



**STREET GRADE ESTABLISHMENT
PLAN REVIEW
SUBMITTAL CHECKLIST**
Prince George's County
Department of Permitting, Inspections and Enforcement



**This checklist identifies submittal requirements for
Street Grade Establishment Plan Review**

All plan reviews, retrieval of plan comments or plan approvals are processed at **DPIE Permits Center, 9400 Peppercorn Place, 1st Floor, Largo, Maryland 20774**

NOTE: This checklist defines submittal requirements for street grade establishment plan review. This process does not require fees for plan review. This plan review process pertains to public streets within the Prince George's County Public Road Right of Way. This plan review process evaluates the following:

- horizontal and vertical roadway alignment
- curb, gutter, sidewalks, crosswalks, trail, shoulder and swale grades

A. For Submittal of Plans with **Paper** Copies, provide 2 paper copies of the items listed below. For submittal of plans **electronically** (Project Dox) provide all plans in vectorized cadd format, all reports and other documents in scanned format (PDF).

- 1. Preliminary Plan, Preliminary Plan Resolution and/or Record Plat
- 2. Street Grade Establishment Plan
- 3. Sight Distance Analysis
- 4. Signal Warrant Study (If required within limits of roads submitted).
- 5. Bus Shelter Locations (if required by Preliminary Plan or Site Plan – review conditions).
- 6. Approved Waiver for Non Standard Roadway Sections or Design Elements (granted by Director).
- 7. Any documentation/agreement/information regarding this roadway must be provided.
- 8. Design Review Checklist, completed and sealed by Professional Engineer.

Note: Initial plan submittal must include the above items 1 through 8. If any items are omitted, the plan submittal may not be accepted for processing. Applicant to provide explanation for omitted items:

The following is for information ONLY. The following coordination and additional agency approvals are often required in association with the Street Grade Establishment Plan. **These approvals are not required to be submitted to Prince Georges County with the Street Grade Establishment Plan.**

1. Any proposed Master Planned Roadways that lie within this site must be coordinated with the MNCPPC, DPW&T and Md (SHA). This may require R/W reservation, dedication and/or road construction in accordance with DPW&T specifications and standards.
2. If street grade establishment plans require grading over existing WSSC facilities, the applicant is required to gain separate approval from WSSC.
3. If proposed county road connects to existing MSHA road, the applicant is required to gain separate approval from MSHA for access.

**** Upon completion of all plan review comments, applicant shall submit two mylar sets of plans, and one digital format on CD. Mylars shall be 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 approval. Once approved, one copy will be returned to the Applicant.**