



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



**SITE ROUGH GRADING  
 DESIGN REVIEW CHECKLIST**

This checklist serves as a guide for the consultant in the preparation and for the County to review Site Grading Plans. Any questions regarding items contained herein should be referred to the Prince George's County DPIE 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 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.

Item #	Design Checklist Item	Reference	CONSULT	DPIE
<b>A</b>	<b>SLOPES, GRADES</b>			
A.1	The maximum slope on terraces, slopes and banks ( commercial site) is 2:1.	Code 32-151		
A.2	The Maximum slope on terraces, slopes and banks ( residential site) is 3:1.	Code 32-151		
A.3	The minimum acceptable slope in a sodded swale is 2%. Minimum acceptable slope in yard or lawn areas 2 ½%. Maximum slope of sodded swale or ditch 4% or the slope that will yield a velocity no greater than 4 fps.	Code 32-151		
A.4	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		

Item #	Design Checklist Item	Reference	CONSULT	DPIE
A-5	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		
A-6	Cut and fill slopes shall be terraced wherever the vertical interval (height) of any 2:1 slope exceeds twenty (20) feet; for 3:1 slope it shall be increased to thirty (30) feet; and for 4:1 to forty (40) feet. 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-7	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. All building elevations (entry points for water) are set above the 100 year overflow path elevations).	Code 32-162		
A-8	Proposed grade will be indicated using a solid line and existing grade using a broken (dashed) line.			
A-9	Rough earthwork grades and utility elevations shall be shown to tenths of a foot.			
A-10	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. SIGNED, SEALED AND DATED BY A PROFESSIONAL ENGINEER LICENSED IN THE STATE OF MARYLAND.			
A-11	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-12	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 Note: separate building permit with submission of calculations required for retaining walls.			
<b>B</b>	<b>PLAN VIEW</b>			
B-1	Provide three (3) grid ticks with coordinates in plan view.			
Item	Design Checklist Item	Reference	CONSULT	DPIE

**SITE ROUGH GRADING DESIGN REVIEW CHECKLIST**

#				
B-2	Grading plans identify locations of underground utility lines and easements. Label all existing utility poles with the identifying pole 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.	Sec. 32-106		
B-3	Site grading plan includes location and type of proposed stormwater management and storm drain features and easements, if included in rough grading scope of work.			
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	The name of plan matches precisely the name of subdivision shown on the Record Plat.			
B-9	Site grading plan shows any 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. (excerpts from section 32-130) (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 one (1) or two (2) foot intervals, scale no smaller than one (1) inch equals fifty (50) feet, minimum twenty (20) foot adjacent peripheral strip. (8) Approved street grades (elevations), and file number(s). (9) Rough Grading - Basement, first floor and ground elevations at corners of building pads.	Sec. 32-130		
<b>C</b>	<b>GEOTECHNICAL</b>			
C-1	Add soil type identification on plan			
C-2	Soils Investigation Report: Recommendations included in such reports have been reviewed and incorporated in the grading plan	32-131		
<b>Item #</b>	<b>Design Checklist Item</b>	<b>Reference</b>	<b>CONSULT</b>	<b>DPIE</b>

**SITE ROUGH GRADING DESIGN REVIEW CHECKLIST**

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		
C-4	Sediment Control Devices - site grading plan identifies outline of sediment control traps and basins which will be backfilled. Site grading plan to identifies appropriate class of backfill in these trap and basin locations.			
<b>D</b>	<b>ENVIRONMENTAL</b>			
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			
D-3	100 year floodplain limits shown on site grading plan.			
D-4	PMA or expanded buffers shown on site grading plan.			
D-5	Limits of disturbance on site grading plan, match the approved rough grading e/s plan and type 2 tree conservation plan.			
<b>E</b>	<b>EASEMENTS AND PERMISSIONS</b>			
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-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		
<b>F</b>	<b>ZONING AND SUBDIVISION</b>			
F-1	Metes and bounds shown for all lot lines, and design professional has confirmed that these match boundary survey or recorded subdivision plats.			MNCP&PC

\*This checklist has multiple items compiled into one design review checklist. Use the appropriate checklist for the items being reviewed.