

Environmental Planning Section Fees and Fee Policies

Plan review fees are accepted by the Environmental Planning Section (EPS) of the Prince George’s County Planning Department, M-NCPPC in conformance with CB-41-2002 for the plans listed below. Fees are collected for specific plan reviews as stated and are required prior to acceptance of the plan for review. Checks must have a current date and be made out to M-NCPPC. Separate checks are required for each application.

Plans associated with a case under review by the Development Review Division **do not require a fee and should not be submitted directly to EPS** even if duplicate copies have been submitted to the Development Review Division. All plans submitted to EPS directly require a fee except as noted below.

Application Type	Description	Fee Required	Comments
Woodland Conservation Ordinance Exemption Letters	Letters of Exemption from the Woodland Conservation Ordinance are required for the submittal of certain plans for review and for approval of a permit	\$50 per letter	Fees are required for standard and numbered exemptions. Applications are accepted and processed on a walk-thru basis from 8:30 am – 4:00 pm and by mail. Mail-in requests are processed within 14 days of acceptance and replies are sent by mail.
Type 2 Tree Conservation Plans	Type 2 Tree Conservation Plans (TCP 2s) are required for the issuance of permits on all properties that are not exempt from the requirements. These plans detail the woodland preservation and planting proposed on-site and the location of any off-site woodland conservation.	\$50 plus \$10 per lot and/or parcel for single-family attached and detached residential uses; \$100 plus \$25 per acre for multi-family and non-residential uses (fees for TCPs for timber harvesting are based on the predominant use on the property - usually residential)	The fee is charged for the first submission of a plan for review. If revisions are needed to the plans in association with that review, a new fee will not be charged for the subsequent reviews. If the plan is approved and revisions are later needed, a new fee will be charged. Plan review is completed within 30 days of acceptance.
Off-site Woodland Conservation Banks	Parcels of land where off-site woodland conservation is provided through the recordation of woodland conservation easements.	\$50 plus \$10 per lot and/or parcel	The fee is charged for the first submission of a plan for review. If revisions are needed to the plans in association the recordation of new conservation easements, a new fee will not be charged for the subsequent reviews.

Application Forms are available at the following locations:

- Information Counter, 1st Floor OR Environmental Planning Section, Planning Department, 4th Floor; County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772
- On-line at mncppc.org/pgco/ go to “Resources” then “Forms Online”

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