



8787 Georgia Avenue  
 Silver Spring, Maryland 20910-3760

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**PROJECT PLAN APPLICATION**

Initial Application     Final Application     Revised Application     Amendment

M-NCPPC Staff Use Only			
File Number	9 _____	Fee (attach worksheet)	_____
Date Application Received	_____	Fee Received by	_____
MCPB Hearing Date	_____	DRC Meeting Date	_____
Reviewer's Name	_____	NRI/FSD Number	_____

*An application will not be accepted for review unless all required information and fees are provided. If an item requires more space, attach a separate sheet.*

**Project Plan Name:** \_\_\_\_\_ Acres \_\_\_\_\_ Sq.ft. \_\_\_\_\_

200 scale Base Map # \_\_\_\_\_ Tax Map # \_\_\_\_\_ Special Protection Area \_\_\_\_\_

Property Tax Account Number(s) associated with the plan (8 digits)

- A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_ E. \_\_\_\_\_  
 F. \_\_\_\_\_ G. \_\_\_\_\_ H. \_\_\_\_\_ I. \_\_\_\_\_ J. \_\_\_\_\_

**Location:** (Complete either A or B)

- A. On \_\_\_\_\_, \_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
Street Name (N,S,E,W etc.) Nearest Intersecting Street
- B. \_\_\_\_\_ quadrant, intersection of \_\_\_\_\_ and \_\_\_\_\_  
(N,S,E,W etc.) Street Name Street Name

**Subdivision Information:** (Complete either C, if located within a recorded subdivision, or D)

C. Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

D. Parcel \_\_\_\_\_ Liber \_\_\_\_\_ Folio \_\_\_\_\_; Parcel \_\_\_\_\_ Liber \_\_\_\_\_ Folio \_\_\_\_\_; Parcel \_\_\_\_\_ Liber \_\_\_\_\_ Folio \_\_\_\_\_

Planning Area: \_\_\_\_\_ # \_\_\_\_\_

**Applicant Team** (Enter all that apply and submit separate supporting documentation as necessary)

**Primary Contact** (Person who will be the primary contact and point person for future electronic review process.)

\_\_\_\_\_  
*Company Name Contact Person*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip Code*

\_\_\_\_\_  
*Telephone Number ext. Fax Number E-mail*

**Owner**

\_\_\_\_\_  
*Company Name Contact Person*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip Code*

\_\_\_\_\_  
*Telephone Number ext. Fax Number E-mail*

**Owner's Representative**

<i>Company Name</i>		<i>Contact Person</i>	
<i>Street Address</i>			
<i>City</i>		<i>State</i>	<i>Zip Code</i>
<i>Telephone Number</i>	<i>ext.</i>	<i>Fax Number</i>	<i>E-mail</i>

**Engineer or Surveyor**

<i>Name</i>		<i>Contact Person</i>	
<i>Street Address</i>			
<i>City</i>		<i>State</i>	<i>Zip Code</i>
<i>Telephone Number</i>	<i>ext.</i>	<i>Fax Number</i>	<i>E-mail</i>

**Architect**

<i>Name</i>		<i>Contact Person</i>	
<i>Street Address</i>			
<i>City</i>		<i>State</i>	<i>Zip Code</i>
<i>Telephone Number</i>	<i>ext.</i>	<i>Fax Number</i>	<i>E-mail</i>

**Landscape Architect**

<i>Name</i>		<i>Contact Person</i>	
<i>Street Address</i>			
<i>City</i>		<i>State</i>	<i>Zip Code</i>
<i>Telephone Number</i>	<i>ext.</i>	<i>Fax Number</i>	<i>E-mail</i>

**Attorney**

<i>Name</i>		<i>Contact Person</i>	
<i>Street Address</i>			
<i>City</i>		<i>State</i>	<i>Zip Code</i>
<i>Telephone Number</i>	<i>ext.</i>	<i>Fax Number</i>	<i>E-mail</i>

<b>Data Summary Table</b>		<u>Acres</u>	<u>Square Feet</u>
Site Area:			
Gross Site Area		_____	_____
Area Dedicated to Public Use		_____	_____
Area Previously Dedicated to Public Use		_____	_____
Total Net area of Project Plan		_____	_____
<b>Area by Zone</b>	Zone 1:	_____	_____
	Zone 2:	_____	_____
	Zone 3:	_____	_____

