



**Right of Entry Program Checklist - Required Information to be provided by Permittee** (Version 3, dated September 14, 2018)

<b>INFORMATION TO BE PROVIDED BY PERMITTEE IN RIGHT OF ENTRY REQUEST LETTER TO THE DIRECTOR OF THE PRINCE GEORGE'S DEPARTMENT OF PARKS AND RECREATION</b>	
Park name (Park No.):	<input type="checkbox"/> [Enter park name and (park number). This information is available on the following website: <a href="http://www.pgatlas.com">www.pgatlas.com</a> on the Parks (M-NCPPC) layer. Select M-NCPPC Parks from the dropdown list. Identify all the project parcel(s) affected by the project and this information will be displayed. Identify all parks and park numbers since there may be several parks affected by your project.]
Park Address:	<input type="checkbox"/> [Enter park address and/or tax account numbers. This information is available on the following website: <a href="http://www.pgatlas.com">www.pgatlas.com</a> on the Property layer. Identify all the project parcel(s) and this information will be displayed. Identify all addresses (and tax account numbers) when multiple parks are affected by the project.]
Permittee Name:	<input type="checkbox"/> [Enter company name or public government entity name]
Permittee Address:	<input type="checkbox"/> [Enter permittee address]
Permittee Project / Reference Number:	<input type="checkbox"/> [Enter reference number – DPIE case number or WSSC, SHA, DPW&T contract numbers, etc.]
Permittee Point of Contact Information	<input type="checkbox"/> [Enter Point of Contact name, Title, and Department, Division, or Section information] <input type="checkbox"/> [Enter Point of Contact email address] <input type="checkbox"/> [Enter Point of Contact phone number]
Access Type Needed:	<input type="checkbox"/> Access to perform temporary field studies to support design – such as geotechnical studies, topographic surveys, environmental surveys, wetland delineations, forest stand delineations, etc. <input type="checkbox"/> Access for construction and maintenance of permanent development projects. <input type="checkbox"/> Other – such as installation of temporary signage, etc.
Description of Proposed Study or Development:	<input type="checkbox"/> [Enter brief project description and scope of work; attach any supporting documents that are available such as a site map showing study areas and design drawings.]

<b>REQUIRED INFORMATION TO BE PROVIDED BY PERMITTEE UPON RECEIPT OF NOTICE OF INTENT TO GRANT RIGHT OF ENTRY LETTER FROM M-NCPPC</b>	
<input type="checkbox"/>	Submission of one (1) copy of approved plan for the project on twenty-four (24) inch by thirty-six (36) inch (minimum size) paper. For permanent development projects, the approved DPIE or WSSC plan needs to be submitted.
<input type="checkbox"/>	Submission of four (4) copies of approved plan for the project on eleven (11) inch by seventeen (17) inch (half-size) paper. For permanent development projects, the approved DPIE or WSSC plan needs to be submitted.
<input type="checkbox"/>	Submission of electronic copies of approved plan for the project in Adobe PDF format. For permanent development projects, the approved DPIE, MDE or WSSC plan needs to be submitted.
<input type="checkbox"/>	Detailed Project Schedule in Adobe PDF format and Microsoft Project format.
<input type="checkbox"/>	If permittee is a private entity or company, Submission of Permittee's current Certificate(s) of Liability Insurance, naming The Maryland – National Capital Park and Planning Commission as Additional Insured. M-NCPPC reserves the right to require increased coverage and coverage amounts if those provided are deemed inadequate.
<input type="checkbox"/>	If permittee is a public government entity, Submission of the public entity's Certificate of Self-Insurance.

<input type="checkbox"/>	Submission of current Certificate(s) of Liability Insurance from Contractor(s) executing work on behalf of the Permittee. The Certificate(s) should name The Maryland – National Capital Park and Planning Commission as Additional Insured. M-NCPPC reserves the right to require increased coverage and coverage amounts if those provided are deemed inadequate.
<input type="checkbox"/>	Submission of current Certificate(s) of Liability Insurance from Consultant(s) executing work on behalf of the Permittee. The Certificate(s) should name The Maryland – National Capital Park and Planning Commission as Certificate Holder. M-NCPPC reserves the right to require increased coverage and coverage amounts if those provided are deemed inadequate.
<input type="checkbox"/>	Submission of detailed project cost estimate for permanent development projects to aid in determination of performance bond to warrant satisfactory restoration of park land affected by the project.
<input type="checkbox"/>	Submission of performance bond in the amount determined by M-NCPPC to warrant satisfactory restoration of park land affected by the project. Said bond shall be in favor of M-NCPPC and must be automatically renewed, until released by M-NCPPC not sooner than ninety (90) calendar days after satisfactory final inspection. Performance bond shall be accompanied with Power of Attorney letter from the bonding company. Performance bond amount will be provided in the Notice of Intent to Grant Right of Entry Letter from M-NCPPC.