



**MONTGOMERY COUNTY PLANNING DEPARTMENT**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



# Administrative Subdivision Plan

Application Upload Checklist &  
Submission Requirements

## Application Upload Checklist for New Plans and Major Amendments

The following items are required for Administrative Subdivision Plan submission. Click each item to see detailed [Submission Requirements](#). Should revisions be requested, each document should keep the same filename. ePlans will track versions of the files from submittal to submittal. Major amendments may require redlined drawings for some items.

Pre-Screen Submittal Items	File Type	Filename
Required Documents and Drawings		
<b>General Information</b>		
<a href="#">Statement of Justification</a>	PDF or Microsoft Word	01-SOJ-620XXXXXX
<a href="#">Certificate of Compliance</a>	PDF	02-COC-620XXXXXX
<b>Outreach Information</b>		
<a href="#">Notice List</a>	PDF, Microsoft Word, or Excel	03-NLIST-620XXXXXX
<a href="#">Application Notice Letter</a>	PDF or Microsoft Word	04-NLTR-620XXXXXX
<a href="#">Sign Posting Information</a>	PDF	06-SIGN-620XXXXXX(-LOC)
<b>Required Plan Drawing(s)</b>		
<a href="#">Admin Sub Plan Drawing</a>	Vector PDF (individual pages)	07-ADSUB-620XXXXXX-00X
<a href="#">Forest Conservation Plan Drawing</a>	Vector PDF (individual pages)	10-FCP-620XXXXXX-00X
<b>Required Supporting Functional Information/Drawings (when applicable)</b>		
<a href="#">Tree Save Plan Drawing</a>	Vector PDF (individual pages)	10-TSP-620XXXXXX-00X
<a href="#">Approved NRI/FSD or Exemption Plan</a>	PDF	11-NRI-420XXXXX(O/E)
<a href="#">Forest Conservation Plan Exemption Letter</a>	PDF	11-FCPEX-420XXXXXE
<a href="#">Stormwater Management Concept Plan</a>	Vector PDF (individual pages)	12-(SWM/WQP)-620XXXXXX-00X
<a href="#">Stormwater Management Concept Receipt</a>	PDF	12-SWMR-620XXXXXX
<a href="#">Fire Department Access Plan Drawing</a>	Vector PDF (individual pages)	13-FDA-620XXXXXX-00X
<a href="#">Storm Drain Analysis Drawing/SD Calculations</a>	Vector PDF (individual pages)	14-SD(CAL)-620XXXXXX-00X
<a href="#">DOT Receipt</a>	PDF	16-DOT-620XXXXXX
<a href="#">Transportation Impact Study/Exemption Request</a>	PDF	16-TS(TES)-620XXXXXX
<a href="#">Sight Distance Evaluation Form</a>	PDF	17-SIGHT-620XXXXXX
<a href="#">WSSC Receipt</a>	PDF	18-WSSC-620XXXXXX
Supplemental Drawings & Documents (required if applicable)		
<b>Potential Items</b>		
<a href="#">Landscape and Lighting Plan Drawing</a>	Vector PDF (individual pages)	08-LL-620XXXXXX-00X
<a href="#">Justification for Tree Variance</a>	PDF or Microsoft Word	10-VAR-620XXXXXX
<a href="#">Stormwater Management Plan Exemption Letter</a>	PDF	12-SWMEX-620XXXXXX
<a href="#">SPA Water Quality Plan: Impervious Surface Drawing</a>	Vector PDF (individual pages)	12-IMP-620XXXXXX-00X
<a href="#">Other Water Quality Plan-Related Materials</a>	PDF or Microsoft Word	12-OWQP-620XXXXXX
<a href="#">Road Grades (Tentative Street Profiles)</a>	Vector PDF (individual pages)	21-RG-620XXXXXX
<a href="#">Existing Record Plat Drawings</a>	PDF	22-PLAT-620XXXXXX
<a href="#">Legal Document (legal restrictions, deeds, easements, etc.)</a>	PDF	25-LEGAL-620XXXXXX
<b>Previous Approvals</b>		
<a href="#">Board of Appeals Opinion</a>	PDF	30-BOAOP-XXXXX*
<a href="#">Approved Conditional Use/Special Exception Plan</a>	PDF	30-(CU/SE)-XXXXX*
<a href="#">Council Zoning Resolution</a>	PDF	30-ZONRES-XXXXX**
<a href="#">Zoning Plan</a>	PDF	30-ZON-XXXXX**
<a href="#">Planning Board Resolution or Staff Approval Memo</a>	PDF	30-PBRES-X20XXXXXX*
<a href="#">Planning Board or Staff Approved Plan</a>	PDF	30-PB-X20XXXXXX*

\* Use previous plan number

\*\* Use zoning case number

The following items will/may be uploaded as part of or after the initial document upload task.

Other Submittal Items	File Type	Filename
At Conclusion of Intake Review		
<a href="#">Verification of Sign Posting</a>	PDF	06-POST-620XXXXXX
At Any Point in the Process		
<a href="#">Updated Application Information</a>	PDF	31-UPDATE-620XXXXXX
<a href="#">Additional Item</a>	As appropriate	32- -620XXXXXX***

\*\*\* Use descriptor code of choosing that seems appropriate for the additional item(s) you wish to submit.

## Minor Amendment Upload Checklist

Before filing a minor plan amendment application, applicants must contact the supervisor of the applicable area team for a determination on specific submission materials. Generally, the submission materials include the following:

Minor Amendment Items	File Type	Filename
<b>Required Documents and Drawings</b>		
<b>General Information</b>		
<a href="#">Plan Submittal Requirements Checklist</a>	PDF	00-CHKLIST-620XXXXXX
<a href="#">Statement of Justification</a>	PDF	01-SOJ-620XXXXXX
<a href="#">Certificate of Compliance</a>	PDF	02-COC-620XXXXXX
<a href="#">Minutes from Meeting with M-NCPPC Staff</a>	PDF or Microsoft Word	05-MINUTES-620XXXXXX
<b>Outreach Information</b>		
<a href="#">Notice List</a>	PDF, Microsoft Word, or Excel	03-NLIST-620XXXXXX
<a href="#">Application Notice Letter</a>	PDF or Microsoft Word	04-NLTR-620XXXXXX
<a href="#">Sign Posting Information</a>	PDF	06-SIGN-620XXXXXX(-LOC)
<b>Amended Drawings</b>		
<a href="#">Admin Sub Plan Drawing (Black &amp; White)</a>	Vector PDF (individual pages)	07-BADSUB-620XXXXXX-00X
<a href="#">Admin Sub Plan Drawing (Redlined)</a>	PDF (individual pages)	07-RADSUB-620XXXXXX-00X
<a href="#">Landscape and Lighting Plan Drawing (Black &amp; White)</a>	Vector PDF (individual pages)	08-BLL-620XXXXXX-00X
<a href="#">Landscape and Lighting Plan Drawing (Redlined)</a>	PDF (individual pages)	08-RLL-620XXXXXX-00X
<a href="#">Forest Conservation Plan Drawing (Black &amp; White)</a>	Vector PDF (individual pages)	10-BFCP-620XXXXXX-00X
<a href="#">Forest Conservation Plan Drawing (Redlined)</a>	PDF (individual pages)	10-RFCP-620XXXXXX-00X
Required Supporting Functional Information/Drawings if required		

Any typical plan item may be required with a plan amendment. An Area Team supervisor should specify on the Plan Submittal Requirements Checklist which items should be included, and other items may be requested during the review process. Use the filename conventions from the previous page and the top of this page for naming these items.

