

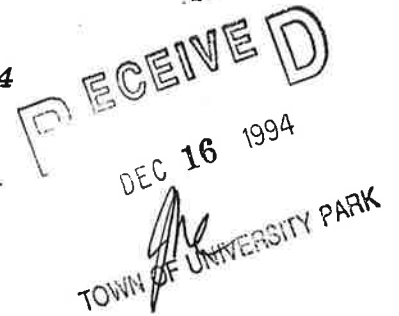


THE PRINCE GEORGE'S COUNTY GOVERNMENT
DEPARTMENT OF ENVIRONMENTAL RESOURCES



December 12, 1994

The Honorable Margaret S. Mallino
Mayor
Town of University Park
6724 Baltimore Avenue
University Park, Maryland 20782



Dear Ms. Mallino:

Enclosed for your information is the Storm Drain Acceptance Program (SDAP) Phase II Report for the Town of University Park. The purpose of the SDAP is to identify drainage systems within municipalities which had not been formally approved and accepted for County maintenance and to determine the corrective measures, if any, to bring these systems into conformance with County standards.

The report outlines the storm drain systems that were investigated for acceptance into the SDAP. Once you have reviewed the report, a meeting can be arranged to discuss any concerns or questions that you may have.

If you have questions, and/or desire a meeting, please contact Sarah Bouldin-Carr, Municipal Liaison, at 883-5781.

Sincerely,

Beverly Warfield
Section Head
Community Programs Section

cc: Stan Wildesen, Branch Manager, Watershed Protection Branch
Walter Dombroski, Chief, Storm Drainage Maintenance Division

Acknowledgements

We would like to express our appreciation to all of the individuals who devoted time and effort as we endeavored to complete this report.

*Prince George's County, Department of Public Works and
Transportation, Storm Drainage Maintenance Division*

The Honorable Margaret S. Mallino, Mayor, Town of University Park

TOWN OF UNIVERSITY PARK
MUNICIPAL STORM DRAIN ACCEPTANCE PROGRAM
PHASE II REPORT

Program Summary

The Municipal Storm Drain Acceptance Program (SDAP) was initiated in 1991, by Prince George's County, Department of Environmental Resources (DER) to relieve municipalities of the burden of maintaining most municipal storm drain systems. The systems evaluated for this report were those systems that were not shown on the County's storm drain reference sheets as accepted for County maintenance. The systems were identified during field inspection with Town officials.

Phase II of the SDAP for the Town of University Park has been completed. Specifically, through the efforts of DER, Prince George's County Department of Public Works and Transportation, and Town personnel, all of the systems maintained by the Town have been identified and evaluated. Some systems have been accepted for County maintenance immediately (appendix D). For other systems, some action must be taken to bring each of the remaining systems to an acceptable condition. The action for any given system ranges from conducting easement research to a recommendation for reconstruction, as shown below.

Findings

- A. A number of storm drain systems were found to be located, either partially or entirely, on private property or on Town property other than the public right-of-way. No section of a system will be accepted if easements are required on a down stream portion of that system. These systems, listed in appendix A, require valid easements before they can be accepted and maintained. The Town is responsible for acquiring the aforementioned easements by following the Easement Acquisition Process for Municipalities (appendix B).
- B. The system located at 44th and Wells Parkway could not be identified completely by Community Programs Section (CPS) staff. Therefore, Town action will be required either in the form of identifying the system in the field or providing plans for the system to CPS.
- C. Several storm drain systems were identified for reconstruction due to system deficiencies. These systems are listed in the order of priority, with regard to the condition of the system, in appendix C. However, the order of priority is subject to change at the discretion of the Town.

D. Segments of two storm drain systems will not be accepted due to the following:

1. An inlet at the intersection of Beechwood Road and Rt. 1 is located in the State Right-of-Way. All storm drainage appurtenances located within the State right-of-way, fall under the State Highway Administration's jurisdiction.
2. An inlet located at 4414 Tuckerman Street is on the church property and receives run-off from the church parking lot only. This particular section is considered a private on-site storm drainage conveyance system and, as such, would be maintained by the property owner.