<u>Gross Floor Area (Sq. Ft.)</u>	<u>Required/Allowed</u>	<u>Proposed</u>
Retail	_____	_____
Office	_____	_____
Residential	_____	_____
Other _____	_____	_____
Total	_____ (max.)	_____
<b>Dwelling Units</b>	<u>MPDU'S</u>	<u>TOTAL UNITS</u>
Efficiency	_____	_____
1 Bedroom	_____	_____
2 Bedroom	_____	_____
3 + Bedroom	_____	_____
Total	_____	_____
<b>Density</b>		
Floor Area Ratio (FAR)	_____ (max.)	_____
Dwelling Units Per Acre	_____ (max.)	_____
Building Height (Feet)	_____ (max.)	_____
<b>Parking Spaces</b>		
Retail	_____ (min.)	_____
Office	_____ (min.)	_____
Residential	_____ (min.)	_____
Loading Spaces/Zones	_____ (min.)	_____
Other _____	_____ (min.)	_____
Total	_____ (min.)	_____
Is the property located within a parking lot district?		<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Public Use Space (sq. ft. &amp; % of net lot)</b>	<b>Required</b>	<b>Proposed</b>
On-Site Area:	_____ (20% Min) _____	Sq. Ft. _____ %
Off- Site Area	_____	Sq. Ft _____ %
Total	_____ (20% Min) _____	Sq. Ft _____ %

**Supplementary Information:**

Previous Plan Submittals: *(enter information, if applicable)*

<b>Type</b>	<b>Case No.</b>	<b>Resolution/Approval Date</b>
Zoning Case		
Development Plan/Schematic DP		
Special Exception		
Variance		
NRI/FSD (if applicable)		
SWM Concept (if applicable)		
Pre-Application		
Sketch Plan		
Project Plan		
Preliminary Plan		
Site Plan		

If Record Plat(s) recorded for the site, enter MNCPPC record plat book & page: \_\_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_

Describe the nature of the amendment or revision, if applicable. (Note: This form applies only to full plan amendments.)  Attached

Is this plan being reviewed concurrently with? Preliminary Plan 1 \_\_\_\_\_

Site Plan 8 \_\_\_\_\_

Has the applicant had any pre-submission meetings with M-NCPPC staff?  Yes  No  
 Name of Staff: \_\_\_\_\_ Date of meeting(s) \_\_\_\_\_ (Submit minutes)

Is this plan being reviewed as a "Green Tape" project for affordable housing?  Yes  No

Is the property in the Locational Atlas and Index of Historic Sites?  Yes  No

Is the property in the Master Plan for Historic Preservation?  Yes  No

Is the property in an incorporated municipality?  Yes, \_\_\_\_\_  No

Is the property in a special taxing district?  Yes, \_\_\_\_\_  No

Legal restrictions on property not shown on plan, if any\* (See *Submission Requirements, section 4.17*)

\_\_\_\_\_

\*MNCPPC does not enforce easements and any other private legal agreements.

*Applicant hereby certifies that he/she is the sole owner of the subject property, is otherwise legally authorized to represent the owner(s) (written verification provided), or is a contract purchaser authorized to submit this application by the property owner (written verification provided). Applicant hereby acknowledges that the 60-day time allotted for review by the Planning Board, as set forth in Section 50-35(f) of the Subdivision Regulation, will not commence until final plan drawings and all supporting information necessary for a decision on the subject application is provided to the Montgomery County Department of Planning so that it can be referred to the appropriate agencies for final comment.*

**Signature of Applicant (Owner, Owner's Representative or Contract Purchaser)**

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Signature

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Date

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Name (Type or Print)

# Checklist

See Submission Requirements for more details about the items below:

**Initial Applications:** submit only 2 copies of relevant items below

## 1. General Information

- 1.1 Complete application form and checklist.....
- 1.2 Complete fee schedule and worksheet.....
- 1.3 Short description of plan, including current conditions and what is being proposing. Description should include acreage of total site, coverage, number of square feet and/or units.....
- 1.4 Justification statement for plan, plan amendments, revisions stating the reasons the plan should be approved, including waiver(s) or variance of zoning, subdivision or road code requirements for plan approval.
- 1.5 Certificate of Compliance attesting that the application conforms to all applicable federal, state and county laws and regulations.

