

TECHNO-GRAM 001-2013



July 1, 2013

NOTIFICATION OF CHANGES FOR PLAN SUBMITTAL, DPW&T PERMIT APPLICATIONS, AND PROCESS SEQUENCING RELATED TO TRANSFER OF IDENTIFIED FUNCTIONS FROM THE DPW&T OFFICE OF ENGINEERING TO DPIE

The Purpose of this Techno-gram is to communicate impending changes due to recent streamlining of the County's permitting processes. Effective July 1, 2013, all DPW&T permits processed through the Office of Engineering will be handled by the new Department of Permitting, Inspections and Enforcement, (DPIE). Follow this link to go directly to the DPIE web site:

<http://dpi.e.mypgc.us>

Covered in this Techno-gram are multiple changes to processing of land development related permits, plan review, inspections and enforcement, and is specific to land development activities with permits processed by DPW&T (i.e., Site-Road permits). The listing below itemizes changes effective July 1, 2013, with updated Techno-grams issued to the development community on a routine or as needed basis.

→ Effective Date July 1, 2013 ←

Category	Description of changes to permitting processes, review criteria, inspections and regulatory clarification
Permitting	Changes Related to Permitting, Plan Review, and Processing of Documents.
1) Site Development Rough Grading Permit	Site Development Rough Grading permits can now include storm drain and stormwater management basins, in addition to rough grading. However, these permits cannot include Environmental Site Design BMPs (rain gardens, bioretention, etc). Rough grading sites with permanent stormwater management basins temporarily used as a sediment basin will generally require dam safety approval, and will require SCD approval prior to permit issuance. This change in process is intended to allow for earlier construction of storm drain and stormwater management infrastructure.
2) On-line Review and Permit Fee Payment	The Special Utility Permit Application is now available online. Applicants can apply for this permit on-line and upload plans into the E-Plan system. Other Site-Road Permit on-line applications will be available on-line in the coming months. Permit payments for Special Utility permits will be available on-line, which will reduce or eliminate the need to visit the Permits Center and streamline the review process.
3) All Site-Road plans and permit intake will be handled at the DPIE Intake on the first floor	All Site-Road plans and permits are to be filed, dropped off and picked up from the first floor of 9400 Peppercorn Place, Largo Maryland, beginning July 1, 2013. All plans will be logged-in and logged-out by the agency to improve tracking of each case. When a submittal has been reviewed, plan and permit comments will be logged-out and the applicant will be notified via email to pick up any hard copy documents. Applicant can request plans at the Engineer/Tech of the Day Station and will be required to sign the log book for release of plans/documents.

