



Prince George's County
Department of Permitting, Inspections
and Enforcement
INSPECTIONS DIVISION
9200 Basil Court, Suite 307
Largo, Maryland 20774
(301) 883-3820 ♦ FAX: (301) 883-3873



PRE-CONSTRUCTION MEETING

The objective of the Initial Meeting is to assist in better understanding the responsibilities of the Department of Permitting, Inspections and Enforcement and the responsibilities of the permittee and/or developer toward environmentally safe quality development.

- a) Erosion and Sediment Control Plan;
 - b) Woodland Conservation Plan — Type II or a letter of exemption;
 - c) Grading/Site Development Plan
- 1) **CALL MISS UTILITY AT 1-800-257-7777.** Call 48 hours BEFORE beginning work and **OBTAIN approval.** Approval is good for ten (10) days and can be renewed over the phone.
 - 2) **MANDATORY INSPECTIONS/SEQUENCE OF WORK. Very Important.** The following sequence of Inspections **ARE MANDATORY INSPECTIONS. Obtain written Inspection approval prior to proceeding to each activity.**
 - a) Obtain erosion and sediment control approval, Maryland–National Capital Park and Planning Commission (M–NCPPC) TCP II plan approval, and obtain DPIE permits.
 - b) Pre-construction Meeting to review permits and inspect installation of TCP II.
 - c) Initial meeting to inspect installation of erosion and sediment (E&S) controls. Then authorize to clear and grade.
 - d) Authorization to Remove Sediment Controls — Obtain written authorization from Inspector prior to removal of any E&S controls.

Failure to obtain these Inspections will result in Violations, Stop Work Orders, and Fines up to \$1,000 per day.
 - 3) **FOLLOW THE PLAN SEQUENCE OF CONSTRUCTION!** Observe the requirements as they relate between the Woodland Conservation Plan — Type II, the Erosion and Sediment Control Plan, and the Grading/Site Development Plan. Obtain clarification from the Site Development Inspector as to which work items can be done simultaneously, if any.
 - 4) **ADHERE CLOSELY TO PLAN DETAILS FOR EACH EROSION AND SEDIMENT CONTROL DEVICE.** Observe all relative elevations and dimensions. Each device required should have detail in that plan.
 - 5) **INITIAL CLEARING WORK ONLY FOR EROSION AND SEDIMENT CONTROLS.**
 - 6) **INITIAL INSPECTION APPROVAL.** After erosion and sediment controls have been installed and stabilized, **obtain written inspections approval prior** to further grading and subsequent site development.
 - 7) **DO NOT GO BEYOND THE APPROVED LIMITS OF DISTURBANCE!** Buffer areas, wetland/floodplain areas and tree/vegetative save areas are to be protected to prevent disturbance. If unauthorized disturbance has occurred, notify the Site Development Inspector immediately to resolve the matter. **Note:** It is the responsibility of the owner/permittee to utilize the necessary resources to assure that the location of tree save areas and limits of disturbance are in full accord with the approved plans.
 - 8) **EXCAVATIONS.** The sides of temporary excavations/trenches made for foundations, buildings and utility installations shall be protected, shored or sloped as required by regulations of the Maryland State Department of Labor and Industry. Their toll-free number in Maryland is 1-800-492-6226.
 - 9) **STABILIZATION. Very Important.** Erosion and Sediment Controls must be stabilized within **3 days**. Areas that have been disturbed and are not actively being worked as well as areas that are on final grade must be stabilized within **7 days**. Stabilization requirements are detailed in the plan. Unless otherwise indicated, the area to be stabilized may require four inches of topsoil.
 - 10) **KEEP STREETS, CURBS, GUTTERS, AND SIDEWALKS CLEAN AT ALL TIMES.** If mud is tracked onto a street, do not hose into any storm drain unless the storm drain outfalls into an approved erosion and sediment control device.