Procedures

With respect to reconstruction projects, project management may be performed by the Town or by DER at the discretion of Town officials. If Town personnel manage any or all of the projects, DER guidelines for reconstruction must be followed. The Town shall be reimbursed for all expenses directly related to approved reconstruction projects in accordance with the Memorandum of Understanding between the County and the municipality, based on the availability of funds. If you have any questions concerning the SDAP Report please call Sarah Bouldin-Carr, Municipal Liaison at 883-5781 or Phil Cotter, Engineer at 883-5914.

Appendix A

**Town of University Park
Storm Drain Acceptance Program, Phase II
Systems That Require Easements**

Location	200' sheet	Easements Required for:
Sheridan Street and Route 1	208NE04	lots 1 thru 5, block 2 (structures 10 thru 13)
Wells Parkway and Adelphi Road	209NE03	lots 4, 11, 12, 16, 17 block 44 (structures 1 thru 5)
Beechwood Road and Adelphi Road 2 systems	208NE03	parcel 129, Town of University Park (structures 7 and 11)



Attachment A

Date

Name of Property Owner
Address of Property Owner

Re: Storm Drain Easement

Dear Property Owner:

The Prince George's County, Department of Environmental Resources has established a program whereby the County will assume maintenance responsibilities for municipal storm drain systems. Over the years, drainage systems within municipalities have been maintained by the respective jurisdictions. Many municipalities have found it difficult to adequately maintain these systems due to fiscal and/or manpower constraints. In order to address this issue, the County initiated a program called the Storm Drainage Acceptance Program (SDAP), completely funded through the Storm Drainage Ad-Valorum Tax.

Through the SDAP, municipalities can transfer maintenance responsibilities to the County if certain criteria are achieved. A drainage system accepted for maintenance must include pipe and structure materials in good condition, easements for the purpose of access and inspection, and built in accordance to County Standards. Of particular concern are systems that traverse private lots. If a system traverse private property, an easement must be granted gratis to the County before the County will maintain the pipe segment. Such a system has been identified on your property.

A storm drain easement provides legal access to the County should the system require maintenance and/or reconstruction. Maintenance activities include cleaning, repairing or replacing portions of the system to ensure the safety of the residents. An easement places some restrictions on the use of the easement area. For example, no structures may be built in the easement area. Existing structures such as fences and sheds will not be required to be moved by the property owner unless specifically notified prior to granting an easement. A sample easement document is attached for your information.

For the Municipality to gain acceptance of the system that crosses your property, we are requesting that you sign and return this letter of intent to Municipal Official if you concur with granting a storm drainage easement to the County. If you would like further information regarding this issue, please call me _____ - _____. I will be happy to review the information in more detail.

Sincerely

Concurrence

Municipal Official, Title

Printed Name

Printed Name

Address

Address

Attachment

EASEMENT ACQUISITION PROCESS FOR MUNICIPALITIES

All of the areas for which easement must be acquired by the Municipality are specifically described in an appendix of the Storm Drain Acceptance Program, Phase II Report. The following procedure was developed to assist the Municipality in the acquisition process. To ensure reimbursement to the Municipality for easement acquisition costs, the Municipal Official(s) must adhere to the procedure.

