



DEVELOPMENT REVIEW BULLETIN

Bulletin No. 8-2021

Subject: New Online Pre-Application Submission with Pre-Conference Calendar and Document upload

Resource: Development Review Division

Date: November 23, 2021

EFFECTIVE DATE: December 1, 2021

The Development Review Division (DRD) of the Prince George's County Planning Department is excited to announce the improved online pre-application submission portal. The improved pre-application features drop down menus to select location data, pre-conference calendar to select date & time for meeting and a document upload to submit all required documents: boundary survey, project narrative, and concept plans. On receipt of pre-application submissions, the applicant's contact person will receive an email response with all assigned application numbers, all applicable prior person of record lists, and meeting date confirmation along with zoning sketch map, mailing lists, and receipt.

- The pre-application conferences are held on alternating Friday mornings as shown in the new drop-down calendar feature.

Conferences will be held virtually, date confirmations will be emailed to applicant and Planning staff at least two weeks prior to the scheduled date.

Pre-conference comments will be sent to applicant within one week following the meeting.

The web address for the pre-application form is located at:

<http://pgplanning.org/793/Development-Review-Information>

- The boundary survey must be in PDF format
 - A boundary survey is required with the pre-application to ensure that the application shape capture is correct for mapping and informational mailings, and the survey shall be uploaded with the submission.

-For applications that include lots and parcels in their entirety as reflected on a record plat, the record plat may be submitted with the boundary of the application outlined in red. The record plat must be submitted in its entirety, reflect bearings and distances, and be legible.

-For all other applications, a boundary survey or other plan of development which includes the limit of the application with bearings and distance outlined in red and the seal of the licensed professional who prepared the plan, may be submitted.

-For Planning Director minor amendments to approved applications, a boundary survey is not required.

- Boundary survey must include:
 - Complete line and curve tables
 - At least three property corners shall be labeled with their respective horizontal coordinate in the Maryland State Plane Coordinate System (in Feet) on the North American Datum of 1983, 1991 adjustment (NAD 83/91). Ex:



At the time of formal application acceptance, the \$12.00 fee for the sketch map will be collected along with the associated application fees.

If you have any questions, please contact Cheryl Summerlin at 301-952-3578.