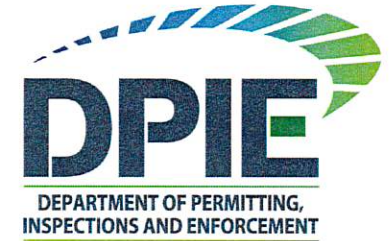




**TECHNOGRAM
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- SUBJECT:** Site Road Sheet Naming Convention
- PURPOSE:** To establish standards for naming and numbering site road plan sheets and documents for electronic (EPLAN) submittal
- SCOPE:** This technogram applies to all site road case types listed below

Effective April 15, 2020, the Prince Georges County Department of Permitting, Inspections and Enforcement (DPIE) will implement the following requirement. **Newly submitted site road cases** shall follow the below naming conventions and submittal requirements for plan sheets and documents. The purpose of this procedure is to simplify the review of permits for each respective discipline, and to ensure that the plans and documents are easily identifiable.

Every plan sheet **MUST** be uploaded individually, except for plans noted with asterisks *. Submittals that do not follow this requirement will be returned for correction.

When submitting site plans, landscape plans, and tree conservation plans (plans approved by M-NCPPC), the applicant may submit only the sheets that apply to the intended permit limit. However, the applicant must include the cover sheet, an overall sheet that shows the entire subdivision, and sheets that include notes, details and standards that apply to the whole set.

Resubmitted plans and documents must NOT be renamed. It is essential to retain the same file name with each resubmittal. Resubmitted plans that do not follow this requirement will be returned for correction.



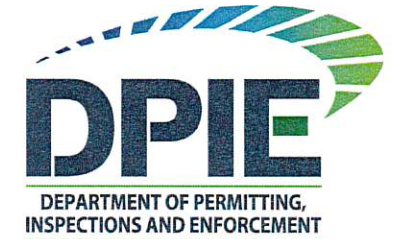
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SITE ROAD SUBMITTALS	NAMING CONVENTION FOR PLANS AND DOCUMENTS IN EPLAN	EPLAN FOLDER
<i>SITE DEVELOPMENT CONCEPT:</i>		
SITE DEVELOPMENT CONCEPT PLAN	CONCEPT PLAN	DRAWINGS
SITE DEVELOPMENT CONCEPT APPLICATION	CONCEPT APPL	DOCUMENTS
DRAINAGE AREA MAP CONCEPT	CONCEPT DAM	DRAWINGS
CONCEPT COMPUTATIONS AND REPORT	CONCEPT REPORT	DOCUMENTS
NATURAL RESOURCE INVENTORY PLAN *	NRI PLAN *	PLANNING
NATURAL RESOURCE INVENTORY REPORT	NRI REPORT	PLANNING
NATURAL RESOURCE INVENTORY EQUIVALENCY LETTER	NRI LETTER	PLANNING
AFFIDAVIT OF PUBLIC NOTIFICATION & PUBLIC NOTIFICATION LETTER	AFFIDAVIT	DOCUMENTS
SIGHT DISTANCE ANALYSIS	SIGHT DISTANCE	DOCUMENTS
<i>STREET GRADE ESTABLISHMENT SUBMITTAL:</i>		
STREET GRADE ESTABLISHMENT PLAN AND PROFILE	SGE PLAN	DRAWINGS
<i>FLOODPLAIN</i>		
EXISTING 100 YEAR FLOODPLAIN PLAN	EX FLOOD PLAN	FLOODPLAIN
EXISTING 100 YEAR FLOODPLAIN COMPUTATIONS AND REPORT	EX FLOOD REPORT	FLOODPLAIN
PROPOSED 100 YEAR FLOODPLAIN PLAN	PR FLOOD PLAN	FLOODPLAIN
PROPOSED 100 YEAR FLOODPLAIN COMPUTATIONS AND REPORT	PR FLOOD REPORT	FLOODPLAIN
SITE ROAD SUBMITTALS	NAMING CONVENTION FOR PLANS AND DOCUMENTS IN EPLAN	EPLAN FOLDER
<i>FLOODPLAIN</i>		
FLOODPLAIN WAIVER	FLOOD WAIVER	FLOODPLAIN



