



**Prince George's County**  
 Department of Permitting, Inspections  
 and Enforcement  
**SITE/ROAD PLAN REVIEW DIVISION**



9400 Peppercorn Place  
 Largo, Maryland 20774  
 301.636.2060 2060 ♦ FAX: 301.925.8510

**SITE DEVELOPMENT CONCEPT PLAN  
 SUBMITTAL CHECKLIST**

**This checklist identifies submittal requirements for Site Development Concept Plan Review. Site Development Concept Approval is required for all projects, except for work associated with minor residential modifications with less than 5000 sf of disturbance.**

All plan review applications, fee payments,\* and retrieval of plan comments or plan approvals are processed at **DPIE Permits Center, 9400 Peppercorn Place, 1<sup>st</sup> Floor, Largo, Maryland 20774**

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

Concept Plans to be provided in vectorized CADD format

All Reports and Supporting Documents to be provided in scanned format (PDF)

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

- 1. Completed Concept Application – with cover page\*\*** – The application form is available in the **DPIE Permits Center, 9400 Peppercorn Place, 1<sup>st</sup> Floor, Largo, Maryland 20774**
- 2. Completed Concept Stormwater Plan Design Review Checklist.**
- 3. Concept Stormwater Plan\*\***
- 4. Application Fee\* – (fees subject to additional 5% technology fee)**  
 \$500.00 for Commercial Projects and more than 1 Single Family Lot or Dwelling  
 \$150.00 for One Single Family Residential Lot  
 \$250.00 for Churches and Non Profit Organizations
- 5. Site Plan**
- 6. Drainage Area Map\*\***
- 7. Supporting Hydrologic and Hydraulic Computations\*\* and Narrative** addressing SWM and Erosion/Sediment Control Environmental Site Design (ESD) to the MEP Justification and Analysis
- 8. Soil Boring Report \*\***
- 9. Existing 100 Year Floodplain Delineation, if required**
- 10. Sight Distance Analysis (for new roads/driveway entrances connecting to existing roads).**
- 11. Stormwater Pollution Prevention Plan\*\*** (only required if proposed use is a hot spot).
- 12. Natural Resources Inventory (Plan and/or Waiver Letter) –** From MNCPPC, Environmental Section. (Note: Approved NRI is required before Site Development Concept Approval)
- 13. Provide Affidavit and Copy of Notification Letter**  
*For new development projects with over 5,000 square feet of disturbance, notification is required to adjacent property owners, municipalities within one mile, and registered civic associations, in accordance with Prince Georges County Code Requirements (section 32-182(g) 1-3. Notification must be mailed out within 7 days of Concept Plan Submittal. Submittal of an affidavit attesting to the completion of this notification is required prior to Concept Stormwater Plan Approval. Also provide list of parties actually notified. Also provide M-NCPPC approved list of parties to notify.*



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**14. Phasing Plan**

If project will involve multiple phases, provide a phasing plan that identifies which onsite and offsite and frontage roads will be built with each phase. Identify which onsite storm drain, roads, paving, stormwater management and structures are proposed with each phase. Note that roads must be included with the appropriate phase, in accordance with County Code 23-115, f, g and h.

**Note:** Initial Site Development Concept Plan Submittal must include the items 1 through 14. If any items are omitted, the submittal may not be accepted for processing. Applicant to provide explanation for omitted items:

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**C. CONTACT INFORMATION:**

**Consultant**

Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Owner/Developer**

Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

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

\*\* Plans, computations, and concept application must be signed and sealed by a registered professional engineer licensed in the State of Maryland