## 2. Outreach Information:

- 2.1 Notice List prepared in conformance with the Manual of Development Review Procedures on printer labels and paper copy of labels.....
- 2.2 Copy of the application notice letter.....
- 2.3 Pre-submission Meeting information, including:
  - 2.3.1 Affidavit with meeting time, date and location.....
  - 2.3.2 Copy of invitation letter .....
  - 2.3.3 List of meeting participants and copy of attendee sign-in sheet.....
  - 2.3.4 Copy of meeting minutes.....
- 2.4 Site Posting Information, including:
  - 2.4.1 Notarized affidavit with location and date of sign posting.....
  - 2.4.2 Plan drawing with location of sign(s) (8"x11").....
  - 2.4.3 Photograph of posted sign with date stamp.....

## 3. Supporting Information for Project Plan

- 3.1 Copy of approved Preliminary Plan and/or previous Site Plan and their opinions (59-D-3.21), Certified Development Plan, County Council resolutions for rezoning cases and Development Plans; Board of Appeals resolutions for Special Exceptions and variance, if applicable.....
- 3.2 Project Plan Booklets containing all the information submitted as part of the application.....
- 3.3 Local Area Map, at 1" = 200', showing area within 1,000' of site....
  - a. Topography at five-foot contour intervals, including landfills.
  - b. All existing buildings and structures.
  - c. Highways, streets, and private roads including grades, median breaks, and curb cuts.
  - d. Master-planned ROWs and easements affecting the site.
  - e. Any natural features, e.g. rock outcroppings or scenic views not included in the NRI/FSD.
- 3.4 Documents required by prior approval conditions (i.e. noise study, traffic study, traffic mitigation agreements, etc.....

No. Copies	Engineer/Surveyor	M-NCPPC Staff
	Submitted or Waived By	Accepted or Not Accepted
1		
1		
2		
8		
2		
2 sets of labels & 1 paper copy		
1		
1		
1		
1		
1		
1		
1		
1		
4		
7		
1		
2		

3.5 PDF image of the proposed composite Project Plan and the composite Landscape/Lighting Plan and all documents in project plan booklets.

**4. Plan Drawings**

4.1 Plan of proposed development titled "Project Plan", showing the following:

- a. Vicinity Map, at 1" = 2,000' (shown on Plan)
- b. The location, height, ground coverage and use of all structures
- c. Data table showing proposed development data compared to requirements of the Zoning Ordinance, master plans, development plan, preliminary plan or supplementary plan, as applicable (see examples)
- d. Table showing recreation facilities computations, including off-site facilities for which credit is sought (see example)
- e. TDR, MPDU and Workforce housing calculations, if applicable (see example)
- f. The location of all green areas, including recreational areas, natural feature preservation areas, community open space areas, and other open spaces
- g. The location of all public schools, parks, and other community recreational facilities, indicating the location and use of all land to be dedicated to public use
- h. The location and dimensions of all roads, streets, driveways, parking facilities, loading spaces with dumpster locations, points of access to surrounding streets, easements, pedestrian walks, bike and sidewalk connections to off-site network, proposed road sections for stream crossings including conveyance through section.
- i. A grading plan
- j. The location of all sewer, water, gas, electric, telephone, and storm drainage lines; all easements and rights-of-way, existing or proposed; all off-site utility connections and all utility structures (on a separate drawing if necessary)
- k. Adjacent property information within 100'; including zoning, location, height and use of structures, and other site features
- l. ~~Applicant's~~ signature block
- m. Graphic scale

4.2 Project Plan composite sheet (if applicable)

4.3 A Landscape Plan.....

4.4 An exterior Lighting Plan.....

4.5 Architectural schematic plans and elevations for buildings, structures and structured parking, identifying height, general description, phasing and signage, as required by staff .....

4.6 Half size compiled sets of all submitted plans.....

1		
30		
2		
6		
6		
1 full size/11x17		
2		

*The engineer or surveyor hereby certifies that all required information for the submission of a project plan has been included in this application, and that to the best of his/her knowledge, information, and reasonable belief, the information and data are accurate.*

**Signature of**  **Engineer,**  **Surveyor**

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*Signature*

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*Date*

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*Name (Type or Print)*