



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



**STREET TREE AND LIGHTING  
 DESIGN REVIEW CHECKLIST**

This checklist serves as a guide for the consultant in the preparation and for the County the review of Street Tree and Lighting. 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 DPW&T Specifications and Standards for specific design criteria are at the end of items.

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

Site/Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Consultant: \_\_\_\_\_ Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Concept Plan No.: \_\_\_\_\_ Site Development Plan No.: \_\_\_\_\_

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
<b>A</b>	<b>GENERAL ITEMS</b>			
A-1	Blank space 5" wide on right hand side of each sheet for DPIE approval stamps, to be applied by DPIE.			
A-2	Provide lot/block and/or parcel identification on the plan view.			
A-3	Provide owner information (ie, company name, contact name, address, email address and phone number).			
A-4	Use a minimum text size of 1/10-inch tall, 1/8-inch tall recommended.			
A-5	Plan should be at same scale as storm drain and paving plan. Plan sheet should be same sheet size and set up as storm drain and paving plan – no greater than 36" x 24".			
A-6	Place graphic scale on plan			

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A-7	Label each sheet such that it is clear how many sheets are in this particular permit set (e.g., Sheet 1 of 5, etc.).			
A-8	Clearly identify the permit limits of the street tree and lighting plan. Label each sheet with the following bold label in the lower right corner <b>DPIE STREET CONSTRUCTION PERMIT No. _____</b>			
A-9	Hatch mark out the areas not included in this permit. Label the other permit areas with their respective permit numbers.			
A-10	Provide a vicinity map at 1"=2000'. Be sure to label the streets so this exhibit stands on its own and the site can be easily located.			
A-11	Show North arrow and horizontal and vertical datum. New projects require the latest Maryland Coordinate System (State plane grid) based on North American Datum of 1983 (NAD83); vertical – North American Vertical Datum of 1929 (NGVD29) ;with a minimum of three ticks labeled per sheet.			
A-12	Show 3 grid ticks with related coordinates on every plan view sheet.			
A-13	Label all existing utility poles with the identifying pole numbers.			
A-14	Label all proposed, existing or future County roads that fall within the plan limits.			
A-15	Show existing field surveyed features , such as, but not limited to: <ul style="list-style-type: none"> <li>- Driveways</li> <li>- Sidewalks</li> <li>- Water, Sewer, Fire hydrants, Valves, Manholes</li> <li>- Water and Sewer House Connections</li> <li>- Gas lines and gas house connections</li> <li>- Electric lines and service lines</li> <li>- Telephone poles, pole numbers, and conduits.</li> <li>- Storm drain structures and pipes</li> <li>- All other above-ground utility structures</li> <li>- All underground utility lines</li> </ul>			
A-16	Shade proposed paving, sidewalk and driveway aprons on plan			
A-17	Scenic and historic roads - Indicate with note on plan, if applicable.			
<b>B</b>	<b>STREET TREE PLAN COMPONENT</b>			
B-1	Show locations of proposed streetscape vegetation, tied to property line or other permanent feature. (See Standards 600.01 and 600.02) - locate street trees and planting in general compliance with the following: <ul style="list-style-type: none"> <li>• 4' behind curb (urban)</li> <li>• 1' inside r/w line (rural)</li> <li>• 35' from PC</li> <li>• 10' from residential DW entrance</li> <li>• 20' from commercial DW entrance</li> <li>• Street Trees spaced 30' apart (flowering) and 50' (shade)</li> <li>• 5' from gas box</li> <li>• 10' from water meter, FH, SD structure</li> <li>• 15' from street light or utility pole</li> </ul>			