- 11) **TRANSITION FROM ROUGH GRADE TO FINAL GRADE.** Sites that are opened and mass graded under a Rough Grading Permit are required to revise the Grading Permit to a Fine Grade/Site Development Permit prior to initiating other site work such as house construction, recreational areas, athletic fields, tot-lots and hiker/biker trails or other site amenities pursuant to an approved Site Plan. Upon submitting the appropriate plans, obtaining all agency review approvals, changing the work description to "Fine Grading/Site Development," the existing Grading Permit can then be revised to include such work.
- 12) **SCD (EROSION & SEDIMENT CONTROL PLANS) PLANS/UPDATE & RENEWAL.** Approved SCD plans remain valid for two (2) years, (except surface mines and landfill plans which remain valid for five (5) years). It is the responsibility of the Permittee to maintain current SCD plans until Final acceptance of the permit. (Subtitle 4, Division 3, 4-299, & COMAR 26.17.01.08F.09C)
- 13) **MAINTENANCE OF EROSION & SEDIMENT CONTROLS/SELF-DIRECTED REPAIRS. Very Important.** Maryland State Law (COMAR 26.09.01.06) requires "responsible personnel" (i.e., owner, contractor, foreman, superintendent, project engineer, etc.) who is in charge of on-site clearing and grading operations or sediment control associated with a project shall hold a current State Certificate of Training in Erosion & Sediment Control. It is further required that "Self-Directed Repairs" of on-site erosion & sediment controls be implemented by the Permittee. This person shall inspect the erosion and sediment controls on a daily basis and make self-directed repairs. Consult with the Inspector if there are any questions or necessary changes to the plans.
Failure to maintain these controls will result in Violations, Stop Work Orders, and Fines up to \$1,000 per day.
- 14) **SEPTIC SYSTEMS. Very Important.** Sites utilizing Septic Systems must provide particular attention to the proposed limits of disturbance for septic areas. Encroachment or disturbance in these areas may result in significant delays or suspension of permit. It is the responsibility of the permittee to obtain all necessary inspections from the Health Department. Any questions regarding septic systems may be referred to the Health Department at (301) 883-7681.
- 15) **PERMITS/PLANS.** All work must be performed in accordance with the approved plans and completed within the time frame of the Permit. It is the responsibility of the Permittee to maintain current plans, to include all applicable revisions and permits.
- 16) **FILLS.** Areas receiving FILL under a grading permit, which are shown on the approved plan as supporting structures or pavement, must be properly placed and compacted as required for that class of fill and be certified by a Maryland Registered Professional Engineer. Fill must be placed in locations as noted on the approved permitted grading and/or site development plan — any changes require plan/permit revision.
- 17) **CERTIFICATION.** Upon completion of any or all of the following work stages — rough grading, site development, permanent fine grading and landscaping — a Certification may be required from the permittee's engineer attesting that all work (i.e., grade elevations, type of fill placed, etc.) has been completed in accordance with the approved plan and the Prince George's County Code.
- 18) **SAFETY FENCING FOR EROSION AND SEDIMENT CONTROL DEVICES. Very Important.** Sediment traps and basins located within a densely populated area or in the proximity of an elementary school, playground or other area where small children may congregate without adult supervision, MUST be enclosed with a minimum 42-inch-high safety fence.
- 19) **ADDITIONAL COMMENTS:** _____

I/ We have personally reviewed the information contained herein.

<i>Certified Responsible Personnel for Erosion & Sediment Control</i>	<i>Card Number</i>	<i>Date Issued</i>
<i>Owner/Developer's Representative</i>	<i>Date</i>	<i>Contractor's Representative</i>
<i>Inspector</i>	<i>Permit #</i>	<i>SCD #</i>



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TYPES OF INSPECTIONS

The inspections below are not all inclusive — other inspections may be required pursuant to permit and plan conditions, and County Code requirements.

Many Inspections are mandatory prior to proceeding with other work. Review the conditions of your permit and plan in consideration of sequence of construction. Consult with your Inspector regarding mandatory inspection requirements. **FAILURE TO OBTAIN REQUISITE INSPECTIONS MAY JEOPARDIZE THE PROGRESS OF THE SITE AND RESULT IN VIOLATIONS, STOP WORK ORDERS, AND FINES UP TO \$1,000 PER DAY.**

PRE-CONSTRUCTION MEETING. Meeting between the owner, contractor, engineer and Inspection personnel to review the requirements and conditions as established by the Erosion/Sediment Control Plan, the Woodland Conservation Plan — Type II and the Grading/Site Development Plan along with Prince George's County policy, procedures and required inspections. **Note:** When the pre-construction meeting is approved, the permittee receives a written report validating the pre-construction meeting.