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FLOODPLAIN INFORMATION REQUEST FORM	FLOOD INFO	FLOODPLAIN
HAUL ROAD PERMIT:		
HAUL ROUTE PLAN	HAUL PLAN	DRAWINGS
SITE DEVELOPMENT ROUGH GRADE PERMIT:		
COVER SHEET SITE DEVELOPMENT ROUGH GRADING	COVER SHEET	DRAWINGS
ROUGH GRADING PLAN, PROFILE, DETAILS	RG PLAN	DRAWINGS
ROUGH GRADING EROSION SEDIMENT CONTROL PLANS AND DETAILS *	RG ES PLAN *	SOIL CONSERVATION DISTRICT
ROUGH GRADING DRAINAGE AREA MAP	RG DAM	DRAWINGS
ROUGH GRADING COMPUTATIONS AND REPORT	RG REPORT	DOCUMENTS
GEOTECHNICAL REPORT	GEOTECH REPORT	DOCUMENTS
ROUGH GRADING PERMIT COST ESTIMATE	COST ESTIMATE	DOCUMENTS
ROUGH GRADE SITE PLAN, DETAILED SITE PLAN, OR SPECIFIC DESIGN SITE PLAN *	RG DSP PLAN *	PLANNING
ROUGH GRADE TYPE 2 TREE CONSERVATION PLAN *	RG TCP2 PLAN *	PLANNING
WOODLAND CONSERVATION EXEMPTION LETTER	WCO LETTER	PLANNING
SPECIAL UTILITY PERMIT		
SPECIAL UTILITY PERMIT PLAN WITH RESTORATION LIMITS	SU PLAN	DRAWINGS
SMALL WIRELESS FACILITY PERMITS (CELL TOWERS IN THE RIGHT OF WAY)		
SMALL WIRELESS FACILITY PERMIT PLANS IN THE RIGHT OF WAY	SMALL WIRELESS PLAN	DRAWINGS
SITE ROAD SUBMITTALS	NAMING CONVENTION FOR PLANS AND DOCUMENTS IN EPLAN	EPLAN FOLDER
SITE DEVELOPMENT FINE GRADING PERMIT AND STREET CONSTRUCTION PERMIT:		



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COVER SHEET SITE DEVELOPMENT FINE GRADING PERMIT OR COVER SHEET STREET CONSTRUCTION PERMIT	COVER	DRAWINGS
FINE GRADING STORM DRAIN, PAVING, STORMWATER MANAGEMENT PLAN, PROFILE AND DETAILS	FG SD PAV SWM PLAN	DRAWINGS
FINE GRADING DRAINAGE AREA MAP	FG DAM	DRAWINGS
STREET CONSTRUCTION STORM DRAIN, PAVING, STORMWATER MANAGEMENT PLAN, PROFILE, DETAILS	SCP SD PAV SWM PLAN	DRAWINGS
STREET CONSTRUCTION DRAINAGE AREA MAP	SCP DAM	DRAWINGS
STREET GRADE ESTABLISHMENT PLAN	SGE	DRAWINGS
SITE GRADING PLAN, SPECIFIC DESIGN PLAN, DETAILED SITE PLAN, SPECIAL EXCEPTION SITE PLAN *	SITE PLAN *	PLANNING
LANDSCAPE PLAN *	LANDS PLAN *	PLANNING
TYPE 2 TREE CONSERVATION PLAN *	TCP2 PLAN *	PLANNING
CHESAPEAKE BAY CRITICAL AREA CONSERVATION PLAN *	CBCA PLAN *	PLANNING
WOODLAND CONSERVATION EXEMPTION LETTER	WCO LETTER	PLANNING
MAINTENANCE OF TRAFFIC PLAN	MOT PLAN	DRAWINGS
STREET TREE AND LIGHTING PLAN	STL PLAN	DRAWINGS
SIGNING AND PAVEMENT MARKING PLAN	SN PLAN	DRAWINGS
TRAFFIC AND/OR PEDESTRIAN SIGNAL PLAN AND DETAILS	SIGNAL PLAN	DRAWINGS
TRAFFIC IMPACT ANALYSIS	TIS REPORT	DOCUMENTS
TRAFFIC SIGNAL WARRANT STUDY	WARRANT STUDY	DOCUMENTS
SITE ROAD SUBMITTALS	NAMING CONVENTION FOR PLANS AND DOCUMENTS IN EPLAN	EPLAN FOLDER
<i>FINE GRADING PERMIT AND STREET CONSTRUCTION PERMIT:</i>		



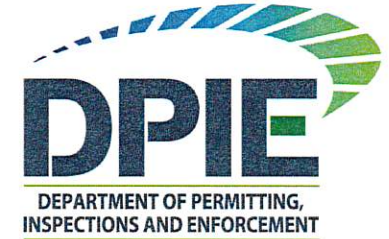
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TRAFFIC OPERATIONAL ANALYSIS OR OTHER TRAFFIC STUDY OR REPORT	TRAFFIC ANALYSIS	DOCUMENTS
FINAL EROSION & SEDIMENT CONTROL PLAN AND DETAILS *	FG ES PLAN *	SOIL CONSERVATION DISTRICT
FINE GRADING STORM DRAIN, STORMWATER MANAGEMENT COMPUTATIONS, DAM BREACH ANALYSIS REPORT	FG SD SWM REPORT	DOCUMENTS
BRIDGE PLAN, DETAILS, PROFILES, NOTES	BRIDGE PLAN	DRAWINGS
BRIDGE COMPUTATION REPORT	BRIDGE REPORT	DOCUMENTS
GEOTECHNICAL REPORT	GEOTECH REPORT	DOCUMENTS
FINE GRADING PERMIT COST ESTIMATE	COST ESTIMATE	BONDS & FEE CALCULATIONS
EASEMENTS FOR STORM DRAIN AND STORMWATER MANAGEMENT	EASEMENT SD SWM	EASEMENTS, RIGHT OF WAY, DEEDS
EASEMENTS FOR FLOODPLAIN	EASEMENTS FP	EASEMENTS, RIGHT OF WAY, DEEDS
EASEMENTS FOR SURFACE DRAINAGE	EASEMENTS SURFACE	EASEMENTS, RIGHT OF WAY, DEEDS
ROADWAY DEDICATION PLATS	ROAD PLATS	EASEMENTS, RIGHT OF WAY, DEEDS
FINAL SUBDIVISION PLATS	SUBD PLATS	PLANNING
MAINTENANCE AGREEMENTS FOR STORM DRAIN, STORMWATER MANAGEMENT AND NON STANDARD ROADWAYS	MAINT AGREEM	DOCUMENTS
BOND FORM	BOND FORM	BONDS & FEE CALCULATIONS
SHOP DRAWING FOR NON STANDARD STRUCTURE	SHOP DWG	DRAWINGS
SITE ROAD SUBMITTALS	NAMING CONVENTION FOR PLANS AND DOCUMENTS IN EPLAN	EPLAN FOLDER
DAM SAFETY AS BUILT	AS BUILT DAM SAFETY	DRAWINGS
FINAL AS BUILT	AS BUILT FINAL	DRAWINGS
BACKGROUND OR OTHER INFORMATION		



