



# DEVELOPMENT REVIEW BULLETIN

## Bulletin No. 3-2019

**Subject:** Customer Service Improvement for Pre-Applications and Boundary Survey/Sketch Map Submissions

**Resource:** Development Review Division

**Date:** July 23, 2019, September 3, 2019 (revised and published)

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### EFFECTIVE DATE: August 1, 2019

The Development Review Division (DRD) of the Prince George's County Planning Department is excited to announce we have launched a new email address exclusively for Development Review Division Pre-Application submissions. All pre-applications and associated materials shall be submitted by email only to [DRDapplications@ppd.mncppc.org](mailto:DRDapplications@ppd.mncppc.org) for processing by the Applications Section. The subject line for the emails must include the application type and the name of the project.

Below are key points to remember when submitting a pre-application package via e-mail:

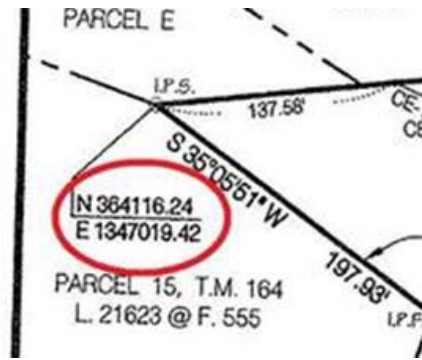
- Pre-applications and boundary surveys must be in PDF format
  - One pre-application form shall be used for **all** applications needed for the project.
  - A boundary survey may be required with the pre-application to ensure that the application shape capture is correct for mapping and informational mailings, and must be attached with the pre-application (same) email.

-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 3 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:



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The web address for the pre-application form may be found at:  
<http://pgplanning.org/793/Development-Review-Information>.

After the documents are submitted, the applicant's contact person listed on the pre-applications form will receive an email response with all assigned application numbers, all applicable prior person of record lists, zoning sketch map, mailing lists and receipt.

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.