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4) Residential Driveway Apron and Parking Pad - one permit	Residential Driveway Permit - DPIE has consolidated the driveway apron and driveway parking pad into one permit, with review and permit issuance by the Site/Road Section. Commercial driveways will require a Street Construction Permit. The combined apron and pad driveway will only be reviewed by Site/Road and MNCP&PC (no structural review needed)																																										
5) Plan Screening, Submittal Checklists	Plan Screening will be implemented to ensure all plan and permit submittals include the necessary plans and information required to complete a thorough review. Plan Screening will occur at the time of Plan or Permit Filing. If packages are incomplete, the applicant will be advised and directed to resubmit the package with the additional information. See DPIE web site for updated submittal checklists.																																										
6) Site Road Case Types Consolidation and Naming	<p>Site Road Case Types – Old permit case types have been consolidated for use in DPIE, as reflected in the table below. Street Construction Permit case types have been consolidated from 6 to 1 case type. Site Development Stormwater Management/Storm Drain Permit has been eliminated – use Site Development Fine or Rough Grading Permit case type. Residential Driveway Permit case types have been consolidated from 4 to 1 case type. New case types have been added to facilitate the E-Plan process and plan tracking:</p> <table border="1" data-bbox="440 926 1518 1457"> <thead> <tr> <th data-bbox="440 926 922 953">CASE NAME</th> <th data-bbox="922 926 1518 953">DESCRIPTION</th> </tr> </thead> <tbody> <tr><td data-bbox="440 953 922 980">SITE DEVELOPMENT CONCEPT PLAN</td><td data-bbox="922 953 1518 980">CONCEPT PLAN SWM (MDE STEP 1)</td></tr> <tr><td data-bbox="440 980 922 1008">SITE DEVELOPMENT FINE GRADING PERMIT</td><td data-bbox="922 980 1518 1008">SITE DEVELOPMENT FINE GRADING PERMIT</td></tr> <tr><td data-bbox="440 1008 922 1035">SITE DEVELOPMENT ROUGH GRADING PERMIT</td><td data-bbox="922 1008 1518 1035">SITE DEVELOPMENT ROUGH GRADING PERMIT</td></tr> <tr><td data-bbox="440 1035 922 1062">STREET CONSTRUCTION PERMIT</td><td data-bbox="922 1035 1518 1062">STREET CONSTRUCTION</td></tr> <tr><td data-bbox="440 1062 922 1089">RESIDENTIAL DRIVEWAY PERMIT</td><td data-bbox="922 1062 1518 1089">RESIDENTIAL DRIVEWAY PERMIT</td></tr> <tr><td data-bbox="440 1089 922 1117">SPECIAL UTILITY PERMIT</td><td data-bbox="922 1089 1518 1117">SPECIAL UTILITY PERMIT</td></tr> <tr><td data-bbox="440 1117 922 1144">HAUL ROAD-TIMBER TRANSPORT PERMIT</td><td data-bbox="922 1117 1518 1144">HAUL ROAD PERMIT</td></tr> <tr><td data-bbox="440 1144 922 1171">SPECIAL PERMIT</td><td data-bbox="922 1144 1518 1171">SPECIAL PERMIT - walk thru</td></tr> <tr><td data-bbox="440 1171 922 1199">SPECIAL DRAIN PERMIT</td><td data-bbox="922 1171 1518 1199">SPECIAL DRAIN PERMIT</td></tr> <tr><td data-bbox="440 1199 922 1226">OVERSIZED-OVERWEIGHT VEHICLES PERMIT</td><td data-bbox="922 1199 1518 1226">SPECIAL PERMIT OVERSIZED/OVERWEIGHT VEHICLES</td></tr> <tr><td data-bbox="440 1226 922 1253">STREET GRADE ESTABLISHMENT PLAN</td><td data-bbox="922 1226 1518 1253">STREET GRADE ESTABLISHMENT PLAN</td></tr> <tr><td data-bbox="440 1253 922 1281">100-YEAR FLOODPLAIN STUDY</td><td data-bbox="922 1253 1518 1281">100 YEAR FLOODPLAIN STUDY</td></tr> <tr><td data-bbox="440 1281 922 1308">CIP ROAD-BRIDGE PLAN</td><td data-bbox="922 1281 1518 1308">CIP ROAD/BRIDGE PLAN</td></tr> <tr><td data-bbox="440 1308 922 1335">CIP DRAINAGE PLAN</td><td data-bbox="922 1308 1518 1335">CIP DRAINAGE PLAN</td></tr> <tr><td data-bbox="440 1335 922 1362">MAINTENANCE UTILITY COMPLAINT</td><td data-bbox="922 1335 1518 1362">MAINTENANCE UTILITY PERMIT</td></tr> <tr><td data-bbox="440 1362 922 1390">DPIE COMPLAINT</td><td data-bbox="922 1362 1518 1390">DPIE COMPLAINT</td></tr> <tr><td data-bbox="440 1390 922 1417">DPIE BLANKET</td><td data-bbox="922 1390 1518 1417">DPIE BLANKET</td></tr> <tr><td data-bbox="440 1417 922 1444">DPIE LETTER OF RESPONSIBILITY</td><td data-bbox="922 1417 1518 1444">DPIE LETTER OF RESPONSIBILITY</td></tr> <tr><td data-bbox="440 1444 922 1472">DPIE RESTORATION BOND</td><td data-bbox="922 1444 1518 1472">DPIE RESTORATION BOND</td></tr> <tr><td data-bbox="440 1472 922 1499">DPIE DEVELOPER CONTRIBUTION</td><td data-bbox="922 1472 1518 1499">DPIE DEVELOPER CONTRIBUTION</td></tr> </tbody> </table> <p>For detailed descriptions, forms, and procedures, see the DPIE web site.</p>	CASE NAME	DESCRIPTION	SITE DEVELOPMENT CONCEPT PLAN	CONCEPT PLAN SWM (MDE STEP 1)	SITE DEVELOPMENT FINE GRADING PERMIT	SITE DEVELOPMENT FINE GRADING PERMIT	SITE DEVELOPMENT ROUGH GRADING PERMIT	SITE DEVELOPMENT ROUGH GRADING PERMIT	STREET CONSTRUCTION PERMIT	STREET CONSTRUCTION	RESIDENTIAL DRIVEWAY PERMIT	RESIDENTIAL DRIVEWAY PERMIT	SPECIAL UTILITY PERMIT	SPECIAL UTILITY PERMIT	HAUL ROAD-TIMBER TRANSPORT PERMIT	HAUL ROAD PERMIT	SPECIAL PERMIT	SPECIAL PERMIT - walk thru	SPECIAL DRAIN PERMIT	SPECIAL DRAIN PERMIT	OVERSIZED-OVERWEIGHT VEHICLES PERMIT	SPECIAL PERMIT OVERSIZED/OVERWEIGHT VEHICLES	STREET GRADE ESTABLISHMENT PLAN	STREET GRADE ESTABLISHMENT PLAN	100-YEAR FLOODPLAIN STUDY	100 YEAR FLOODPLAIN STUDY	CIP ROAD-BRIDGE PLAN	CIP ROAD/BRIDGE PLAN	CIP DRAINAGE PLAN	CIP DRAINAGE PLAN	MAINTENANCE UTILITY COMPLAINT	MAINTENANCE UTILITY PERMIT	DPIE COMPLAINT	DPIE COMPLAINT	DPIE BLANKET	DPIE BLANKET	DPIE LETTER OF RESPONSIBILITY	DPIE LETTER OF RESPONSIBILITY	DPIE RESTORATION BOND	DPIE RESTORATION BOND	DPIE DEVELOPER CONTRIBUTION	DPIE DEVELOPER CONTRIBUTION
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7) Bonding Procedure Streamlined	The bonding process has been streamlined by co-locating the Office Of Law staff on the first floor of 9400 Peppercorn Place, Largo, MD, for legal review of bond instruments, establishment of a Bond Processing Checklist, and improved screening of the Bond Application packages. An Office of Law representative will be located at DPIE offices to review bond documents on Tuesdays & Thursdays (bond documents will not be sent to Upper Marlboro).																																										

