



**Montgomery County Planning Department**  
 Maryland-National Capital Park and Planning Commission

Effective: August 1, 2018

8787 Georgia Avenue  
 Silver Spring, Maryland 20910-3760

www.montgomeryplanning.org

Phone 301.495.4550  
 Fax 301.495.1306

**SUBDIVISION REGULATION WAIVER REQUEST**

M-NCPPC Staff Use Only			
File Number	SRW- _____	Fee (attach worksheet) Fee	_____
Date Application Received DRC	_____	Received by MCPB	_____
Meeting Date	_____	Hearing Date	_____

*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.*

**Proposed Subdivision 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 A, if located within a recorded subdivision, or B)

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

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

**Applicant** ( Owner,  Owner's Representative, or  Contract Purchaser (written verification required if not the owner))

\_\_\_\_\_  
Name Contact Person

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

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

\_\_\_\_\_  
Telephone Number Fax Number E-mail

**Owner** (If Applicant is a representative or contract purchaser, list owner here)

\_\_\_\_\_  
Name Contact Person

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

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

\_\_\_\_\_  
Telephone Number Fax Number E-mail

**Supplementary Information:**

Justification statement for waiver request: Attached

Are there any legal restrictions applicable to this property other than those shown on this plan?\*

If yes, please describe (attach supplemental information, if needed):

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

Has the applicant had any pre-submission meetings with M-NCPCC staff? Yes No

Name of Staff: \_\_\_\_\_ Date of meeting(s): \_\_\_\_\_ (Submit minutes)

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

**Existing Sewer and Water Categories:**

Existing Service Category: Sewer \_\_\_\_\_ Water \_\_\_\_\_ Pending Service Category: Sewer \_\_\_\_\_ Water \_\_\_\_\_

**Proposed Sanitary Systems:**  Public Water  Public Sewer  Well  Septic

*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).*

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

**Checklist**

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

**1. General Submission**

- 1.1 Application form and checklist.....
- 1.2 Complete fee schedule and worksheet .....
- 1.3 Notice List prepared in conformance with the Manual of Development Review Procedures on printer labels and paper copy of labels.....
- 1.4 Statement of Justification to support approval of the subject application

**2. Plan Drawings**

- 2.1 Concept drawings , including vicinity map, location of property, north arrow, scale (folded copies).....
- 2.2 CD with PDF of plan drawings.....

No. Copies	Engineer/ Surveyor	M-NCPCC Staff
1		
1		
2 sets of labels & 1 paper copy		
20		
40		
1		

*The engineer, surveyor or plan preparer hereby certifies that all required information for the submission of a pre-application concept 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 or  Plan Preparer**

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*Signature*

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*Date*

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*Name (Type or Print)*