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	<ul style="list-style-type: none"> <li>Do not locate over storm drain that is shallower than 4.5'</li> </ul>			
B-2	Include planting installation details. (See Standards 600.03, 600.04, and 600.05)			
B-3	Include planting schedule with key, botanical names, and common names. (See Standards 600.01 through 600.20)			
B-4	Evaluate planting schedule: <ul style="list-style-type: none"> <li>All trees, shrubs, grasses and other perennials are selected from PGDPW&amp;T approved planting list standards 600.08 thru 600.20 and other sections of Category 600, Section 3 of the DPW&amp;T Standards and Specifications for Roadways and Bridges</li> <li>Non standard planting materials approved by DPW&amp;T Landscape Architect</li> </ul>			
B-5	Evaluate planting schedule: <ul style="list-style-type: none"> <li>Caliber and height of trees complies with minimums on standard 600.07</li> </ul>			
B-6	Evaluate planting schedule: <ul style="list-style-type: none"> <li>Trees proposed in medians are selected from "M" category of trees identified in DPW&amp;T standard 600.08 and 600.09. Median trees proposed where median is 20' or wider</li> </ul>			
B-7	Evaluate planting schedule: VERY IMPORTANT <ul style="list-style-type: none"> <li>Trees under overhead wires are selected from "U" category of trees identified in DPW&amp;T standard 600.08 and 600.09</li> </ul>			
B-8	Review Chapter 3, Part C (Streetscape) of Section 1 (Roadway Design Guidelines) of the "DPW&T Specifications and Standards for Roadways and Bridges" for design consideration relative to street trees.			
<b>C</b>	<b>STREET LIGHTING PLAN COMPONENT</b>			
C-1	Show all existing poles within 150 feet of both sides of the property; need pole numbers and the type of light (MV or HPSV), and wattage, if there are lights on them. A yellow decal would indicate high-pressure sodium vapor (HPSV) and a blue decal would indicate mercury vapor (MV) type fixtures. The number on the decal would indicate the wattage of the light, i.e., 10 is 100 watts, 25 is 250 watts, 40 is 400 watts, etc.			
C-2	If it is an underground-fed system, the light pole should be approximately 150 to 170 feet apart. It should be measured from pole to pole, not along the centerline of the road. Whenever possible, install the light poles at the lot lines.			
C-3	Lights mounted on existing utility poles may be spaced up to 210 feet apart. Newly installed utility poles with lights should be spaced 150 to 200 feet apart.			
C-4	In most cases, two street lights are required at a four-way intersection and one street light is required at a three way intersection.			
C-5	Provide a street lighting legend with a symbol for the pole type, the luminaire and wattage, the number of poles, and the mounting height. This table should be put on the last page of the			

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	plan; stationing of the pole is not required.			
C-6	Base information such as paving, utilities, driveways, and homes should be screened, so that the tree and lights are more pronounced.			
C-7	A different symbol should be used for each type of pole that is shown on the plan. Existing light pole should be dark, so they are easily visible.			
C-8	Provide a street lighting schedule. If arm lengths are required, they should be mentioned in the schedule. Also include station numbers and offsets.			
C-9	If the Street Lighting Plan does not show 150 feet to each side, it is acceptable to leader in a distance to the nearest pole.			
C-10	Permittee is responsible for lighting both sides of the road to today's standard, except on divided roadways and on roadways 58 feet or greater. In that case, only lighting on one side is required.			
C-11	Upgrading of the existing light to the current standards is required.			
C-12	Note the name of the utility company to provide street lighting on the plan.			
C-13	Driveways and homes should be shown, to avoid placing a street light directly in the front of the house and to highlight any potential conflicts.			
C-14	For additional information, refer the DPW&T Standards and Specifications, Section I Design Guide. Reference the Tables I-12 to I-15 for the utility company requirements for poles, luminaires, etc. that they will install within their service area. Also refer to this document for spacing and configuration guidelines.			
C-15	A five (5) foot horizontal clearance is required between any proposed utility-pole mounted street light and the underground storm drainage system.			
C-16	A five (5) foot horizontal clearance is recommended between any proposed pendant cobra head or rectilinear type mounted street light and the underground storm drainage system.			
C-17	A one (1) foot horizontal clearance is required between any proposed colonial post-top type street light and the underground storm drainage system.			
C-18	Do not propose any utility pole-mounted, pendant cobra head or rectilinear type street light within the fillet of the intersection.			
C-19	Flat lens are required on every overhead utility pole mounted and underground pendant cobra-head type street light. Be sure to show this on the street lighting schedule.			
C-20	Relocate utility poles in accordance with DPW&T standard detail numbers 500.01 thru 500.11.			
C-21	Lights must be placed 5 feet from existing or proposed driveway aprons and 15 feet from existing or proposed trees.			

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