



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
SITE/ROAD PLAN REVIEW DIVISION
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Design Review Checklist Site Fine Grading

This checklist is a guide for the consultant in the preparation and the County's review of Site Fine Grading Plans. Questions regarding items contained herein should be referred to the DPIE Site Road Plan Review Division for clarification. References to the applicable page number or section in the Prince Georges County Code or PGDPW&T Standards and Specifications for specific design criteria are at the end of each item.

NOTE: PLANS SUBMITTED WITHOUT A COMPLETED CHECKLIST WILL 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 only.

Item #	Design Checklist Item	Reference	CON-SULT	DPIE
A	SLOPES, GRADES, HC ACCESSIBLE ROUTES			
A.1	No road grade shall be less than one percent (1%) or more than ten percent (10%)	Code 23-126		
A.2	Roads constructed with concrete curb and gutter require a minimum of one and one-half percent (1.5%) grade through the intersection of roads.	Code 23-126		
A.3	Roads constructed without curb and gutter require a minimum street grade of two percent (2%). Street grade of less than two percent (2%) require ditches with sufficient slope to achieve positive drainage.	Code 23-126		
A.4	No landing grade slope shall exceed 4%. This is the road slope out of intersection. Intersection flowlines less than 1.5% require a 2% slope out of the intersection.			
A.5	Maximum slope for parking lots, parking areas and parking pads is 7%. Minimum slope for parking lots, parking areas and parking pads is 1%	Code 32-151		

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A.6	Label driveway slopes with spot elevations at each grade break. Label driveway widths			
A.7	Maximum longitudinal slope for driveways is 12.5%. Maximum cross slope for driveways is 1/2" in 12". Minimum longitudinal slope for driveways is 1%. Minimum cross slope for driveways is 1/8" in 12"	Code 32-151		
A.8	Maximum longitudinal sidewalk slope is 12H:1V (8.33%). Maximum cross slope for sidewalks is 48H:1V (2.0%)	Code 32-151		
A.9	Maximum slopes on patios 1/4" in 12" (2.0%) and minimum slopes on patios 1/8" in 12" (1.0%)	Code 32-151		
A.10	<p>Plans define ADAAG accessible routes</p> <p>Plans define slopes on accessible routes:</p> <ul style="list-style-type: none"> For sidewalks that are part of accessible route, maximum longitudinal slope is 5.0% except in ramp areas. Maximum cross slope for accessible sidewalks is 2.0% Maximum slopes at building entry pads in accordance with ADAAG or other applicable guideline. Plans provide spot elevations For sidewalk ramps that are part of accessible route, maximum longitudinal slope is 8.33%, and maximum length of ramp is 30', with 5' landing areas. Provide railings on sidewalk ramps (both sides). <p>For accessible routes, provide minimum sidewalks widths of 60" minimum. Alternatively, provide sidewalks with 36" minimum width with passing spaces of 60" width at required intervals.</p> <p>An accessible route with a clear width less than 60" shall provide passing spaces at intervals of 200 feet maximum. Passing spaces shall be a space 60" x 60" minimum. ADAAG 403.5.3.</p> <p>Provide clear width at turns: for 180 degree turn arounds, clear width shall be 42" minimum approaching the turn, 48" minimum at the turn and 42" minimum leaving the turn. ADAAG 403.5.1 and 403.5.2</p>			
A.11	<p>Accessible Parking Spaces:</p> <ul style="list-style-type: none"> For accessible parking spaces, maximum slope is 2.0% in all directions. Provide spot elevations to demonstrate 			
A.12	Maximum slope on terraces, slopes and banks (commercial site) is 2:1	Code 32-151		
A.13	Maximum slope on terraces, slopes and banks (residential site) is 3:1	Code 32-151		
A.14	Minimum acceptable slope in a sodded swale is 2%. Minimum acceptable slope in a yard or lawn area is 2 1/2%. Maximum slope of a sodded swale or ditch is 4% or the slope that will yield a velocity no greater than 4 fps.	Code 32-151		
A.15	Slope of Pad or Shelf Away from Building, Residential - maximum 30"V in 10'H and minimum 10"V in 10'H. Commercial - no maximum, same minimum. Spot elevations provided at building face and 10' shelf	Code 32-151		
A.16	Proposed slopes steeper than 4:1 must be set back from the property line as outlined in the Grading Ordinance. Buildings set back a minimum of 10' to 20' from slope based on this criteria	Code 32-161		