## Submission Requirements

The files on the Application Upload Checklist appear below in the same order as above. Under each item is a description detailing the format and content requirements for each uploaded file. These submission requirements must be met to move beyond the ePlans Intake Review stage.

### Standard Drawing Components

In general, all plan drawings have some standard components. These components include:

1. *Scaled Drawing with North Arrow*

A scaled drawing at a scale of 1" = 100' or greater (that is, less than 100 feet per inch) is required. The minimum printable drawing size is 24" x 36". All drawings shall be north-oriented to the extent possible. A graphic scale bar and north arrow must be displayed.

2. *Title Information*

The title information includes the name of the plan, the plan number, revision block to identify plan revision dates, the identity of the plan preparer (including address and telephone number), and the applicant's name. The WSSC and the tax map grid numbers should be included in the title block. The plan name shown in the title block should match the name used when submitting the application. If an amendment application is submitted with a new name, include the former name in parentheses after the plan name in the title block.

3. *Vicinity Location Map*

The vicinity location map must be at a scale no smaller than 1" = 2,000' and must have a north arrow. The vicinity map should identify, for reference, the nearest major road(s) and intersections, proposed master plan roads, nearby local streets and major features such as schools, libraries, shopping centers, etc. that are located near the property.

4. *Plan Notes*

Plan Notes vary by drawing type. Add appropriate notes as specified in the drawing submission requirements.

5. *Legend*

All symbology must be included in a legend.

6. *M-NCPPC Approval Stamp Placeholder*

The top left corner of all drawings must be reserved for the Planning Department's electronic stamp (dimensions: 4" width x 3" height). For amendments to pre-ePlans-approved plans, if you cannot fit a 4" x 3" block in the top left corner on every drawing, choose one of the other corners of the plan set; ePlans requires a consistent spot on every plan drawing for the electronic approval stamp. If the drawing contains a boundary line, it must be no more than 1.5" from the left side of the drawing and no more than 0.5" from all other sides.

7. *Certificate of Registered Engineer/Surveyor or Other Appropriate Licensed Individual*

The plan drawing must contain the certification of a registered professional engineer, land surveyor, or other qualified professional as to the source and accuracy of all boundary lines, topographic data, and other engineering, survey, or environmental information as appropriate. Until the Planning Department institutes electronic signatures, the plan preparer should not sign the drawings until requested at the end of intake.

## Required Documents and Drawings

### General Information

#### **Statement of Justification | PDF or Microsoft Word File | 01-SOJ-620XXXXXX**

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. This Statement of Justification must address each major finding required under Chapter 50 of the [Montgomery County Code](#), the Subdivision Regulations. If an application includes a request for any waiver of any law or regulation, the statement of justification must detail the facts and legal basis that support the granting of the requested waiver. The applicant must identify any waivers of zoning, subdivision, and/or road codes requirements that are necessary for the plan to be approved as proposed. The statement of justification must specifically identify the section number(s) for the applicable standards/regulations to be waived with justification for the request. If a waiver is requested for environmental reasons, the applicant should refer to the approved Planning Board's [Guidelines for the Environmental Management of Development in Montgomery County, Maryland](#). If the waiver involves the approval of a variance of a zoning standard by the County Board of Appeals, M-NCPPC will not process the application until the Board of Appeals acts on the appeal.

#### **Certificate of Compliance | PDF | 02-COC-620XXXXXX**

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. [Click here](#) for a sample Certificate of Compliance template.

### Outreach Information

#### **Notice List | PDF, Microsoft Word, or Microsoft Excel Spreadsheet | 03-NLIST-620XXXXXX**

The applicant must submit a list containing the names and addresses of all persons required to receive notice of the application. The list must include the names and addresses of the owners of properties that share a property line or easement line with the project site, or are directly across a right-of-way of a width of less than 80 feet from the project site, including those properties within a 45 degree diagonal across an intersection.

The Notice List must be uploaded as an Excel document, each address element (contact, organization, street address, city, state, zip, etc.) should be in its own column, and each address must be in a single spreadsheet row. Including tax IDs and parcel/lot/block information is also very helpful. Because the Mail Merge function in Microsoft Word is used to create the mailing labels from the Notice List, the spreadsheet must not contain merged cells. To expedite review of the Notice List, leave the Homeowners and Civic Associations list in the same order in which it was generated, list adjoining and confronting property owners roughly in "geographical" order (moving clockwise or counter-clockwise around the property), and group addresses by category (adjoining and confronting owners, HOAs/CAs, M-NCPPC, development team, other interested parties). Use our [Mailing List Generator](#) to generate the list of HOAs/CAs.

#### **Application Notice Letter | PDF or Microsoft Word File | 04-NLTR-620XXXXXX**

Within 5 calendar days after the application has been accepted, the applicant must mail the Application Notice Letter, a suitable composite plan drawing, and the [How to Participate Effectively in the Development Review Process](#) brochure to all the individuals on the Notice List. A copy of the Application Notice Letter must be received by the Intake Section of M-NCPPC's Development Applications and Regulatory Coordination 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. Applications cannot be approved if we have not received the Notice. Use the following templates based on the approval process you are taking:

- o [Administrative Subdivision Notice Letter](#)
- o Plan Amendment

#### **Sign Posting Information | PDF | 06-SIGN-620XXXXXX(-LOC)**

A plan drawing (can be an 8 ½" x 11" reduction of the plan) showing the location for sign postings. See [Sign Posting Procedures](#). Use our [sign template](#) to enter your plan information and include this draft copy of the sign in this document. This exhibit can be a 2-page document with sign and drawing or two separate documents (use "-LOC" at the end of the location drawing document in this case). For non-standard development methods, include the development method in parentheses after the zone. *Do not post signs until instructed to do so by Intake staff.*

## **Required Plan Drawing(s)**

### **Administrative Subdivision Plan Drawing | Vector PDF (individual pages) | 07-ADSUB-620XXXXXX-00X**

The following information must be included on the administrative subdivision plan drawing:

The development proposal information required for an administrative subdivision plan depends on the nature of the applicant's request. In general terms, more complex or detailed application proposals will generate a need for more detailed information on the plan drawing. Some applications will be permitted to file a proposed plat instead of a separate administrative subdivision plan. The development proposal drawing components that must be included for the different types of administrative subdivision plans are:

#### **TYPE I**

- Creation of new lots for detached houses in the AR zone
- Creation of new lots for more than one detached houses in a residential zone; including reconfiguring existing lot(s) and abandoned rights-of-way to create additional new lots

The drawing must include:

1. *Standard Drawing Components*

Refer to [list above](#).

