



# 100 YEAR FLOODPLAIN PLAN REVIEW SUBMITTAL CHECKLIST

Prince George's County  
Department of Permitting, Inspections and Enforcement



## This checklist identifies submittal procedure for 100 Year Floodplain Plan Review

All plan review applications, retrieval of plan comments and plan approvals are processed through Project flow. Fee can be paid by mail or Online.

Mailing address: Prince George's County DPIE, 9400 Peppercorn Pl, suite 230. Largo, Maryland 20774.

Attn: SALMAN BABAR, Floodplain Manager **OR**

online at <https://dpiestatus.princegeorgescountymd.gov/site/public/epayments/casestatus.aspx>

### A. PLAN SUBMISSION PROCEDURE:

- 1. **Floodplain Inquiry:** Existing 100-year floodplain inquiry (request for existing floodplain studies):
  - Complete floodplain information request form. Follow instructions on form.
  - The floodplain inquiry form is available at <https://www.princegeorgescountymd.gov/1395/SiteRoad-Plan-Review-Forms-Checklists>
  - *Floodplain inquiry fee is \$57.75 (\$55 + 5% tech fee)*
  - *If response letter says, "floodplain study is required", please follow below options.*
  
- 2A. **Floodplain study (Option A):**
  - Request Department of Environment (DoE) Sustainability Division to perform floodplain study. **This option does not include floodplain delineation plans.**
  - Provide completed floodplain design checklist to DoE. All checklists are available at <https://www.princegeorgescountymd.gov/1395/SiteRoad-Plan-Review-Forms-Checklists>
  - Letter addressed to Department of Environment (DoE) requesting floodplain modeling
  - Modeling Fees by DoE (select appropriate fee)
    - Existing channel conditions floodplain modeling fee \$2750 + 5% tech fee.
    - Existing and proposed channel conditions floodplain modeling fee \$3850 + 5% tech fee.
    - Floodplain study for single lot less than 5 acres fee \$275 + 5% tech fee.
    - **Fee submission should be directly coordinated with DoE.**
    - Checks or money order made payable to "Prince George's County Government"



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- 2B **Floodplain study (Option B)**  
Consultant Prepared floodplain study: **This option includes floodplain delineation plans and H&H models.**
  - Please submit a FLOOD case. Upload plans and reports in floodplain folder including floodplain inquiry response mentioned in step 1.
  - Provide completed floodplain design checklist. All checklists are available at <https://www.princegeorgescountymd.gov/1395/SiteRoad-Plan-Review-Forms-Checklists>
  - Floodplain screening will only be accepted if completed & verified floodplain checklist is provided. Floodplain design checklist should be signed by PE after QC.
  - Floodplain review fee performed by consultant: \$0.55 per linear feet of stream plus \$220 per structure plus 5% tech fee.
  
- 3. **Existing or Proposed 100-Year Floodplain Delineation Review**
  - Floodplain review fee: \$0.55 per linear foot of stream plus \$220 per structure plus 5% tech fee.
  - Provide completed floodplain design review latest checklist. Case will not be accepted without completed checklist. Checklist should be signed by PE after QC.
  - Approved site concept letter and plan (if available)

### Reminders:

Please do not change file names in eplan after 1<sup>st</sup> review.

Please follow DPIE approved naming convention for file names.

Please do not forget to upload completed floodplain design checklist verified by P.E.

Please make sure to respond to each comment in eplan only under "Applicant Response".

Please do not upload separate response letter.

**We will not accept case if these procedures are not followed.**