalls, structures, and foundations.			
C-7	All pipes and structures shall be a minimum of 2 feet horizontal from curb and gutter.			
C-8	Verify that no proposed appurtenance lies over or obstructs access to other utilities.			
C-9	Appurtenances, i.e. handholes, valves, test stations, etc. shall be located a minimum of 2 feet behind the curb and gutter in a grassed area whenever possible.			
C-10	Do not install any appurtenances within 25 feet horizontal of a bridge or oversized culvert.			
C-11	Note size and material of pipe.			
C-12	Show/label type (i.e. aerial, underground) and lengths of installation within the right-of-way underneath the pavement and outside of the pavement.			
C-13	Show/label all proposed appurtenances (including cathodic protection).			
C-14	Crossings of roadways shall be perpendicular wherever possible and never less than 45 degrees.			
C-15	Abandonment(s) must be shown and labeled. Whenever possible abandoned mains and appurtenances shall be removed from the right-of-way. If not possible, it must be noted that abandoned mains and structures shall be filled entirely with flowable fill.			
C-16	Show/label type of existing, proposed, and ultimate pavement and shoulders.			
C-17	Show limits between concrete pavement, asphalt pavement, and brick pavers.			
C-18	Show/label existing, proposed, and ultimate curb and gutter, sidewalk, and bike lanes.			
C-19	Show limit of disturbance.			
C-20	Show limits of pavement restoration per the Utility Policy (Specifications and Standards, Appendix E: Prince George's County Policy and Specification for Utility Installation and Maintenance).			
C-21	Show pavement limits at intersections through all intersection legs up to the fillet points ending perpendicular to the edge of pavement.			
C-22	Show pavement limits in cul-de-sacs as the entire surface area of the cul-de-sac bulb.			
C-23	Note Moratorium Roadways and show limits of pavement restoration per the Utility Policy.			
C-24	Show/note all other restoration within the right-of-way.			
C-25	Show/label existing pavement marking and striping and note restoration needed. All replacement making must be thermoplastic.			
C-26	Show/label speed humps or traffic calming devices and note restoration needed.			

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Item #	Design Checklist Item	Reference	CONSULT	DPIE
C-27	Show/label traffic signal devices and appurtenances and note restoration needed.			
C-28	Provide chart on plans indicating restoration quantities by type in square feet.			
C-29	Show existing trees and disposition as appropriate.			
C-30	Provide details of appurtenances ensuring that all are flush mounted only.			
C-31	Add note as appropriate or provide detailed plans- Cathodic protection is not proposed herewith and is not permitted without additional review/approval.			
C-32	For any wires placed add the following note - Wires are to be bundled wherever possible and marked for location purposes.			
C-33	Provide pipe profile for any main installation and in order to more clearly define clearances as may be required.			
C-34	Profile to show existing, proposed, and ultimate pavement elevations.			
C-35	Profile to show all existing and proposed utilities with clearances measured from outside of pipes, structures, and foundations.			
C-36	Provide maintenance of traffic details or plans as per Traffic Control Checklist.			
C-37	Provide construction schedule.			
C-38	Multitple Location Permits must be divided per DPIE Inspection Districts and cannot exceed 40 plan view sheets.			