2. *Cover Sheet and Sheet Index*

A cover sheet with sheet index is **required for all multi-page drawing sets**. Indicate in the sheet index all sheets that are new or have changed for an amendment. Include all drawings to be approved by M-NCPPC in the sheet index, including FCP drawings. For single-sheet Administrative Subdivision Plan amendments, include a "clean" plan drawing (with approval signatures removed), even if the plan drawing remains unchanged. Include an amendment summary on the drawing for all amendments. (For amendments to the Forest Conservation Plan only, the cover sheet can be part of the FCP plan set.) Include all drawings to be approved by M-NCPPC in the sheet index, including FCP drawings. If you include other drawings in the index, put them in a separate section of the index.

3. *Existing Topography*

The plan drawing must show the existing topography with contour intervals no greater than 5 feet.

4. *Boundary Outline of Property*

The boundary outline of the property must be surveyed and have bearings referenced to the Maryland Coordinate System, except as otherwise permitted in Section 50.4.1.B.7.a of Chapter 50.

5. *Zoning Lines*

For a property that is split zoned (more than one zoning classification) the zoning boundary line must be shown on the drawing with the zones clearly identified. For properties being developed under a previous zone, show both the existing and former zones.

6. *Proposed Lot Layout*

The proposed lot layout, with each lot numbered and the proposed lot areas noted, must be shown with street and other dedications identified including sites for public uses, rights-of-way and easements.

7. *Location and Plan Information for Existing and Proposed Streets*

The plan must show existing dedicated frontage streets with proper street names. It must also show proposed street dedications based on centerline of construction and opposite side of the right-of-way, paving widths, storm drains, driveways adjacent to and opposite the site, sidewalks, bikeways, and any easements. The street standards and cross-sections must be included on the plan. Do not include proposed new street names unless they have been approved by M-NCPPC prior to application submittal. Rustic roads must be clearly identified on the plan in accordance with the rustic roads law ([Article 8: Sections 49-76 through 49-80 of the Montgomery County Code](#)).

The following information for streets must also be shown on the plan drawing:

- a. The proposed access points to the subdivision. If the applicant proposes a new street, it must be clearly designated as either public or private.
- b. The centerline spacing from any proposed street to the nearest existing public streets.
- c. The location and dimensions of proposed sidewalks or bikeways.

8. *Areas of Forest Conservation and Open Space, and Conceptual Stormwater Management*

The plan drawing must show all open space and forest conservation areas, and provide conceptual locations and types of stormwater management facilities. Proposed forest conservation areas should delineate both retention areas and proposed forest planting areas. Forest conservation areas must not extend into any PUEs. The location of stormwater management facilities should include the location of required maintenance access.

9. *Conceptual Grading/Limits of Disturbance*

The drawing must show the conceptual grading and limits of disturbance for proposed houses.

10. *Location, Names and Other Plan Information for Adjacent Subdivisions*

The plan drawing must show and identify adjacent subdivisions including lot, block and record plat numbers for immediately adjoining subdivided land and parcel numbers for adjoining unsubdivided land. The plan must also show all existing structures within 100' on adjoining properties and within 300' on adjoining properties with road frontages.

11. *Color-Coded Utility Plan (can be a color-coded layer of the plan drawing or provided as a [separate file](#))*

Show all existing and proposed wet and dry utilities on the plan drawing with necessary easements. Public utility easements (PUEs) must be located parallel to and contiguous with all public and private streets in non-urban locations.

Note: Proposed sewer and water lines that would serve the proposed subdivision must be shown on the drawing in accordance with the WSSC Water and Sewer System Conceptual Design Guidelines. The plan must identify existing water and sewer service categories for the subject property and any pending water or sewer services category changes. Plans utilizing community water and sewer must be in category W-1, W-3, W-4 or conditional W-5, and S-1, S-3, S-4 or conditional S-5, respectively prior to Planning Board consideration. If necessary, the category change request must be filed prior to application acceptance.

12. *Existing/Proposed Wells and Septic Areas Both Onsite and Within 100' of the Property*

Lots in areas where individual wells and septic systems are to be installed must show the following information:

- a. The proposed location of three water wells for each lot. Where there are existing wells on the property or on adjoining lots within 100 feet, they must also be shown. A circular area with a radius of 100 feet around each existing and proposed well must be shown to denote clear space in which no final sewage system is to be located.
- b. The "usable area" for sewage disposal must be situated beyond the 100-foot radius, down grade from any proposed house location and must be entirely in virgin soil. Any existing sewage disposal systems on the property or on adjoining lots with 100 feet must also be shown.

All proposed wells and septic systems must be located outside of proposed street rights-of-way and related slope easements.

13. *Plan Notes*

Plan notes must include the following: zoning, tract size, watershed, and any special taxing district or municipality, if applicable. Identify the public utility companies that will provide services for the proposed development. For properties being developed under a previous zone, show both the current and former zones and include the applicable provisions of the County Code that allow the former zoning.

14. *Data Tables*

Data tables must be included showing required/provided zoning standards, types and amounts of proposed uses, and total number of units and/or square footage (existing and proposed).

**TYPE II**

- Creation of a lot from an unplatted parcel containing an existing place of worship or institutional use
- Consolidation of existing lots or a lot and a part of lots in a nonresidential zone

The drawing must include:

1. *Standard Drawing Components*

Refer to [list above](#).

2. *Cover Sheet and Sheet Index*

A cover sheet with sheet index is **required for all multi-page drawing sets**. Indicate in the sheet index all sheets that are new or have changed for an amendment. Include all drawings to be approved by M-NCPPC in the sheet index, including FCP drawings.

3. *Existing Topography*

The plan drawing must show the existing topography with contour intervals no greater than 5 feet.

4. *Boundary Outline of Property*

The boundary outline of the property must be surveyed and have bearings referenced to the Maryland Coordinate System, except as otherwise permitted in Section 50.4.1.B.7.a of Chapter 50.

5. *Zoning Lines*

For a property that is split zoned (more than one zoning classification) the zoning boundary line must be shown on the drawing with the zones clearly identified. For properties being developed under a previous zone, show both the existing and former zones.

6. *Existing Conditions and Proposed Development*

Clearly identify existing and proposed building footprints and gross floor area, interior roads/driveways, parking spaces, and access points within the boundary of the property.

7. *Proposed Lot Layout*

The proposed lot, with each lot numbered and the proposed lot area noted, must be shown with street and other dedications identified including sites for public uses, rights-of-way and easements.

8. *Location and Plan Information for Existing and Proposed Streets*

The plan must show existing frontage streets with proper street names. It must also show proposed street dedications based on centerline of construction and opposite side of the right-of-way. Rustic roads must be clearly identified on the plan in accordance with the rustic roads law ([Article 8: Sections 49-76 through 49-80 of the Montgomery County Code](#)). If new development is proposed, the plan must also show paving widths, storm drains, driveways adjacent to and opposite the site, sidewalks, bikeways, and any easements.