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A-17	Cut and fill slopes shall be terraced wherever the vertical interval (height) of any 2:1 slope exceeds 20'. For 3:1 slope it shall be increased to thirty 30'. For 4:1 slope it shall be increased to 40'. Benches shall be located to divide the slope face as equally as possible and shall convey the water to a stable outlet.	Code 32-162		
A-18	Outline the overflow of the 100-year storm, assuming complete stoppage of the system. Show the path of the overflow out to a public right-of-way. Set all building elevations (entry points for water) above the 100 year overflow path elevations.	Code 32-162		
A-19	Any new or substantially improved residential or nonresidential structure shall be located outside the floodplain and have the lowest floor and the surrounding ground elevated above the flood protected elevation. Basements are not permitted. All new structures in any subdivision shall be located outside the 100-year floodplain boundary. All residential structures shall be set back a minimum of 25 feet from the 100-year floodplain. The elevation of the lowest floor shall be at least 1' above the elevation of the 100 year flood.	Code 32-205		
A-20	Proposed grade will be indicated using a solid line and existing grade using a broken (dashed) line.			
A-21	Finished grade elevations shown to hundredths of a foot. General earthwork grades and utility elevations shown to tenths of a foot.			
A-22	Add grading certificate to the plan with the following statement: "I HEREBY CERTIFY THAT THIS PLAN CONFORMS TO THE REQUIREMENTS OF SUBTITLE 32, DIVISION 2 OF THE CODE OF PRINCE GEORGE'S COUNTY WATER RESOURCES PROTECTION AND GRADING CODE; AND THAT I OR MY STAFF HAVE INSPECTED THIS SITE AND THAT DRAINAGE FLOWS FROM UPHILL PROPERTIES ONTO THIS SITE, AND FROM THIS SITE ONTO DOWNHILL PROPERTIES, HAVE BEEN ADDRESSED IN SUBSTANTIAL ACCORDANCE WITH APPLICABLE CODES. AND SIGNED, SEALED AND DATED BY A PROFESSIONAL ENGINEER LICENSED IN THE STATE OF MARYLAND.			
A-23	Add stabilization note to the plan stating: Stabilization practices on all projects must be in compliance with the requirements of COMAR 26.17.1.08 G regulations by January 9, 2013, regardless of when an Erosion and Sediment Control Plan was approved. Following initial soil disturbance or re-disturbance, permanent or temporary stabilization must be completed within: Three (3) calendar days as to the surface of all perimeter dikes, swales, ditches, perimeter slopes, and all slopes steeper than 3 horizontal to 1 vertical (3:1); and Seven (7) calendar days as to all other disturbed or graded areas on the project site not under active grading.			
A-24	Retaining Walls: Spot elevations provided at top and bottom of retaining walls. A detailed cross section for all retaining walls over 2' in height required. Walls over 2'0" must be reinforced concrete, or modular block wall systems A separate building permit with submission of calculations is required for retaining walls.			
B	PLAN VIEW			
B-1	Provide three (3) grid ticks with coordinates in plan view.			
B-2	Grading plans identify locations of underground utility lines and easements. Label all existing utility poles with the identifying pole	Sec. 32-106		

DESIGN REVIEW CHECKLIST SITE FINE GRADING

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	numbers. Grading plan includes MISS UTILITY note. Utilities Must Be Shown: The location of all existing and proposed utilities must be shown on the plans.			
B-3	Site grading plan includes location and type of proposed stormwater management and storm drain features and easements.			
B-4	Provide lot, block, tax parcel number, owner name, liber and folio number on coversheet.			
B-5	Add a graphic scale			
B-6	Show north arrow and horizontal and vertical datum. Use NAD (North American Datum) 1983 for horizontal datum and NGVD (National Geodetic Vertical Datum) 1929 for vertical datum.			
B-7	Provide legend to identify the objects and lines.			
B-8	Ensure that the name of plan matches precisely with the name of subdivision shown on the Record Plat.			
B-9	Site Grading Plan shows proposed &/or existing Master Plan roadways that lie within the property limits. Plans reflect centerline of existing and proposed roads. Design professional has coordinated with M-NCPPC and DPIE and has shown adequate R/W reservation, dedication &/or road construction in accordance with DPW&T and DPIE Specification and Standards.			
B-10	Contents of Grading/Site Development Plan. (code excerpts) (1) Size for plans shall not exceed 30" x 42". (2) Date, name, address and telephone number of preparer of plans, or each discipline and owner of site. (3) Certification from preparer(s) of the plan, attesting to the completeness and correctness of existing conditions as shown and to the compliance of all proposed grading and other work with all of the requirements of this Subtitle, (4) Limits of disturbance and calculation of disturbed area, (5) Contours at 1' or 2' intervals, scale no smaller than 1" = 50", minimum 20' adjacent peripheral strip, (8) Approved street grades (elevations) and file number(s), (9) Basement, first floor and ground elevations at corners of all buildings, spot elevations at critical points on the proposed grading plan, on all other structures, and proposed and finished grade or driveways, access lanes, walks and watercourses. (10) Size, location and construction details of all proposed site development.	Sec. 32-130		
C-1	Add soil type identification on plan			
C-2	Soil Investigation Report: Recommendations included in such reports have been reviewed and incorporated in the Grading Plan	32-131		
C	GEOTECHNICAL			
C-3	Grading Plan delineates the extent of fills in accordance with the following classifications: (1) Class 1 fill -- Load-bearing fills proposed for support of buildings, walls, and other structures; (2) Class 2 fill -- Load-bearing fills proposed for support of roadways, pavements, rigid utility lines, house connections, and structures which would not be especially impaired by moderate settlement; (3) Class 3 fill -- Common fills proposed for lawns, landscape plantings, or for other nonload-bearing usage.	Code 32-156		

