



8787 Georgia Avenue  
 Silver Spring, Maryland 20910-3760

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**SKETCH PLAN APPLICATION**

Initial Application     Final Application     Revised Application     Amendment

M-NCPPC Staff Use Only			
File Number	3 _____	Fee (Attach Worksheet)	_____
Date Final Application Received	_____	Fee Received by	_____
MCPB Hearing Date	_____	DRC Meeting Date	_____
Lead Reviewer	_____	NRI/FSD Number	4 _____

*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.*

**Sketch 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

**Landscape Architect**

<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>Fax Number</i>	<i>E-mail</i>	

**Architect**

<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>Fax Number</i>	<i>E-mail</i>	

**Engineer**

<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>Fax Number</i>	<i>E-mail</i>	

**Attorney**

<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>Fax Number</i>	<i>E-mail</i>	

**Other:** \_\_\_\_\_

<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>Fax Number</i>	<i>E-mail</i>	

<b>Data Summary Table</b>	<b>Acres</b>	<b>Square Feet</b>
<b><u>Tract Area</u></b>		
Gross Tract Area	_____	_____
Area Dedicated to Public Use	_____	_____
Area Previously Dedicated to Public Use	_____	_____
Total Net Area of Sketch Plan	_____	_____
<b><u>Gross Tract Area by Zone</u></b>	Zone 1: _____	_____
(indicate full zone, e.g., CRT2.0 C1.0 R1.5 H60)	Zone 2: _____	_____
	Zone 3: _____	_____

<b><u>Density (Total)</u></b>	<b><u>Permitted (Sq.Ft.)</u></b>	<b><u>Proposed (Sq.Ft.)</u></b>
Non-Residential	_____	Up to _____
Residential	_____	Up to _____
Other _____	_____	Up to _____
<b>Total</b>	_____	<b>Total</b> Up to _____
<b><u>Height</u></b>	<b><u>Permitted (Ft.)</u></b>	<b><u>Proposed (Ft.)</u></b>
Zone 1:	_____	Up to _____
Zone 2:	_____	Up to _____
Zone 3:	_____	Up to _____
<b><u>Parking Spaces</u></b>		
Non-Residential	_____ (Min)	_____ (Max)
Residential	_____ (Min)	_____ (Max)
Other _____	_____ (Min)	_____ (Max)
<b>Total</b>	_____ (Min)	<b>Total</b> _____ (Max)
Is the property located within a parking lot district? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes: _____		
<b><u>Public Use Space</u></b>	<b><u>Required</u></b>	<b><u>Proposed</u></b>
	_____ (%)	_____ (%)

**Supplementary Information:**

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

Type	Case No.	Resolution/Approval Date
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, enter M-NCPPC 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 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 private easements or any other private legal agreements.

*Applicant hereby acknowledges 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 for the subject application is provided to the Montgomery County Planning Department so that it can be referred to the appropriate agencies for final comment.*

**Signature of Applicant(s) (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)*

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*Signature*

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*Date*

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*Name (Type or Print)*

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*Signature*

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*Date*

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*Name (Type or Print)*

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*Signature*

---

*Date*

---

*Name (Type or Print)*



No. Copies	Engineer/ Surveyor	M-NCPPC Staff
12	Submitted or N/A	Accepted or Not Accepted
12		
12		
2		
2		

- 4.6 Narrative describing how the sketch plan will:
  - 4.6.1 Meet the objectives, general requirements, and standards of the zone;
  - 4.6.2 Further the recommendations and objectives of the applicable master or sector plan;
  - 4.6.3 Achieve compatible internal and external relationships between existing and proposed nearby buildings, open space, and uses;
  - 4.6.4 Provide satisfactory general vehicular, pedestrian, and bicyclist access, circulation, parking, and loading;
  - 4.6.5 Propose and outline of public benefits that supports the requested incentive density; and
  - 4.6.6 Establish a feasible and appropriate provisional phasing plan for all structures, uses, rights-of-way, sidewalks, dedications, public benefits, and future preliminary and site plan applications.....
- 4.7 Certificate of Compliance attesting that the application conforms to all applicable federal, state and local laws and regulations.....

**5. Supporting Information for Sketch Plan (Provide in 11"x 17" Booklet - Drawings and Notes must be readable)**

- 5.1 The proposed / filed NRI/FSD
- 5.2 The proposed /filed SWM concept or a narrative describing environmental site design strategy with exhibits
- 5.2 Local Vicinity Map, at 1" = 200', showing area within 1,000' of site perimeter
  - a. Topography at five-foot contour intervals
  - b. Transit facilities
  - c. Public Parks and Recreational Facilities
  - d. Cultural Features (e.g., libraries, museums, entertainment venues)
  - e. Streets & Roads: Master Plan ROWs and easements
- 5.3 Existing Site Conditions Map
  - a. Must include area up to 100' from the site perimeter
  - b. Zoning
  - c. Buildings and Structures
  - d. Roads, Alleys, Parking Areas, Sidewalks, Trails, etc.
  - e. Utilities

**7. PDF image of the entire proposed Sketch Plan booklet and coordinating drawings on a cd**

**8. WSSC Information Sheet and Paid Receipt**

*The engineer or surveyor hereby certifies that all required information for the submission of a preliminary plan of subdivision 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**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Type or Print)