



SKETCH PLAN SUBMISSION REQUIREMENTS

This document is designed to supplement the Sketch Plan Review Application Checklist, explaining specific details of the items on the list and providing general procedures for filing, review and final documentation of approvals.

The following material describes the checklist information required to complete a project plan application. The checklist must be filled out and signed by the applicant's engineer/surveyor certifying that the application and checklist are complete and ready for processing. Processing of an accepted application shall follow the adopted **Manual of Development Review Procedures for Montgomery County, Maryland**. Copies of the manual are available at the MNCPPC Information Counter at 8787 Georgia Avenue, Silver Spring, MD and on the web at www.montgomeryplanning.org/development.

Staff will provide an initial review of the application within 10 working days from the date it is submitted. The 10 day review clock will begin the first working day after the application is received. Staff will notify the applicant when the initial application review is complete and ready for pick up. Staff will also schedule an appointment time with the applicant for submission of the final application. **Only final applications will be accepted for review.**

1. REQUIRED GENERAL INFORMATION

1.1 Complete Application Form

Fill in all required information.

2. FEE SCHEDULE AND WORKSHEET

2.1 Complete Fee Schedule and Worksheet

The applicant is required to calculate the initial and final application filing fees using the Fee Schedule on the worksheet. Submit the appropriate fee payment and worksheet with the application.

3. OUTREACH INFORMATION

3.1 Notice List

The applicant must submit a copy of a notice list containing the names and addresses of all persons required to receive notice of the application per Section 4.A. of the **Manual of Development Review Procedures**. The notice list must be submitted as part of the application to the Development Applications and Regulatory Coordination (DARC) Division on two sets of printer labels and one paper copy of the labels. In the event an application is pending for more than one year, the applicant must submit an updated notice list and labels prior to the plan being scheduled for Planning Board consideration.

3.2 Application Notice Letter

Within 5 calendar days after the final application is submitted, the applicant must mail the Notice of Application form completed with the assigned M-NCPPC file number, a copy of the plan drawing and the How to Participate Effectively in the Development Process in Montgomery County brochure to all the individuals on the notice list. A copy of the Notice of Application form must be received by the M-NCPPC Development Review Division prior to the scheduled Development Review Committee (DRC) meeting on the application. Otherwise, the DRC meeting will be postponed until the applicant has provided it.

3.3 Pre-submission Meeting Information

The applicant must conduct a pre-submission meeting as described in Section 4.B. of the **Manual of Development Review Procedures** and submit the following items with the final application:

- 3.3.1 An affidavit signed by the applicant attesting to the time, date and location of the meeting.
- 3.3.2 A copy of the invitation letter and typed list of invitees.
- 3.3.3 A typed list of the individuals who attended the meeting attached to a copy of the sign-in sheet. The list must include the addresses of any individuals who requested to be included as parties of record to obtain future notice.
- 3.3.4 A copy of the meeting minutes, including the name and contact information for the individual who prepared them.

3.4 Verification of Site Posting

The applicant must post one or more signs at the development site indicating that an application for sketch plan or amendment thereto, has been filed. The specific requirements for sign posting are included in Section 4.C. of the **Manual of Development Review Procedures**. The applicant must submit the following items with the final application to verify that site posting has been done.

- 2.4.1 An affidavit signed by the applicant attesting to the location of all posted signs and the date they were posted.
- 2.4.2 A plan drawing (can be an 8 ½" x 11" reduction of the plan) showing the location of posted signs.
- 2.4.3 A date-stamped photograph showing the posted sign(s).