9. *Areas of Forest Conservation and Open Space, and Conceptual Stormwater Management*

The plan drawing must show all open space and forest conservation areas, and provide conceptual locations and types of stormwater management facilities. Proposed forest conservation areas should delineate both retention areas and proposed forest planting areas. Forest conservation areas must not extend into any PUEs. The location of stormwater management facilities should include the location of required maintenance access.

10. *Location, Names and Other Plan Information for Adjacent Subdivisions*

The plan drawing must show and identify adjacent subdivisions including lot, block and record plat numbers for immediately adjoining subdivided land and parcel numbers for adjoining unsubdivided land. The plan must also show all existing structures within 100' on adjoining properties and within 300' on adjoining properties with road frontages.

11. *Existing and Proposed Utilities*

Show all existing and proposed utilities with necessary easements. Public utility easements (PUEs) must be located parallel to and contiguous with all public and private streets in non-urban locations.

Proposed sewer and water lines that would serve the proposed subdivision must be shown on the drawing in accordance with the WSSC Water and Sewer System Conceptual Design Guidelines. The plan must identify existing water and sewer service categories for the subject property and any pending water or sewer services category changes. Plans utilizing community water and sewer must be in category W-1, W-3, W-4 or conditional W-5, and S-1, S-3, S-4 or conditional S-5, respectively prior to Planning Board consideration. If necessary, the category change request must be filed prior to application acceptance.

12. *Existing/Proposed Wells and Septic Areas Both Onsite and Within 100' of the Property*

Lots in areas where individual wells and septic systems are to be installed must show the following information:

- a. The proposed location of three water wells for each lot. Where there are existing wells on the property or on adjoining lots within 100 feet, they must also be shown. A circular area with a radius of 100 feet around each existing and proposed well must be shown to denote clear space in which no final sewage system is to be located.



- b. The “usable area” for sewage disposal must be situated beyond the 100-foot radius, down grade from any proposed house location and must be entirely in virgin soil. Any existing sewage disposal systems on the property or on adjoining lots with 100 feet must also be shown.
- c. All proposed wells and septic systems must be located outside of proposed street rights-of-way and related slope easements.

13. *Plan Notes*

Plan notes must include the following: zoning, tract size, watershed, and any special taxing district or municipality, if applicable. Identify the public utility companies that provide services for the property. For properties being developed under a previous zone, show both the current and former zones and include the applicable provisions of the County Code that allow the former zoning.

14. *Data Tables*

Data tables must be included showing required/provided zoning standards, types and amounts of proposed uses, and total square footage (existing and proposed). If applicable, show number of required parking spaces.

**TYPE III**

- Creation of one lot for a detached house in a residential zone from an existing vacant unplatted parcel, or a part of lot
- Creation of one lot for a detached house in a residential zone by consolidating an existing vacant platted lot or part of lot and an unplatted parcel
- Creation of one lot for a detached house in the AR zone from an existing vacant unplatted parcel that is exempt from minimum lot area and width requirements under Section 59.7.7.1.D.9 of Chapter 59.

The drawing must include:

1. *Standard Drawing Components*

Refer to [list above](#).

2. *Existing Topography*

The plan drawing must show the existing topography with contour intervals no greater than 5 feet.

3. *Proposed Lot and Boundary Outline*

The proposed lot number and area must be shown with street and other dedications identified including sites for public uses, rights-of-way and easements. The boundary outline of the property must be surveyed and have bearings referenced to the Maryland Coordinate System, except as otherwise permitted in Section 50.4.1.B.7.a of Chapter 50.

4. *Location and Plan Information for Existing Street*

The plan must show existing dedicated frontage street with proper street name. It must also show proposed street dedications based on centerline of construction and opposite side of the right-of-way. Rustic roads must be clearly identified on the plan in accordance with the rustic roads law (Article 8: Sections 49-76 through 49-80 of the Montgomery County Code).

5. *Areas of Forest Conservation and Open Space, and Conceptual Stormwater Management*

The plan drawing must show all open space and forest conservation areas, and provide conceptual locations and types of stormwater management facilities. Proposed forest conservation areas should delineate both retention areas and proposed forest planting areas. Forest conservation areas must not extend into any PUEs.

6. *Conceptual Grading/Limits of Disturbance*

The drawing must show the conceptual grading and limits of disturbance for proposed house.

7. *Location, Names and Other Plan Information for Adjacent Subdivisions*

The plan drawing must show and identify adjacent subdivisions including lot, block and record plat numbers for immediately adjoining subdivided land and parcel numbers for adjoining unsubdivided land. The plan must also show all existing structures within 100’ on adjoining properties and within 300’ on adjoining properties with road frontages.

8. *Existing and Proposed Utilities*

Show all existing and proposed utilities on the plan drawing with necessary easements. Public utility easements (PUEs) must be located parallel to and contiguous with all public and private streets in non-urban locations.

9. *Existing/Proposed Wells and Septic Areas Both Onsite and Within 100’ of the Property*

Lots in areas where individual wells and septic systems are to be installed must show the following information:

- a. The proposed location of three water wells for each lot. Where there are existing wells on the property or on adjoining lots within 100 feet, they must also be shown. A circular area with a radius of 100 feet around each existing and proposed well must be shown to denote clear space in which no final sewage system is to be located.
- b. The “usable area” for sewage disposal must be situated beyond the 100-foot radius, down grade from any proposed house location and must be entirely in virgin soil. Any existing sewage disposal systems on the property or on adjoining lots with 100 feet must also be shown.
- c. All proposed wells and septic systems must be located outside of proposed street rights-of-way and related slope easements.

10. Plan Notes

Plan notes must include the following: zoning, tract size, watershed, and any special taxing district or municipality, if applicable. Identify the public utility companies that will provide services for the proposed lot. For properties being developed under a previous zone, show both the current and former zones and include the applicable provisions of the County Code that allow the former zoning.

11. Data Tables

Data tables must be included showing required/provided zoning standards, types and amounts of proposed uses, and total number of units and/or square footage (existing and proposed).

**TYPE IV**

- Lot line adjustment between adjoining lots for detached houses in a residential or AR zone, that is greater than 5 percent of the combined area of the lots affected.
- Administrative Subdivision Plan involving a Board abandonment of an existing unused public right-of-way and consolidation with an existing adjoining lot(s).

The drawing must include:

1. Standard Drawing Components

Refer to [list above](#).

2. Proposed Lots and Boundary Outline

The proposed lot numbers and areas must be shown with street and other dedications identified including sites for public uses, rights-of-way and easements. The boundary outline of the property must be surveyed and have bearings referenced to the Maryland Coordinate System, except as otherwise permitted in Section 50.4.1.B.7.a of Chapter 50.

3. Location and Plan Information for Existing Street

The plan must show existing dedicated frontage street with proper street name. It must also show proposed street dedications based on centerline of construction and opposite side of the right-of-way. Rustic roads must be clearly identified on the plan in accordance with the rustic roads law (Article 8: Sections 49-76 through 49-80 of the Montgomery County Code).