- I. Contact property owner(s) and ensure property owner(s) is/are in favor of granting an easement to Prince George's County.
 - A. Provide each property owner with a copy of the Letter of Intent (LOI) (Attachment A).
 - B. Return signed LOI to the respective Municipal Liaison, Department of Environmental Resources, Watershed Protection Branch, Community Programs Section, 9400 Peppercorn Place, Suite 600, Landover, Maryland 20785.
 - C. Should a property owner refuse to grant an easement, please contact the respective Municipal Liaison prior to obtaining a cost estimate.
- II. If the Municipality currently retains a registered land surveyor or professional engineer on staff, submit cost estimate to the respective Municipal Liaison. If the Municipality does not currently retain a registered land surveyor or professional engineer on staff, a minimum of three competitive cost estimates must be submitted to the respective Municipal Liaison.
 - A. The cost estimate will encompass:
 1. Metes and bounds survey to Washington Suburban Sanitary Commission (WSSC).
 2. Written description based on metes and bounds survey.
 3. Sketch on 8 1/2" x 11" plat depicting easement area (see roman numeral X for easement width requirement for standard storm drain circular pipe) and property boundaries based on metes and bounds survey.
 4. Document preparation (Attachment B - Sample Easement).
 5. Notification of any area for which the easement width requirement can not be obtained.
 - B. The County retains the right to review and adjust the cost estimate.
 - C. If cost estimate is rejected:
 1. A meeting with all parties involved may be scheduled to negotiate cost estimate.
 2. The County may require the Municipality to submit a minimum of three cost estimates from different firms.

- III. Upon approval of the cost estimate, six copies of the Memorandum of Understanding (MOU) will be mailed to the Municipality for Municipal Representative's signature and witness' signature. Municipal official(s) must return all six original copies with original signatures to the respective Municipal Liaison.
- IV. Once the MOU is approved by the County, a Notice to Proceed will be issued to the Municipality. Work may not commence until the Notice to Proceed is received by the Municipality.
- V. The Municipality must notify the property owner in advance of the time and date of when surveying will be conducted on their property.
- VI. For reimbursement of funds, the Municipality must submit an invoice to the respective Municipal Liaison, Department of Environmental Resources, Watershed Protection Branch, Community Programs Section, 9400 Peppercorn Place, Suite 600, Landover, Maryland 20785. (Please note: The County will not reimburse the Municipality for any cost above the ceiling price specified in the MOU. If the Municipality finds that cost will exceed the ceiling price see roman numeral VIII of this document).
- VII. The Municipality has two options with respect to invoicing the County.
 - A. The municipality may submit an invoice for all systems.
 - B. The municipality may submit an invoice for each system individually.
 - C. In either option, A or B, the following information must be included as part of the invoice:
 1. Cover letter requesting reimbursement.
 2. Minimum invoice information:
 - a. Name and address of firm.
 - b. Line item for each easement obtained: identify by block, lot, name of street and Town/City. Each line item will include:
 1. Personnel
 2. Cost/hour
 3. Number of hours
 4. Description of work performed
 3. Certified Time Sheets.
 4. Signed easement for each line item. Easement must be in accordance with the sample documentation (Attachment B) and cost estimate. Submit one original easement and two copies for each easement. (The County will record easements).

VIII. If the cost is projected to exceed the ceiling price specified in the MOU, the Municipality must submit a request for approval for the cost increase with an explanation and justification for such increase.

A. Upon approval of the request:

1. An addendum will be submitted to the Municipality for signature.
2. Once the addendum has been signed and approved by the County, a Notice to Proceed will be issued to the Municipality.

B. If request is denied:

1. A meeting with all parties involved may be scheduled to negotiate the cost.

IX. Upon approval of the invoice and recordation of easements, the Municipality will be reimbursed by the County.

A. All systems accepted for County maintenance will be outlined in the Phase III Report.

X. The following is the standard storm drain circular pipe easement requirements. Should an easement area be deemed narrower than the required width, contact the respective Municipal Liaison immediately.

