



**SITE DEVELOPMENT- ROUGH GRADING PERMIT  
CHECKLIST**  
Prince George's County  
Department of Permitting, Inspections and Enforcement



**This permit is for rough grading and erosion/sediment control  
and may include storm water management ponds.**

All applications, fee payments\*, and bond submittals are processed at **DPIE Permits Center, 9400 Peppercorn Place, 1<sup>st</sup> Floor, Largo, Maryland 20774**

For Submittal of Permits with Paper Copies, Provide:

- Site Rough Grading or Detailed Site Plan/Rough Grading – 5 copies
- Tree Conservation Plan TCP2 – 2 copies
- Final Erosion and Sediment Control Plan – 3 copies
- Final Stormwater Management Plan and Computations, if applicable – 2 copies
- All other documents – 1 copy
- **All documents in digital format on Compact Disc**

For Submittal of Permits Electronically (Project Dox), Provide:

- All Plans to be provided in vectorized cadd format
- All Reports and Other Documents to be provided in scanned format (PDF)
- All Cost Estimates in MS Excel format
- Vectorized cadd or PDF files
- **\*\* Upon completion of all plan review and permit comments, applicant to submit one mylar set of plans for B8, and one hard copy of all computations and reports, signed and sealed by a registered professional engineer licensed in the State of Maryland. These plans will be signature approved by the County and issued for permit. Other approved plans to be signed and sealed by the appropriate registered professional licensed in the State of Maryland.**

**A. APPLICATION PROCESS:** The following items are required:

- 1. Completed Permit Application - Application is available at the Permits Center, or online at <http://www.princegeorgescountymd.gov/Government/AgencyIndex/DPW&T/permit-questions.asp>
- 2. Filing Fee\* =
  - 50% of the full fee requirement indicated on the grading fee schedule plus
- 3. Site Rough Grading Plan (or Detailed Site Plan/Rough Grading)
- 4. Tree Conservation Plan (TCP2) or Woodland Conservation Exemption Letter (MNCPPC)
- 5. Soil Boring Report for Site Grading and Storm Water Management \*\*
- 6. Approved Site Development Concept Letter
- 7. Rough Grading Sediment and Erosion Control Plan
- 8a. Rough Grading Storm Water Management Plan, Computations and Drainage Area Map
- 8b. Rough Grading Design Review Checklist for Rough Grading, Storm Water Management Plan, Computations
- 9. Dam Breach Analysis if required
- 10. Approved Road/Street Grade Establishment Plan (if grading in public r/w is included)



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- A. APPLICATION PROCESS:** The following items are required:
- 11. Approved Existing 100 Year Floodplain Delineation, if required
  - 12. Cost Estimate for Rough Grading

**Note:** Initial Permit application must include the above items 1 through 12. If any items are omitted, the permit application may not be accepted for processing. Permit applicant to provide explanation for omitted items:

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**Submittal of the following items is recommended with resubmittal of permit package:**

- 13. R/W package with metes/bounds descriptions for public storm water management easements, if required
- 14. Executed Private Facilities Maintenance Agreement (required for private storm water management systems)
- 15. Final Plat of Subdivision if zone requires (order of approvals 27-270). Plat to include easements for floodplain/conservation.
- 16. Shop Drawings for Special Structures
- 17. Bond Package and Bond Checklist
- 18. Approved Plans, Documents, Agreements, and Fees listed in section B.

**B. PERMIT ISSUANCE:** The following items are required prior to issuance:

- 1. Permit and Review Fee\* - balance of the full fee requirement:
  - 100% of the full fee requirement indicated on the grading fee schedule
  - \$3.00/linear foot of public pipe, \$1.50/lineal foot of private pipe
- 2. Payment of any other project related fees
- 3. Posting of Bond(s):
  - a. **Performance Bond** – 125% of approved construction cost estimate plus grading bond amount
  - Labor and Materials Bond** – 40% of performance bond amount

Note: Above construction cost estimate to include:

- Public Storm Water Management, if included in permit
- Grading inside public R/W

Note: Bond for Grading Outside Public R/W - calculate at twelve cents (\$0.12) per square foot for one or more acres of disturbance. \*\*\*Bond not required if less than one acre of disturbance and no public infrastructure

Note: Labor and Material's Bond not required if permit does not include any work in public R/W

- b. **Reforestation Bond** if applicable



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**B. PERMIT ISSUANCE:** The following items are required prior to issuance:

- 4. Approved Detailed Site Plan for Rough Grading/Infrastructure, if required
- 5a. Approved Tree Conservation Plan (TCP2) or Woodland Conservation Exemption Letter (MNCPPC)  
If TCP2 is required, the following items must be included:
  - Woodland Conservation Fee-In-Lieu
  - Reforestation/Afforestation Bond
  - Transfer Certificate for Off-Site Woodland Conservation Bank (Off-site Mitigation)

- OR -
- 5b. Approved CBCA Conservation Plan – if site is in the Chesapeake Bay Conservation Area. If CBCA Conservation Plan is required, the following items must be included:
  - Recorded Conservation Agreement
  - Transfer Certificate for Off-Site Conservation Area
  - CBCA Fee-In-Lieu
- 6. Approved Site Development Concept Letter
- 7. Approved Rough Grading Sediment and Erosion Control Plan
- 8. Approved Rough Grading Storm Water Management Plan, Computations and Drainage Area Map
- 9. Approved Road/Street Grade Establishment Plan (if public roads included)
- 10. Approved Existing 100 Year Floodplain Delineation, if required
- 11. Recorded R/W and/or easement dedication, if required
- 12. Recorded Private Facilities Maintenance Agreement (required for private storm water management systems)
- 13. Approved Shop Drawings for Special Structures
- 14. Recorded Final Plat of Subdivision ONLY if zone requires (see order of approvals 27-270).
- 15. Pond Maintenance Fee, If Required\*
- 16. Police/Fire/Rescue Mitigation fee\*, if applicable (County Code 24-122.01)
- 17. MNCPPC Approval (Permit Sign Off)
- 18. Health Department Approval (Permit Sign Off), if required (well and septic)

\*Filing fees and permit fees may be made by cash, check, or money order, payable to Prince George's County MD.