4. Existing Conditions

Clearly identify existing building footprints and setback dimensions. Show all existing easements.

5. Existing Wells or Septic Areas

Locations of any existing wells or septic areas must be shown.

6. Plan Notes and Data

Notes must include tract size and zoning, and any special taxing district or municipality. Data table must show zoning standards for the proposed lot(s).

**Forest Conservation Plan Drawing | Vector PDF (individual pages) | 10-FCP-620XXXXXX-00X**

Unless there is a confirmed Forest Conservation Exemption for the project, the applicant must submit at least a Preliminary Forest Conservation Plan (PFCP) that complies with the Forest Conservation [Law](#) and [Regulations](#), and pay the appropriate fee. The PFCP must be prepared and certified by a qualified professional as defined in the regulations. The PFCP must show forest and tree retention areas and acreage, and afforestation or reforestation planting areas. The forest conservation worksheet must reflect the area reserved for planting and retention on the proposed FCP.

The Forest Conservation Drawing contains the following elements:

1. *Standard Drawing Components*

Refer to [list above](#).

2. *Forest Conservation Plan Notes*

Plan notes should include the zoning, watershed, and whether the site is in a Special Protection Area or Primary Management Area.

3. *Developer/Property Owner's Certificate*

For a Final Forest Conservation Plan, the plan drawing must include a developer/property owner's certificate indicating that the developer/owner will execute all features of the approved Plan including tree protection, forest and tree planting, maintenance and management of planted areas, and other applicable requirements. Download the [Forest Conservation Developer's Certificate Template](#). The Developer's Certificate should not be signed until requested at the end of Intake.

4. *Additional FCP Information*

The following items are required on a Forest Conservation Plan. Include all items from Group 1 and label the plan as a "Preliminary Forest Conservation Plan"; items in Group 2 can be provided on the "Final Forest Conservation Plan" drawing submitted for approval before an application for record plat is filed.

*Group 1*

- a. The shape and dimension of lots, showing locations of existing structures and improvements including paved areas.
- b. Locations and dimensions of all existing and proposed rights-of-way (ROWs), setbacks, easements, stockpile areas, and stormwater management facilities. Road and utility ROWs which will not be improved as part of the development application must be identified.
- c. Location of building restriction lines and areas to be conserved, including floodplains, wetlands, and stream buffers.
- d. Conceptual locations of proposed structures and improvements, drainage systems, and sediment control measures.
- e. Proposed locations of afforestation and reforestation, including acreage, if required.
- f. Forest Conservation Data Table. Download [Data Table template](#). For forest conservation land use categories & thresholds use this [reference document](#).
- g. Forest Conservation Worksheet showing calculation of forest conservation requirements. Download the [Worksheet template](#).

*Group 2*

- h. Final grading plans which include building locations and footprints, retaining walls, road and parking layout, sidewalks and pathways, and location of recreation facilities.
- i. A limit of disturbance line that reflects the limits of all clearing and grading on the tract, and the location of sediment and erosion control devices.
- j. Survey of trees 24 inches and greater at 4.5 feet over ground for 50 feet on either side of the LOD, and delineation of their critical root zones. A survey of other trees may be necessary to determine the feasibility of proposed retention areas.
- k. Identification of retention areas including forest, tree stands and other individual trees to be saved, including acreage.
- l. A protection plan which shows:
  - o Location of temporary and permanent protection devices which must be installed if clearing, grading, or construction occurs within 50 feet of a retention boundary area
  - o Stockpile areas and borrow pits
  - o Specifications and details for protection devices, including [root pruning](#) and [tree protection](#) details.
  - o A narrative of stress reduction or other measures which are needed for specific trees
  - o A [field inspection schedule](#) pursuant to Section 22A.00.01.10 of the Regulations.
- m. An afforestation/reforestation planting plan, if required, which contains:
  - o Location and acreage of areas to be planted
  - o An analysis of the suitability of the site for planting and a description of necessary methods

- o A list of target tree and shrub species, chosen based on analysis of site conditions, which can be used for site planting
- o A plant materials table including size and quantities of plants to be installed
- o Planting and inspection schedule
- o [Forest conservation sequence of events](#)
- o If the project requires an SPA Water Quality Plan where forest planting is also required, locations of and planting schedule for accelerated forest planting must be displayed.
- o A maintenance plan which includes provisions for necessary watering, control of competing vegetation, protection from disease, pests, and mechanical injury, and reinforcement planting if plant survival falls below the requirements of the subsection 22A.00.01.08E(3)(c) of the Regulations.
- o Planting area protection measures (at a minimum, fencing and deer control)
- n. Permanent protection easement boundaries, including acreage.

5. *Post-Approval Documents*

The following documents must be uploaded with the certified plan set after the plan has been approved. They are not required for initial submission. See [this section](#) for information on naming these files for ePlans.

- a. Maintenance and Management agreement. See [onsite](#) and [offsite](#) agreement examples
- b. If offsite location is required, all the items under 4 above, plus a map of the proposed planting site showing location, soils, and environmental features which are priority planting areas as stated in Section 22A.00.01.08E(2) of the Regulations.
- c. [Calculations for the fee-in-lieu](#) of reforestation or afforestation, where appropriate
- d. Calculations for financial security which is to be provided in an amount equal to the estimated cost for the required planting and maintenance, or equal to the fee-in-lieu for the area to be planted and the proposed financial instrument ([Performance Bond](#) or [Letter of Credit](#)). [This document](#) provides more information on security bonds.
- e. Long-term protection agreement, where appropriate. See Section 22A.00.01.15 of the Regulations.
- f. [Certificate of compliance](#), recorded in the Montgomery County land records, for the purchase of credits from an established forest mitigation bank.

**Required Supporting Functional Information/Drawings**

**Tree Save Plan Drawing | Vector PDF (individual pages) | 10-TSP-620XXXXXX-00X**

A tree save plan is required if a development is exempt from forest conservation requirements but involves clearing of a specimen or champion tree. Tree save plans are also required to establish limits of disturbance on forested properties for which exemptions are being requested and minimum forest clearing requirements apply.

Tree save plans include the following components:

1. *Standard Drawing Components*

Refer to [list above](#).

2. *Additional Tree Save Plan Items*

The plan should also include:

- a. Scaled drawing showing: proposed limits of disturbance, existing forest boundaries, and proposed forest clearing boundaries
- b. Location and critical root zone of individual specimen or champion trees (see [Trees Technical Manual](#) for size criteria) within 50 feet on either side of the proposed limits of disturbance
- c. Species, size, condition, and proposed status (preserve or remove) of each specimen or champion tree
- d. Tree protection fencing, including specifications, along the forest clearing boundaries and around individual trees to be saved (at a minimum, fencing should be located at the outside edge of the tree canopy for trees to be saved; actual location of fencing is determined with the M-NCPPC Inspector at the pre-construction meeting).
- e. Specific tree protection measures (i.e., retaining walls, tree wells, aeration systems, root pruning, etc.), as necessary, for individual specimen or champion trees.
- f. [Forest conservation sequence of events](#).

