



DPS

**Montgomery County
Department of Permitting Services**

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240)777-0311
Fax: (240)777-6262
<http://www.montgomerycountymd.gov/>



Grading ePlans Submittal Requirements

The following plans should be uploaded into the Drawings folder:

- Grade Establishment Plans prepared by a professional land surveyor or professional engineer licensed in the State of Maryland.
- Recorded Record Plat
- Traffic Control Plan (if work on an existing roadway or connecting to an existing roadway)
- Each plan sheet must be uploaded as a single file PDF using the correct file name convention.
- Plans should only be uploaded to the Revisions folder if revising a previously issued permit.
- Other drawings may be required as determined by the plans reviewer.

The following documents should be uploaded to the Documents folder:

- [Property Dedicated to Public Use Scope of Work](#) form
- [Property Dedicated to Public Use Checklist](#) form
- [Estimated Cost of Construction](#)
- Soils Report prepared by a geotechnical soils engineer.
- Each separate document may be uploaded as a multi-page single PDF file.
- Other documents may be required as determined by the plans reviewer.

Storm Drain and Paving ePlans Submittal Requirements

The following plans should be uploaded into the Drawings folder:

- Plans prepared by a professional land surveyor or professional engineer licensed in the State of Maryland.
- Recorded Record Plat
- Traffic Control Plan (if work on an existing roadway or connecting to an existing roadway).
- Each plan sheet must be uploaded as a single file PDF using the correct file name convention.
- Plans should only be uploaded to the Revisions folder if revising a previously issued permit.
- Other drawings may be required as determined by the plans reviewer.

The following plans should be uploaded to the Support Drawings folder:

- Approved Grade Establishment Plan(s)
- Approved Preliminary Plan
- Certified Site Plan
- Drainage Study
- Any other pre-approved relevant plans (i.e. Street Light, Signs and Marking, Traffic Control, etc.)

The following documents should be uploaded to the Documents folder:

- [Property Dedicated to Public Use Scope of Work](#) form
- [Property Dedicated to Public Use Checklist](#) form
- [Estimated Cost of Construction](#)
- Any needed easement documents
- Each separate document may be uploaded as a multi-page single PDF file.
- Other documents may be required as determined by the plans reviewer.

File Name Convention for Right-of-Way Permits Plan Sheets:

Sheet/Drawing Type	Sheet/Drawing Reference Number	Acceptable ePlans File Name	Number of Characters
General Permits	001-999	G001	4
Grade Establishment Plans	001-999	GEP001	6
Storm Drain	001-999	SD001	5
Paving	001-999	PAV001	6
Storm Drain & Paving	001-999	SDPAV001	8
Driveway	001-999	DWY001	6
Utilities	001-999	UTL001	6
Miscellaneous	001-999	MISC001	7
Temporary Traffic Control Plan	001-999	TTCP001	7
Tree Protection Plan	001-999	TPP001	6
Landscaping Plan	001-999	LSP001	6
Street Light Plan	001-999	SLP001	6

“001 denotes the first page in a set of drawings, the file name for the second page would end in 002 and so on.