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C-4	Sediment Control Devices -identify outline of sediment control traps and basins that will be backfilled. Site Grading Plan identifies appropriate class of backfill in trap and basin locations.			
D	ENVIRONMENTAL			
D-1	Chesapeake Bay Critical Area (CBCA) limits shown on Site Grading Plan, if applicable			
D-2	Tidal and non-tidal wetland limits shown on Site Grading Plan, if applicable			
D-3	100 year floodplain limits shown on Site Grading Plan, if applicable			
D-4	PMA or expanded buffers shown on Site Grading Plan, if applicable			
D-5	Limits of disturbance on Site Grading Plan match the approved final E/S plan and Type 2 Tree Conservation Plan.			
E	EASEMENTS AND PERMISSIONS			
E-1	Permission for Offsite Grading: A recorded grading easement or notarized letter of permission from the property owner is required for all areas of offsite grading.			
E-2	Surface Drainage Easements: recorded surface drainage easements are provided in the following locations: Concentrated surface drainage from each lot or parcel shall discharge directly or through no more than one (1) adjacent lot, unless suitable easements are granted.	Code 32-151		
E-3	Acquire Letter of Permission from WSSC for Grading and/or Disturbance within the existing WSSC easement.			
E-4	For Lots/Parcels that do not have frontage on a public road and are accessed by private ingress/egress easement, provide recorded private Right-of-Way easement.	Code 24-128		
F	ZONING AND SUBDIVISION			
F-1	Metes and bounds shown for all lot lines, and design professional has confirmed that these match the recorded subdivision plats.			MNCP&PC
F-2	Setback and building restriction lines shown and proposed structures sited within setbacks and BRLs.			MNCP&PC
F-3	Building coverage: maximum allowable building coverage identified and actual building coverage does not exceed maximum.			MNCP&PC
F-4	Green Space: minimum required green space shown and actual green space meets or exceeds minimum required.,			MNCP&PC
F-5	Building Height: maximum allowable building height identified and actual building height does not exceed maximum.			MNCP&PC
F-6	Parking and Loading Schedule provided in accordance with Part 11 of the Prince Georges County Zoning Ordinance.	Code - 27-11		MNCP&PC
G	DIGITAL DATA IN CADD FORMAT			
G-1	NOTE: Immediately prior to permit issuance, the design professional shall submit digital data files in the following CADD format: <ul style="list-style-type: none"> • Roadway edge of pavements • Roadway centerline • Property lines • Property lot, block and parcel numbers • Roadway names • Building footprints • Driveways • Parking areas • Storm drain lines 			

Item #	Design Checklist Item	Reference	CON-SULT	DPIE
	<ul style="list-style-type: none"> • Storm drain structures (including inlet and outlet control devices for SWM ponds) • BMP devices • Drainage Areas • Street lighting (both existing and proposed) • Permanent traffic regulatory signage • Floodplains (existing and proposed) 			
G-2	<p>Provide CADD format in one of the following formats:</p> <ul style="list-style-type: none"> • AutoCAD dxf or dwg; • Microstation dgn; • GIS format (ESRI shapefile or geodatabase) <p>Provide cadd files in Maryland state plane coordinate system</p>			
G-3	<p>Lines representing the Edge of Pavement or Road Curb should be placed in a separate layer or on a separate level from other entities within the CADD file.</p>			
G-4	<p>Design professional to email this file to Erv Beckett etbeckett@co.pg.md.us. If the file is larger than 10 megabytes, then the design professional is instructed to save it on the county ftp site (see below instructions) and send an email notification to Erv Beckett indicating submission of data on the FTP site.</p> <p>FTP site, large file upload by DPW&T staff and Outside Customers</p> <ul style="list-style-type: none"> • Open Microsoft Internet Explorer • Try clicking on the below link. If this doesn't work, simply type in the following address in Internet Explorer: ftp://ftp.princegeorgescountymd.gov/ • Enter in the following: • Username: DPWT_Uilities • Password: Welc0me (the 0 is a zero) • Within Internet Explorer go the "Page" pull-down option and select "Open FTP Site in Windows Explorer" • Within Windows Explorer, simply browse to the folder you need, upload and download files as needed. 			