NOTE: Where specimen or champion trees are required to be preserved, M-NCPPC staff may request surveyed location of the trees, and recommendations for tree protection measures from a certified arborist.

**Approved NRI/FSD or Exemption Plan | PDF | 11-NRI-420XXXXX(O/E)**

The approved Natural Resources Inventory/Forest Stand Delineation (NRI/FSD) or confirmed Forest Conservation Exemption plan. Use “E” at the end of the filename for an Exemption plan. Upload multi-page NRI/FSDs as a single document.

**Forest Conservation Plan Exemption Letter | PDF | 11-FCPEX-420XXXXXE**

Where applicable, a letter from Planning staff confirming that a property is exempt from forest conservation requirements may be submitted in lieu of the Forest Conservation Plan. This exemption must be obtained prior to the acceptance of an administrative subdivision application.

**Stormwater Management Concept Plan | Vector PDF (individual pages) | 12-SWM-620XXXXXX-00X**

If new buildings or impervious surfaces are proposed as part of the application, the submittal must include the proposed or approved Stormwater Management (SWM) concept and associated computations. Prior to filing the application, the SWM concept must be submitted to MCDPS with their review fee and a copy of the approved NRI/FSD. For Water Quality Plans, use -WQP- instead of -SWM-.

**Stormwater Management Approval Letter | PDF | 12-SWML-620XXXXXX**

If MCDPS-Water Resources has approved the SWM, a copy of the signed letter should be submitted with the application. For Water Quality Plans, use -WQPL- instead of -SWML-.

**Stormwater Management Concept Receipt | PDF | 12-SWMR-620XXXXXX**

A copy of the SWM application form, which has been date stamped and accepted for processing by MCDPS, and includes their assigned plan number, must be included in the application.

**Fire Department Access Plan Drawing | Vector PDF (individual pages) | 13-FDA-620XXXXXX-00X**

If new development is proposed as part of the plan, provide an FDA access plan of the development site including the following:

1. *Standard Drawing Components*

Refer to [list above](#). although neither an Engineer’s nor a Developer’s Certificate is required on FDA drawings.

2. *Proposed Access Route(s)*

Display proposed access route to all buildings for fire and rescue vehicles using the following standards:

- a. All premises which are not readily accessible from public roads shall be provided with suitable gates, access roads and fire lanes so that all buildings on the premises are accessible to fire apparatus.
- b. Private roads or fire lanes shall be provided for all buildings which are set back more than 150 feet from a public road or exceed 30 feet in height and are set back over 50 feet from a public road.
- c. Private roads or fire lanes shall be at least 20 feet in width with the road edge closest to the building at least 10 feet from the building and the road edge away from the building no more than 40 feet from the building. Any dead-end road more than 300 feet long shall be provided with a turn-around at the closed end at least 90 feet in diameter or as otherwise approved by the Fire Department.
- d. When buildings or any portion thereof are located 150 feet or more from a public street or access way and there is not suitable access for fire equipment as determined by the director, there shall be provided approved fire protection system or systems as required and approved by the director.
- e. All buildings, parts of buildings, or other obstructions extending over access driveways shall have not less than 12 feet vertical clearance from the finished driveway surface.
- f. Where approved fire protection systems are provided, the above required clearances may be modified or waived.
- g. When any portion of the first story of any building is more than 300 feet from a public street, or access way, one of the following shall be provided:
  - o The entire building shall be protected with an automatic fire extinguishing system, or
  - o The building shall be made accessible for fire motor vehicle apparatus by an all-weather access way approved by the director.

3. *Water Supply*

The locations of hydrants or other fire department-compliant water supply.

4. *Access Doors*

The location of main side-hinged doors.

#### 5. Road Pavement

Dimensions and turning radii of existing and proposed access roads must be shown on the plan drawing, including the dimension from the edge of the pavement of the access route to the main side-hinged door of structures.

#### **Storm Drain Analysis Drawing | Vector PDF (individual pages) | 14-SD-620XXXXXX-00X**

Every administrative subdivision application that proposes new buildings or roads must include copies of a storm drainage plan submitted in accordance with County standards and MCDOT requirements. The storm drainage plan must show the upstream watershed (including the size of the watershed), the capacity of the downstream public storm drain system, and the impact of any additional runoff to the system generated by the proposed development. For downstream systems in closed section roadways, include spread computations in the analyses. A conceptual plan for the proposed storm drain system must also be included, especially on lower elevation cul-de-sacs for MCDOT review. The storm drain plan may be combined with the SWM concept plan, using the rational method of analysis for both MCDPS and MCDOT.

#### **Storm Drain Analysis Calculations | PDF or Microsoft Word File | 14-SDCAL-620XXXXXX**

(if provided separately)

If you want to submit your calculations as a separate document, this is the way you would name your file.

#### **DOT Receipt | PDF | 16-DOT-620XXXXXX**

Submit a copy of the signed [MCDOT Application Form](#) to verify payment of required review fees to MCDOT. Written verification from MCDOT is needed if an applicant believes an MCDOT review is not needed.

#### **Transportation Impact Analysis**

An administrative subdivision plan application that proposes new development must address the specific requirements of the County's Subdivision Staging Policy and associated Local Area Transportation Review (LATR) guidelines regarding transportation impacts and intersection capacity. These requirements vary depending upon the proposed plan, and applicants should meet with M-NCPPC Area Team transportation review staff and consult the Local Area Transportation Review (LATR) guidelines before submitting an application.

#### **Transportation Study Exemption Statement | PDF | 16-TE-120XXXXXX**

A transportation study exemption statement is submitted only when an application is exempt from LATR requirements. All other applications must submit a Transportation Impact Study. The transportation study exemption statement must show that the number of peak hour person trips generated by the project's proposed land use is fewer than 50 total trips or that for a redevelopment, the proposed land use change generates no net increase in person trips.

#### **Transportation Impact Study | PDF | 16-TS-120XXXXXX**

If a transportation study is needed, applicants must fill out and submit a transportation impact analysis [Traffic Study Scoping Form](#) and submit it to an M-NCPPC Area Team transportation reviewer before application submittal to determine the specific requirements for each case.

#### **Circulation, Queuing and Traffic Signal Warrant Analyses**

In certain situations, additional traffic analyses may be required in addition to, or instead of, the items above.

- a. A traffic circulation study may be required for proposed commercial/office developments, as well as, certain institutional, church, and private school uses that generate more than 20 weekday peak hour vehicle trips.
- b. A queuing analysis may be required for certain existing intersections that are known to have problems, and when intersections shown on the plan do not meet minimum spacing requirements.
- c. Traffic signal warrant analyses may also be required for existing or proposed un-signalized intersections affected, or created by the application, and in some cases staff may request a plan for traffic calming measures.

#### **Sight Distance Evaluation Form | PDF | 17-SIGHT-620XXXXXX**

If new development is proposed, a complete sight distance evaluation certification form must be submitted for all existing and proposed streets and driveways that connect with existing county or state streets. Use the MCDOT form for public and private county roads, and for state roads use AASHTO standards and submit to the State Highway Administration (SHA). Applicants can submit just the forms, or can submit drawings of the intersections with the forms inserted in the drawings.

