

**Clarification of Submittal Requirements
For Certain Development Review Applications**

March 10, 2011 (Revised: January 31, 2012)

The purpose of this document is to clarify the necessary submittal documents for certain applications that are submitted to the Development Review Division of the Prince George's County Planning Department for review. The Subdivision and Zoning Ordinances (Subtitles 24 and 27, respectively) require the submittal of certain information to verify the existing environmental conditions on a site and to demonstrate conformance with certain code requirements unless the project is grandfathered. Effective September 1, 2010, a development project subject to Subtitles 24 and 27 is grandfathered if all required development applications have been approved by the Planning Board, Zoning Hearing Examiner, or District Council, and the appeal periods have not expired; or if there is an approved preliminary plan of subdivision for that portion of the project, which has not completed subsequent processes such as final plat or site plan.

Definition

Effective February 1, 2012, a Natural Resources Inventory is defined in Sec. 24-101(b)(17) and Sec. 27-107.01(160.1) as “**a plan map and supporting documentation or letter** that provides all required information regarding the existing physical and environmental conditions on a site that is approved by the Planning Director or designee as described in the *Environmental Technical Manual* as approved and amended by the Planning Board from time to time.”

Applications Which Do Not Require Submittal of a Natural Resource Inventory

A Natural Resources Inventory (NRI) is not a submittal requirement for projects which will not require a grading permit per Section 32-127(a)(6)(A), of the County Code (a grading permit that results in more than 5,000 square feet of disturbance). The following are examples of application types that may not require a grading permit that results in more than 5,000 square feet of disturbance and as such are not required to submit an NRI

- Any application that is only for a change in use or adding a use to a use table
- Any application that is only for interior renovations
- Private schools and day care centers in existing buildings
- Residential revitalizations of existing multi-family developments (apartments or condos) where all the renovations are interior
- Plan revisions that are required only for architectural unit types
- Minor revisions to an existing single-family house such as additions, pools, decks, garages

Similar types of applications which will not require a grading permit as determined by the Planning Director are also not required to submit an NRI. Verification from the applicant that the project will not require a grading permit will be required on the land development application form. Should it be discovered during the review process that an application requires a grading permit, an NRI will be required prior to approval of the application.

Land development applications that are not required to obtain a grading permit per Section 32-127(a)(6)(A) and submit a Natural Resources Inventory plan or letter, are also not subject to the requirements of Subtitle 25, Division 2 Woodland and Wildlife Habitat Conservation Ordinance (Submittal of a Type 2 Tree Conservation Plan, or a Standard or Numbered Letter of Exemption).

Applications Which Require Submittal of a Natural Resource Inventory

Project applications under Subtitle 24 and 27 that will require a grading permit because the area of disturbance is greater than 5,000 square feet per Section 32-127(a)(6)(A), will be required to submit an NRI with the land development application.

For some types of projects, a proposed site plan showing existing conditions or a site plan may be deemed sufficient to meet the submittal requirements contained in Subtitles 24 and 27 for an NRI. In these cases a Natural Resources Inventory-Equivalency Letter is issued.

There are two types of projects that can use an NRI-EL to meet the submittal requirements:

Type 1 Projects: Projects that qualify for a Standard or Numbered Letter of Exemption from the Woodland and Wildlife Habitat Conservation Ordinance (Subtitle 25, Division 2) AND can clearly demonstrate through the use of information available from PGAtlas.com and other readily available sources that:

- a. The site contains no regulated environmental features as defined in Section 24-101(b) and 27-101.01(a); or
- b. No regulated environmental features as defined in Section 24-101(b) and 27-101.01(a) will be disturbed.

Type 2 Projects: Projects that have a previously approved and implemented TCPII or TCP2 and the proposed work does not:

- a. Result in significant changes to the previously established limits of disturbance; or
- b. Create any additional impacts to any regulated environmental features as defined in Section 24-101(b) and Section 27-101(a) that may exist.

Applications for NRI Equivalency Letters will be reviewed and approved by the Planning Director or designee through the submission of a site plan and other documentation as needed to demonstrate that the project qualifies. If the criteria for Type 1 or 2 Projects above cannot be met, then a NRI-EL will not be issued and an NRI plan will be required for submittal.

The requirements of Subtitle 25, Division 2, Woodland and Wildlife Habitat Conservation Ordinance must be met for projects that require a grading permit per Section 32-126, even if the NRI Equivalency Letter option is used.

Applications which Require an NRI for Stormwater Management Concept Review

An NRI-Equivalency Letter issued based on the criteria outlined above may also be used to meet the NRI submittal requirements for stormwater management concept approvals. If a project is exempt from providing stormwater management, then no NRI or NRI Equivalency Letter is required as determined by the Prince George's County Department of Public Works and Transportation. Development applications which may be grandfathered from the preparation of an NRI under the Zoning Ordinance may still require an NRI for stormwater management concept approval as determined by the Department of Public Works and Transportation.

The requirements of Subtitle 25, Division 2, Woodland and Wildlife Habitat Conservation Ordinance must be met for projects that require a grading permit, per Section 32-126, even if the NRI Equivalency Letter option is used.