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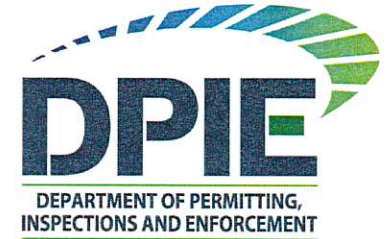
EXISTING CONDITIONS SITE PLAN	EX SITE PLAN	DRAWINGS
DEMOLITION PLAN	DEMO PLAN	DRAWINGS
PREVIOUSLY APPROVED CONCEPT PLAN AND LETTER*	BACKG CONCEPT	DRAWINGS
PREVIOUSLY APPROVED STORM DRAIN, PAVING, OR STORMWATER MANAGEMENT PLANS *	BACKG SD SWM PAVE PLAN	DRAWINGS
PREVIOUSLY APPROVED STORM DRAIN OR STORMWATER MANAGEMENT COMPUTATIONS	BACKG SD SWM REPORT	DOCUMENTS
PREVIOUSLY APPROVED AS BUILT STORM DRAIN AND STORMWATER MANAGEMENT PLANS *	BACKG AS BUILT PLAN	DRAWINGS
PREVIOUSLY APPROVED STREET GRADE ESTABLISHMENT PLANS *	BACKG SGE PLAN	DRAWINGS
PREVIOUSLY RECORDED EASEMENTS	BACKG EASEMENTS	EASEMENTS, RIGHT OF WAY, DEEDS
PERMIT INFORMATION PLAN SHOWING LIMITS AND PERMIT NUMBERS FOR SITES w/ MULTIPLE PERMITS	BACKG PERMIT INFO PLAN	DRAWINGS
PLANNING BOARD RESOLUTIONS	PB RESOLUTIONS	PLANNING
DEEDS REFLECTING OWNER OF PROPERTY	DEED	EASEMENTS, RIGHT OF WAY, DEEDS
OPERATING AGREEMENT, ARTICLES OF INCORPORATION AND OTHER DOCUMENTS DEMONSTRATING SIGNATURE AUTHORITY OF OWNER	SIGNATORY DOCS	EASEMENTS, RIGHT OF WAY, DEEDS
CHECKLISTS FOR SUBMITTAL	SUBMITTAL CHECKLIST	DOCUMENTS
CHECKLISTS FOR DESIGN REVIEW	DESIGN CHECKLIST	DOCUMENTS

The engineer shall number the permit set in sequential order. The following is an example for numbering sheets in a site development fine grading permit plan set. If a new sheet is added to the case in a subsequent submittal, it is suggested that the engineer add a decimal to the sheet number.

- + 01 - COVER SHEET
- + 02 - FG SD PAV SWM PLAN



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- + 03 - FG SD PAV SWM PLAN
- + 04 - FG SD PAV SWM PLAN
- + 05 - FG DAM
- + 06 - SGE PLAN
- + 07 - SGE PLAN
- + 08 - MOT PLAN
- + 09 - MOT PLAN
- + 10 - STL PLAN
- + 11 - STL PLAN
- + 12 - MARK AND SIGN PLAN
- + 13 - MARK AND SIGN PLAN

Plans approved by other agencies (M-NCPPC and PGSCD) should be numbered as follows:

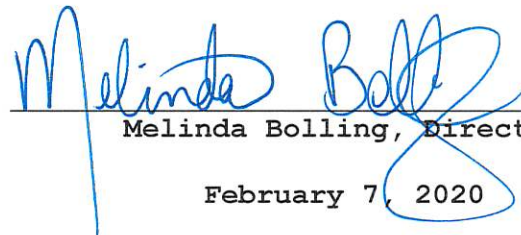
FINAL ES PLAN - sheets 1 thru 5

SITE PLAN - sheets 1 thru 4

LANDS PLAN - sheets 1 thru 5

TCP2 Plan - sheets 1 thru 5

APPROVED BY:



Melinda Bolling, Director

February 7, 2020