#### **WSSC Receipt | PDF | 18-WSSC-620XXXXXX**

A copy of a receipt for a government referral review from WSSC must be uploaded for all Type II administrative subdivision plans. The administrative subdivision plan number must be included on the receipt. Written verification is needed from WSSC if an applicant believes a WSSC review is not needed.

## Supplemental Drawings & Documents (required if applicable)

### Potential Items

#### **Landscape and Lighting Plan Drawing | Vector PDF (individual pages) | 08-LL-620XXXXXX-00X**

For administrative subdivision plans requiring a landscape and lighting plan, submit a plan of the development site drawn at 1"=30' scale displaying the following items.

1. *Standard Drawing Components*

Refer to [list above](#).

2. *Landscaping Details*

Landscaping details must include all man-made features and the location, height or caliper, and species of all plant materials. The following must be included:

- a. Site details: boundary, topo, property lines, existing and proposed features, limits of disturbance, etc.
- b. Location of all plantings (trees, shrubs, groundcover), including street trees in the right-of-way
- c. Key map/identification (references)
- d. Plant schedule indicating botanical and common names, quantities, plant size, and planting techniques
- e. Planting details
- f. Existing natural features
- g. Amenities proposed associated with the landscape plan (specialty paving/details, fencing, walls, recreation facilities/details, site furniture including benches, trash receptacles, bike racks, art work/details, etc.)
- h. Planting specifications.

3. *Lighting Details*

Exterior lighting details must include all parking areas, driveways, and pedestrian ways. These must include height, number and type of fixtures and a diagram with specifications showing their light distribution characteristics. The following must be included:

- a. Site details: boundary, topo, property lines, existing and proposed features, etc.
- b. Location of all light fixtures
- c. Key map/identification (references)
- d. Details of the light fixtures proposed (including any shields, heights of fixtures, poles and base). Proposed fixtures to conform to IESNA (Illuminating Engineering Standards of North America) standards for either residential or commercial development
- e. Lighting summary and schedule of fixtures
- f. Plan of foot-candle levels proposed.

4. *Developer's Certificate*

The plan drawing must include a developer/property owner's certificate indicating that the developer/owner will execute all features of the approved Plan. Download [certificate template](#). The certificate should not be signed until the plan has been approved.

#### **Justification for Tree Variance | PDF or Microsoft Word File | 10-VAR-620XXXXXX**

If required, a variance request must be submitted with the initial forest conservation plan submission. A variance is required for properties that propose to remove any:

- a. tree 30 inches and greater in diameter at breast height (dbh)
- b. tree with a dbh equal to or greater than 75% of the current state champion
- c. tree designated as the county champion tree
- d. tree that is part of a historic site or associated with a historic structure
- e. tree, shrub or plant identified on the list of rare, threatened and endangered list of the U.S. Fish and Wildlife Service or the Maryland Department of Natural Resources

All forest conservation plans requiring a variance must request the variance in writing. The applicant must demonstrate that enforcement would result in unwarranted hardship.

The variance requests must include narrative discussion on the following:

- a. describe the special conditions peculiar to the property which would cause the unwarranted hardship

- b. describe how enforcement of these rules will deprive the landowner of rights commonly enjoyed by others in similar areas
- c. verify that State water quality standards will not be violated or that a measurable degradation in water quality will not occur as a result of the granting of the variance
- d. provide any other information appropriate to support the request

**Stormwater Management Plan Exemption Letter | PDF (individual pages) | 12-SWMEX-620XXXXXX**

If MCDPS-Water Resources has determined that the project qualifies for an exemption from submitting a stormwater management plan, a copy of their signed letter must be submitted with the plan application in lieu of a SWM concept drawing.

**SPA Water Quality Plan: Impervious Surface Drawing | Vector PDF (individual pages) | 12-IMP-620XXXXXX-00X**

The following items should be included in a Special Protection Area (SPA) Water Quality Plan:

- a. Impervious surface plan drawing that includes detailed listing of existing/proposed impervious surfaces by type.
- b. Watershed boundaries
- c. Drainage area boundaries
- d. Stormwater management facilities

See the [County's SPA website](#), the [Planning Department's SPA website](#), or [Section 19-67 of the County Code Regulations](#) for additional information. Upload the main WQP in place of the SWM files using the 12- prefix.

**Other Water Quality Plan-Related Materials | PDF or Microsoft Word File | 12-OWQP-620XXXXXX**

The following items should be included in an uploaded document:

- a. Applicant's pre-application meeting summary approved by DPS
- b. Narrative of proposed water quality plan
- c. Stormwater Management calculations

**Concept Sediment Control Plan | Vector PDF (individual pages) | 15-SED-620XXXXXX-00X**

Submit a copy of the plan submitted to MCDPS. This will be required if submitting an SPA Water Quality Plan.

**Road Grades (Tentative Street Profiles) | Vector PDF (individual pages) | 21-RG-620XXXXXX**

An administrative subdivision plan application that includes the creation of a new street must include tentative street profiles showing percentage of tangent grades, length of crest and sag vertical curves (with elevations) and elevations of all intersecting streets.

**Existing Record Plat Drawings | PDF | 22-PLAT-620XXXXXX**

All applications that involve the resubdivision of existing lots must include copies of the record plat(s) for the existing subdivision(s) containing the lots.

**Legal Document (legal restrictions, deeds, easements, etc.) | PDF | 25-LEGAL-120XXXXXX**

The applicant must disclose any known legal restrictions on the property covered by the application that are not shown on the plan drawing by including whatever information is necessary.



## **Previous Approvals**

### **Board of Appeals Opinion | PDF | 30-BOAOP-XXXXX (use previous plan number)**

For properties that have an approved conditional use/special exception, upload any applicable Planning Board resolution or opinion, Board of Appeals opinion, County Council resolution, etc. approving the plan.

### **Approved Conditional Use/Special Exception Plan | PDF | 30-(CU/SE)-XXXXX (use previous plan number)**

The plan drawing included in the Hearing Examiner's report showing boundaries, dimensions, area, topography and frontage of the property included in the conditional use/special exception, as well as the location and dimensions of all structures existing and proposed to be erected, and the distances of such structures from the nearest property lines. Do not upload as individual pages.

### **Council Zoning Resolutions | PDF | 30-ZONRES-XXXXX (use zoning case number)**

For properties that have approved zoning development plans, diagrammatic plans, or schematic development plans, upload any applicable Planning Board transmittal recommendation and any Hearing Examiner or County Council resolutions approving the plan.

### **Zoning Plan | PDF | 30-ZON-XXXXX (use zoning case number)**

If a property is subject to District Council approval for a Local Map Amendment, the proposed plan must be consistent with the approved and signed development plan, diagrammatic plan, or schematic development plan. A copy of the approved zoning plan must be submitted with the plan application. Do not upload as individual pages.