WOODLAND CONSERVATION PLAN — TYPE II INSPECTION. Unless otherwise agreed upon by the Inspector at the pre-construction meeting, once the permit has been obtained, the only work that may start is the placement of the tree protection devices according to the approved woodland conservation Type II plan. These tree protection devices must then be inspected and approved before the erosion and sediment controls can be installed. **Note:** It is the responsibility of the owner/permittee to utilize the necessary resources to assure that the location of the tree save areas and devices and the limits of disturbance are in full accord with the plans.

INITIAL SEDIMENT CONTROL INSPECTION. This occurs before any clearing of trees or grading occurs. This inspection verifies permittee has installed TCP II controls. When the initial sediment control inspection is approved, the permittee receives written authorization to install erosion and sediment controls.

ROUTINE INSPECTION. This inspection verifies compliance and performance of erosion and sediment control maintenance, site development requirements, and compliance with sequence of construction, approved permit and plans, and Prince George's County Code. Self-directed repairs of erosion and sediment controls are required of permittee. Consult with Inspector for guidance and assistance.

STORMWATER MANAGEMENT INSPECTION. The Department of Permitting, Inspections and Enforcement Management Design Manual, Chapter 10, "Inspection and Enforcement Procedures" sets forth the inspection and enforcement guidelines to be followed for inspections of stormwater management/water quality measures.

AUTHORIZATION TO REMOVE SEDIMENT CONTROLS. Written authorization to remove ANY sediment controls must be obtained from the Inspector PRIOR to removal of controls. As a general rule, a minimum 75% of the contributing drainage area must be complete and permanently stabilized to request removal of any E&S controls.

FINAL INSPECTION. When occupancy is involved, this inspection verifies that the site development is in compliance. Individual occupancies may then be recommended by the Site Development Inspection Section.

Note: For final approval and bond release of a Grading Permit and/or the Stormwater Management Permit, all grading, permanent stabilization and site development shall be 100% complete, and all required Engineer's certifications, final reports and/or "as built" plans must be approved, certifying compliance with the approved permit and plans.



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FINAL ACCEPTANCE OF SITE AND BOND RELEASE

The majority of delays associated with final acceptance of site and bond release can be avoided if the following issues are addressed prior to final inspection. This “Final Acceptance of Site and Bond Release” is NOT to be taken as a comprehensive list of permit and plan requirements and does not waive any provision thereof. **REVIEW THE CONDITIONS OF THE PERMIT AND APPROVED PLANS COMPLETELY!**

DRAINAGE. All graded/disturbed areas must have positive drainage. Surface runoff must discharge acceptably, *i.e.*, across no more than one adjacent lot unless an approved surface drainage easement exists to accommodate its flow into a publicly maintained drainage system, street or continuously flowing natural watercourse. Springs, seeps, or groundwater having objectionable effects must be capped and conveyed into a piped outfall to a public drainage system or continuously flowing natural watercourse.

FILLS. All Class I & II fills or other structural fill soils placed on site shall be certified by a licensed Maryland Professional Engineer certifying acceptable placement and compaction including necessary supporting documentation. The certification shall include the permit number, address of the site, and P.E. seal with registration number.

FINAL REPORT/SITE CERTIFICATION. A certification must be submitted from a licensed Maryland Professional Engineer certifying that “all grading and site development has been completed in accordance with the plans and Subtitle 4, Division 3 of the Prince George’s County ordinance.” The certification shall include the permit number, address of the site, and P.E. seal with registration number. The Final Report shall include any and all approved waivers.

GRADING. All grades and final elevations must be in accordance with the approved grading/site development plans and Subtitle 32, Division 3, Grading Ordinance. Any modifications must be authorized by waiver or approved revisions to the plan.

LANDSCAPING/WOODLAND CONSERVATION. All requisite landscaping, reforestation, afforestation, wetland plantings shall be completed in accordance with the approved Landscaping and/or TCP II plans, including location(s), size, type, and quantity. Any substitutions shall be approved in writing by M–NCPPC. All landscaping shall be properly labeled for inspection. A Landscaping Certification shall be submitted by a licensed Maryland Professional Engineer, or Registered Landscape Architect certifying that all landscaping and/or reforestation work has been completed in accordance with the approved plans and that the planted material is healthy.