4. SKETCH PLAN BOOKLET

4.1 General Information

Copies of the application form and fee worksheet (1 and 2 above)

4.2 Statement of Justification

The Applicant must submit with each application, a written statement listing the facts and reasons that, according to the Applicant, would support Planning Board approval of the application. Required Findings [Zoning Ordinance Citation]:

- i. Requirements and standards of zone will be met [59-C-15.42(c)(1)(A)]
- ii. Master plan objectives will be met [59-C-15.42(c)(1)(B)]
- iii. Project is more efficient and effective than standard method development [59-C-15.42(c)(1)(C)]
- iv. Massing, height, and open space will be located to achieve compatible relationships within and adjacent to site [59-C-15.42(c)(2)]
- v. General access, circulation, parking, and loading will be adequate, safe, and efficient [59-C-15.42(c)(3)]
- vi. Public benefits and associated density will further objectives of master plan [59-C-15.42(c)(4)]
- vii. Phasing is feasible and appropriate [59-C-15.42(c)(5)]

4.3 Plan Drawings

Sketch Plan (in one or more sheets depending on complexity) must show:

- 4.3.1 Massing Envelopes
- 4.3.2 Open Space System

- 4.3.3 Circulation Patterns (including road/trail/path classifications)
- 4.3.4 Projected Access/Loading Points
- 4.3.5 Data Table with the following:

- a. Tract Area
 - i. Gross Tract
 - ii. Dedications
 - iii. Net Tract
- b. Zone(s)

Zone 1 _____	Acres _____	SF _____
Zone 2 _____	Acres _____	SF _____
Zone 3 _____	Acres _____	SF _____
- c. Density

Non-Residential (C):	permitted _____	proposed (up to) _____ SF
Residential (R):	permitted _____	proposed (up to) _____ SF
Total (CR):	permitted _____	proposed (up to) _____ SF
- d. Height

Zone 1 _____	permitted _____	proposed (up to) _____ F
Zone 2 _____	permitted _____	proposed (up to) _____ F
Zone 3 _____	permitted _____	proposed (up to) _____ F
- e. Parking Spaces

Non-Residential:	min _____	max _____
Residential:	min _____	max _____
Total:	min _____	max _____

Parking Lot District?
- f. Public Use Space

Required % _____
Proposed % _____

- 4.3.6 Each drawing must have:
 - a. Graphic Scale (scale may vary from 1"=30' to 1"=200')
 - b. North Arrow
 - c. Developer's Certification
 - d. Professional Stamp & Seal
 - e. Applicable Keys/Legends/Notes
 - f. Sheets must be a minimum of 11"x17"

4.4 Public Benefits Table

- 4.4.1 Public Benefit Table
 - a. Proposed Public Benefits
 - b. Criteria Met/Proposed
 - c. % Incentive Density Requested
 - d. Notes and explanation describing public benefit and commitments being proffered

4.5 Phasing Schedule

- 4.5.1 Phasing Schedule: Graphic and in Tables
 - a. Infrastructure
 - b. Buildings (and associated density)
 - c. Open Space
 - d. Public Benefits

4.6 Narrative Description

- 4.6.1 Narrative Description must cover:
 - a. Existing Site Conditions
 - b. Adjacent Uses
 - c. Local Transit/Recreational/Cultural Features
 - d. Project Description
 - i. General Projected Uses (non-res/res & max office, retail, etc. if known)

- ii. General Massing and Open Space Pattern
- iii. General Circulation Patterns
- iv. Projected ESD Facilities (e.g., “The development will use green roofs, planters, and tree pits to the maximum extent possible; all other runoff will be handled by underground structures.”)
- v. Proposed Public Benefits Matrix

4.7 Certificate of Compliance

The applicant must sign and submit written certification with each application attesting that, to the best of the applicant’s knowledge, information, and reasonable belief after reasonable investigation, the application and associated plan drawings conform to all applicable federal, state, and county laws and regulations. For a property that has approved or pending plans, the applicant must also certify that the application conforms to these approvals. An example of the Certificate of Compliance can be found at www.montgomeryplanning.org

5. **SUPPORTING INFORMATION**

Provide information as contained in the checklist.

6. **DIGITAL IMAGE OF PLAN**

Digital Image of Plan

The applicant must submit CD containing PDF images of all the documents in the sketch booklets.