### **Planning Board Resolution or Staff Approval Memo | PDF | 30-PBRES-X20XXXXXX (use previous plan number)**

Enter file numbers for properties that have a previous approval (project plan, sketch plan, pre-application, preliminary, and/or site) from the Planning Board or Planning Department staff into the Dynamic Portal Online Application form. Upload any applicable resolution/opinion or administrative approval memorandum, including FCP approvals. If more than one plan type applies, save each according to their plan number. Upload all resolutions that still apply. If more than one approval document applies to the same plan number because of an FCP, append "-FCP" to the end of the filename for a Final FCP, or "-PFCP" for a preliminary forest conservation plan.

### **Planning Board or Staff Approved Plan(s) | PDF | 30-PB-X20XXXXXX (use previous plan number)**

Upload a copy of all plans previously approved by the Planning Board or approved administratively by Planning Department staff. If more than one plan type applies, save each according to their plan number. Large plan sets can be broken into separate pieces, and FCPs should always be uploaded as separate documents; append "-PRELIM", "-SITE", "-LL", "-ARCH", "-PFCP", "-FCP", or "-TSP" after the plan number as appropriate. Do not upload as individual pages.

## Additional Items

### **Additional Item | Appropriate file type | 32- -620XXXXXX**

(For file name, use descriptor code of choosing, suitable for the additional item(s) you wish to submit. Example: Noise Study could be 32-NOISE-120XXXXXX; owner authorization could be 32-AUTH-120XXXXXX)

The applicant may provide additional files to staff as required by specific applications, or after a plan is accepted and moves into the plan review stage. This could include noise studies, photographs, renderings, other exhibits, and minutes from meetings other than the applicant's pre-submission meeting.

## Other Submittal Items

### **At Conclusion of Intake Review**

#### **Verification of Sign Posting | PDF | 06-POST-620XXXXXX**

(Note: this is not due until initial review of the application has been completed. You will be notified by Intake staff when the draft sign and sign location drawing have been approved for posting.)

The applicant must post one or more signs at the development site indicating that an application for a plan or amendment thereto, has been filed. See [Sign Posting Procedures](#).

The applicant must submit the following items with the final application to verify that site posting has been done:

- a. A notarized affidavit signed by the applicant attesting to the location of all posted signs and the date they were posted.
- b. The sign location drawing approved during intake.
- c. Date-stamped photographs showing the posted signs.

### **At Any Point in the Process**

#### **Updated Application Information | PDF | 31-UPDATE-620XXXXXX**

After a plan is accepted and moves into the plan review stage, major changes, either agreed upon in discussions with staff or in response to agency review comments may occur. If critical information originally entered through the Dynamic Portal needs to change, a plan revision is required. Critical information includes changes in acreage; number of lots or units; type of use or units proposed; a change in ownership, applicant or engineer; or method of development proposed. The applicant must prepare a letter and/or traditional application form highlighting all changes and after discussion with lead reviewer upload it to ePlans.

### **With Certified Plan**

The following items may be needed as part of the certified plan set. When the item is specific to an FCP requirement, add "-FCP" to the end of the filename as specified below.

#### **Surety Maintenance Agreement | PDF or Microsoft Word | 33-MAINT-620XXXXXX(-FCP)**

Draft or final copy of the [Surety Maintenance Agreement](#). (For FCP: [onsite](#) and [offsite](#))

#### **Performance Bond/Letter of Credit | PDF or Microsoft Word | 34-(BOND/LOC)-620XXXXXX(-FCP)**

Draft or final copy of the [Performance Bond](#). (For FCP: [Bond](#) or [Letter of Credit](#))

#### **Cost Estimate | PDF or Microsoft Word | 35-EST-620XXXXXX(-FCP)**

Draft or final copy of the [Cost Estimate](#).

#### **Forest Bank Certificate of Compliance | PDF or Microsoft Word | 36-FBCOC-620XXXXXX**

Draft or final copy of the [Forest Conservation Bank Certificate of Compliance](#).

## Minor Amendment Submittal Item Details

The redlined versions of the plan drawings should be drawn on top of the previously approved plans. Only highlight the plan elements that have changed—do not redline previous approval stamps, developer’s certificates, or other administrative plan details. Changes to figures in tables should be redlined by crossing out the old figure and writing the new one next to it in red. Only provide redlined drawings for sheets that have changed with this amendment.

The black and white versions of the plan drawings show the final plan drawings without change clouds. Include numbered change triangles near amended areas to reference a numbered list of items on that page describing what has changed.

### **Plan Submittal Requirements Checklist | PDF | 00-CHKLIST-620XXXXXX**

All minor amendments require a submittal requirements checklist prepared by and signed by an Area Team supervisor indicating the items that must be submitted with the application and whether the plan will have a DRC review. If the plan is being submitted more than 90 days after it has been signed, the applicant must request a new checklist from the Area Team supervisor.

### **Minutes from Meetings with M-NCPPC Staff | PDF or Microsoft Word File | 05-MINUTES-620XXXXXX**

For amendment applications, upload relevant meeting minutes, notes, or emails from any pre-submission meetings held with Planning Department staff.

### **Administrative Subdivision Plan Drawing | Vector PDF (individual pages) | 07-BADSUB-120XXXXXX-00X (Black & White)**

The approved Administrative Subdivision Plan drawing modified, as appropriate, for the specific amendment as a final version without highlighted changes.

### **Administrative Subdivision Plan Drawing | PDF (individual pages) | 07-RADSUB-620XXXXXX-00X (Redlined)**

The approved Administrative Subdivision Plan drawing modified, as appropriate, for the specific amendment. Redline those modifications in order to highlight them in the drawing.

### **Landscape & Lighting Plan Drawing | Vector PDF (individual pages) | 08-BLL-620XXXXXX-00X (Black & White)**

If required with the Administrative Subdivision Plan, the approved Landscape and Lighting Plan Drawing modified, as appropriate, for the specific amendment as a final version.

### **Landscape and Lighting Plan Drawing | PDF (individual pages) | 08-RLL-620XXXXXX-00X (Redlined)**

If required with the Administrative Subdivision Plan, the previously approved Landscape and Lighting Plan Drawing modified, as appropriate, for the specific amendment. Redline those modifications in order to highlight them in the drawing.

### **Forest Conservation Plan Drawing | Vector PDF (individual pages) | 10-BFCP-620XXXXXX-00X (Black & White)**

The approved Forest Conservation Plan drawing modified, as appropriate, for the specific amendment as a final version without highlighted changes. If an amendment does not include all of the previous plan’s lots, a new Forest Conservation Plan drawing of just the effected lot(s) needs to be submitted.

### **Forest Conservation Plan Drawing | PDF (individual pages) | 10-RFCP-620XXXXXX-00X (Redlined)**

The approved Forest Conservation Plan drawing modified, as appropriate, for the specific amendment. Redline those modifications in order to highlight them in the drawing. If an amendment does not include all of the previous plan’s lots, a new Forest Conservation Plan drawing of just the effected lot(s) needs to be submitted.