For 8' Depth Maximum

<u>Size of Pipe</u>	<u>Width of Easement</u>
15"	15'
18"	18'
21"	18'
24"	18'
27"	25'
30"	25'
33"	25'
36"	25'
42"	30'
48"	30'
54"	35'
60"	35'
66"	40'

For 12' Depth Maximum

<u>Size of Pipe</u>	<u>Width of Easement</u>
84"	45'
96"	50'
108"	55'

Appendix C

**Town of University Park
Storm Drain Acceptance Program, Phase II
Systems Recommended for Reconstruction**

Location	200' sheet	Structure Numbers	System Deficiency	Recommended Action
Van Buren Street Lot 9 block 41	208NE03	1 & 2	Pipe in poor condition	Reconstruct to County standards (easements needed)
Claggett Pineway and Pineway*	208NE04	3 thru 13	Substandard inlets and pipe	Reconstruct to County standards (easements needed)
43rd Avenue & Wells Parkway	208NE04	14	Substandard pipe, Undermined outfall	Reconstruct to County standards (easements needed)
44th Avenue and East West Hw	208NE04	18 thru 20	Substandard inlets and pipe	Reconstruct to County standards (easements needed)
Wells Parkway lots 8,9&10 block 11	208NE04	15 thru 17	Substandard inlets and pipe	Reconstruct to County standards (easements needed)
Wells Parkway, lot 15, block 3	208NE03	21	Substandard inlet	Reconstruct to County standards (easements needed)

* * *

* - extent of reconstruction at Claggett and Pine Way to be determined after system is televised

Attachment B

THIS STORM DRAINAGE EASEMENT, made this ____ day of _____ 199_, by and between _____, owner's, hereinafter called "the LANDOWNER", and PRINCE GEORGE'S COUNTY, MARYLAND, a body corporate and politic, hereinafter called "the County".

Witnesseth: That in consideration of the sum of One (\$1.00) Dollar in hand paid the Landowner by the County, the receipt of which is hereby acknowledged, the Landowner does hereby grant and convey unto the County, its successors and/or assigns, the easement and right-of-way for the installation, construction, reconstruction, maintenance, repair, operation and inspection of storm drainage and appurtenances within said easement and right-of-way, together with the right of ingress and egress, for any and all purposes, along with the said easement and right-of-way shown on the Plat or Plan annexed hereto and described as follows:

SEE SCHEDULE "A" AND ATTACHMENTS"

FOR

LOT BLOCK _____ LIBER FOLIO _____

ADDRESS _____

TO HAVE AND TO HOLD the said easement and right-of-way for the installation of storm drainage and appurtenances, together with all rights, privileges, and advantages thereto belonging or appertaining for the proper use, benefit, and behoof forever of the County, its successors and/or assigns.

AND the Landowner, its heirs and/or assigns, covenants and agrees with the County, its successors and/or assigns, as follows:

FIRST: That the County, its successors and/or assigns, shall at all times have the right of ingress and egress for the purpose of installing, constructing, reconstructing, maintaining, repairing, operating and

inspecting said storm drainage and apurtenances within said easement and right-of-way.

Said ingress and egress to be in, through, across and/or over the easement and right-of-way shown and described herein or along such other route as the Landowner and County may agree to be mutually acceptable.

Second: That the County, its successors and/or assigns, is granted the right to restrict the Landowner, its heirs and/or assigns from constructing any structure or building and/or improvement or fill or excavation upon the said easement and right-of-way unless the prior written consent of the County is given thereto.

Third: That the Landowner will warrant specially the said easement and right-of-way and will execute such further assurances thereof as may be requisite.

IN WITNESS HEREOF we have hereunto set our hands and seals this day.

ATTEST:

WITNESS: _____ BY: _____ (SEAL)

WITNESS: _____ BY: _____ (SEAL)

STATE OF :
COUNTY OF : SS

BEFORE ME, a Notary Public of the State of _____ in and for the aforesaid County, personally appeared _____, and acknowledged the foregoing agreement to be his/her their act.

WITNESS MY HAND AND NOTARIAL SEAL THIS ___ DAY OF _____, 19__.