OTHER AGENCIES

- Chesapeake Bay Critical Area
- M–NCPPC
- Department of Public Works & Transportation
- Wetland/Floodplain
- Planning Board
- Tree Conservation
- Health Department
- State of Maryland
- Department of the Environment
- Department of Natural Resources

PARKING LOT/MAC/ADA ACCESSIBILITY REQUIREMENTS. Is the topcoat paving completed? Does the parking space layout and number of parking spaces agree with the approved plan? Are parking spaces properly sized (standard = 9.5' x 19'; compact = 8' x 16.5'; handicapped = 13' x 19' or 5' access lane with 8' parking space)? Are the handicapped signs properly installed? Are the handicapped curb cuts/ramps installed for free access? Are all other MAC/ADA accessibility requirements met?

RECREATIONAL AREAS. Have all recreational areas, *i.e.*, open play areas, tot-lots, hiker/biker trails been properly installed? Has the M–NCPPC given final inspection approval and acceptance of the recreational requirements? If yes, provide copies of written final inspection approval of all recreational areas to the inspector. If no, obtain M–NCPPC written final inspection approval.

SEDIMENT CONTROLS. All storm drain systems and outfalls (riprap, grassed waterways, etc.) must be free of sediment. All areas must be permanently stabilized to prevent erosion. All erosion and sediment controls must be removed. **Note:** Obtain written authorization from the inspector **BEFORE** removing any sediment control.

SITE DEVELOPMENT. Site development shall be completed in accordance with the approved plans prior to granting occupancy of any building or structure on site. Adequate and acceptable completion of recreational facilities, landscaping, parking, lighting, retaining walls, and other site work may occur with the progress of the development of any project as determined by the Director. Ensure any changes or deviations to the permit plans are approved and reflect revised plans and permits.

STABILIZATION. All areas **MUST** have acceptable PERMANENT STABILIZATION well established prior to final acceptance. Poor soil areas may require a minimum of 40 of acceptable topsoil. **Note:** Excessive weeds throughout the grass cover is **NOT** acceptable.

STORMWATER MANAGEMENT.

Typical Certifications and Reports may include:

- As-Builts
- Landscape Certification
- Maintenance Agreement
- Pipe Certification
- Engineer Certification Letter
- Release of Liens
- Structure Certifications
- Embankment Certification

TRASH/DEBRIS. All objectionable and/or waste materials (excess spoil material, dead trees, tree limbs, stumps, building trash/materials) must be removed from the site to an authorized disposal facility.

VIOLATIONS/COMPLAINTS. Any outstanding violations/complaints must be closed prior to final inspection approval and subsequent bond release.



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SITE GRADING CERTIFICATION

Job Address: _____

Lot: _____ Block: _____

Building Permit #: _____

This is to certify to the best of my knowledge, information and belief that all grading, drainage, erosion control facilities, landscaping, stormwater management/water quality facilities, woodland conservation and other site work at this address have been completed in accordance with the permit, approved plans, and the Maryland-National Capital Park and Planning Commission approved detailed site, tree conservation, and landscaping plans dated (_____) and revised on (_____), except as noted. *Insert Date*

Insert Date

Exceptions:

SEAL

 Signature

 Print Name

 Date



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LANDSCAPING CERTIFICATION

Job Address: _____

Lot: _____ Block: _____

Building Permit #: _____

This is to certify to the best of my knowledge, information and belief that all landscaping on the above-referenced site is in accordance with the permit, approved plans, and latest revision to the Maryland–National Capital Park and Planning Commission approved detailed site, tree conservation, and landscaping plans dated (_____) and revised on (_____), except as noted.
Insert Date *Insert Date*

Exceptions:

Signature

SEAL

Print Name

Date



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FILL / SOIL CERTIFICATION

Job Address: _____

Lot: _____ Block: _____

Permit #: _____

This is to certify to the best of my knowledge, information and belief, and based on the attached compaction test results and documentation prepared by our representatives, all Class #1 and/or Class #2 fills as delineated on the approved plans has been properly placed and compacted as required in accordance with Subtitle 32, Division 3 of the Prince George's County Code on the above referenced permit(s).

Exceptions:

 Signature

SEAL

 Print Name

 Date