Category	Description of changes to plan review processes
Plan Review	Changes Related to the Plan Review Process
8) Permit Information Plan	Permit Information Plan - This is a new submittal requirement for Site Development Fine Grading permits and Street Construction permits. The consulting engineer is requested to submit a plan that identifies previously issued and pending permit information for each Building and Site-Road Permit for the overall land development project. This plan is meant to identify the developer's intended schedule for pending Building permits. The intent of this plan is to identify inter-dependent offsite roads, signals, parks or other improvements required prior to building permit issuance. The applicant is encouraged to meet with DPIE to plan ahead for dependencies of critical on-site and off-site permit requirements.
9) New Design Review Checklists	Design Review Checklists – Effective July 1, 2013, DPIE will require the use of Design Review checklists for Site-Road Plan review. These checklists are intended to be used as a guide for the applicant and the reviewer to confirm compliance with regulatory requirements. The use of design review checklists is intended to enhance the quality of plan submissions by the design professional and enhance the thoroughness of review by the County engineer, with the goal of reducing the number of review cycles for all plan reviews. For detailed descriptions, forms, and procedures, see the DPIE web site.
10) DPIE Site-Road Permit Review Timeframes	Standardized Review Timeframes will be published to identify planned average review timeframes. The main focus of DPIE is to streamline the permitting process to reduce the time it takes to obtain a permit. Upcoming implementation of an E-Plan system (upgraded permitting and review software) will allow real-time tracking of all case types. Timeframes are dynamic and subject to caseload.
11) Health Department Site Review Integrated (if well and septic present)	Health Department review of site related permits will be integrated into site permit routing <i>if</i> the project includes well/septic. Applicant should ensure that this information is included on the plan and identified on the submittal checklist. This review does not preclude any other reviews that may be required by the Health Department.
12) Third Party Review Program	DPIE will utilize the Third Party Review Program (jointly developed by DPW&T and DER) to supplement and enhance review time. This Program is voluntary and design professionals must be approved and registered to become a third party reviewer available for private hire.
13) Floodplain/Concept Approval	Effective July 1, 2013, DPIE will no longer require site development concept plan approval prior to signature approval of the existing 100-year floodplain study. This change in process is meant to eliminate this interdependency and allow for an earlier approval of existing 100-year floodplain.
14) Final Technical Storm Drain/Stormwater Management Plan Approval	Effective July 1, 2013, stand alone case type for Final Technical Storm Drain/Stormwater Management Plan approval is eliminated. Applicants shall apply for a Site Development Fine Grading or Rough Grading Permit, which can include these plans in the permit package. DPIE will issue this approval midway through the permit review process, after all storm drain and stormwater management related comments have been addressed and all related easements have been recorded. The option of issuing this plan approval prior to permit issuance will be retained to allow for subsequent processing through PGSCD and WSSC.

Category	Description of changes to plan and permit review processes
Plan & Permit Review	Changes Related to the Plan Review Process
15) Approved Permit Set (Conditional Approval)	For Site Development Fine Grading and Street Construction permits, DPIE will allow for the option of an earlier plan approval that concludes plan review associated with site drainage, stormwater management, grading, paving and roadway systems. A permit is eligible for this “conditional” approval stamp if all plan comments issued by DPIE and DPW&T are satisfied and rights-of-way/easements are recorded prior to completion of other permit related requirements (bonds and fees). If a permit is not secured within six (6) months of conditional approval, the approval expires and all previously paid permit fees are forfeited.
16) Universal Plan Stamps	Effective July 1, 2013, DPIE Site-Road will implement the use of Universal Plan stamps. Various individual department stamps and signatures will no longer be utilized. This is intended to streamline the final stamping of permit plans. For detailed procedures and stamp format, see the DPIE web site.
Inspections	Changes Related to Inspections
1) Inspection Staff Assignment Consolidation	DPIE inspectors will be co-located under one division, dedicated to the inspection phase of projects. The co-location of Building and Site-Road inspectors will enhance the coordination between these two inspection functions. To schedule an inspection, contact the DPIE Inspections Division (301) 636-2080.
2) Preconstruction Meeting Conducted After Permit Issuance	Preconstruction meetings are no longer required before permit issuance. Effective July 1, 2013, Preconstruction meetings will be conducted at the development site <i>after</i> all required permits are issued by the County. The Permittee is required to call 301-636-2080 to schedule a preconstruction meeting with the Code Enforcement Officer. Requests for Preconstruction meetings shall be made at least three (3) working days in advance of starting permitted activities on the site.