My Commission Expires _____

NOTORIAL SEAL

SCHEDULE "A"

DESCRIPTION OF A STORM DRAINAGE EASEMENT

OWNERS

TO

PRINCE GEORGE'S COUNTY, MARYLAND

Being a strip or parcel of land, hereinafter described, in, through, over and across the property acquired by the owners from deed dated .19. , and recorded among the land records of Prince George's County, Maryland in Liber at Folio , said property also being lot as shown on a plat of subdivision entitled " " , recorded among the aforesaid land records in Plat Book as Plat No.

Beginning for the same at the northerly lot corner of said lot thence leaving said lot corner and running with the northeasterly lot line of said lot

South East to a point at the easterly corner of said lot , thence running with the southeasterly lot line of

said lot

South West to a point, thence leaving said lot line and running in, over, across and through said lot

North West to a point on the northwesterly lot line of said lot , thence running with said northwesterly lot line

North East to a point of beginning.

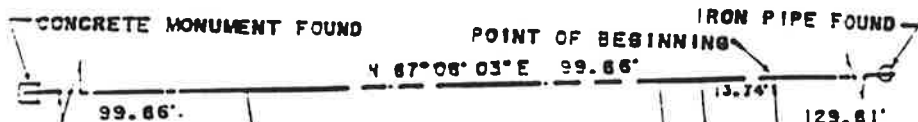
CONTAINING square feet or acres of land.
AND ALSO

The right of Prince George's County to use on (1) additional strip or parcel of land, being feet wide, and lying southwesterly of and adjacent, contiguous and parallel to the above described strip of parcel of land, said strip lying along the northwesterly feet of the above described strip thereto, said strip to be used during the period of the original construction only of the said Storm Drainage System within the above described easement and right-of-way for any and all purposes pertinent thereto; including the right to trim or cut down trees during the period of construction.

CERTIFIED CORRECT:

Professional Engineer No. _____

HORSESHOE ROAD 50' R/W



PLAT B.B. 6 @ 89



LOT 32

LOT 31

Plat B.B. 6 @ 89

Frank L.
Et Uz.
Liber 1615, Folio 288

LOT 30

N 05° 03' 57" W 280.70'

EASEMENT FOR STORM DRAIN 2,776 Sq. Ft. 0.064 AC.
N 06° 58' 43" W 155.39'

S 05° 05' 11" E 213.71'

7.5' CONSTRUCTION STRIP
N 05° 03' 31" W 118.17'

S 85° 16' 03" W 76.26'

N/P
LEONARD E.
L. 6108, F. 838



ROW PLAT NO:

EASEMENT SKETCH
STORM DRAIN EASEMENT ACROSS LOT 31
HORSESHOE ROAD DEVELOPMENT
PRINCE GEORGE'S COUNTY MARYLAND

ASSOCIATES, INC.
ENGINEERS & PLANNERS
SURVEYORS

Date: _____

Firm: _____

SURVEYING SERVICES
STAFF, HOUR, AND FEE ITEMIZATION
FOR TOWN/CITY OF _____

Task	STAFF (hrs) Title:	STAFF (hrs) Title:	STAFF (hrs) Title:	STAFF (hrs) Title:
01	Records Research			
02	Horizontal and Vertical Control			
03	Topographic and Boundary Survey			
04	Computations and Note Reductions			
05	Plan Preparation			
06	Field Edit			
07	Management and Coordination			
SUBTOTAL				\$
HOURLY RATE				\$
MULTIPLIER & PROFIT				\$
EXTENDED AMOUNT				\$
SUBTOTAL				A \$

EXPENSES				
Mileage:	mi.	@ \$	/mi. \$	
Courier/Postage:				
Photographics:				
Printing:				
SUBTOTAL				B \$

TOTAL FEE (A + B)	\$
For (#)	easements

Authorized Signature: _____

Date: _____

Note: Easement locations are identified in an appendix of the Storm Drain Acceptance Program, Phase II Report.