



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



# Concept Plan

## Application Upload Checklist & Submission Requirements



### Application Upload Checklist for New Plans

The following items are required for Concept Plan submission. 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            |
|---|-------------------------------|---------------------|
| <b>Stage I</b>  |                               |                     |
| <b>Required Documents/Drawings</b>                    |                               |                     |
| <a href="#">Concept Plan Narrative</a>                | PDF or Microsoft Word         | 01-DESC-520XXXXXX   |
| <a href="#">Existing Condition Drawing</a>            | Vector PDF                    | 02-EXIST-520XXXXXX  |
| <a href="#">Proposed Concept Plan Drawing</a>         | Vector PDF (individual pages) | 03-PCNCPT-520XXXXXX |
| <b>Stage II</b>                                       |                               |                     |
| <b>Required Documents/Drawings</b>                    |                               |                     |
| <a href="#">Environmental Design Narrative</a>        | PDF or Microsoft Word         | 04-DESC-520XXXXXX   |
| <a href="#">Stormwater Management Narrative</a>       | PDF or Microsoft Word         | 04-SWM-520XXXXXX    |
| <a href="#">Forest Conservation Narrative</a>         | PDF or Microsoft Word         | 04-FC-520XXXXXX     |
| <a href="#">Concept Plan Drawing</a>                  | Vector PDF (individual pages) | 05-CNCPT-520XXXXXX  |
| <b>Potential Documents/Drawings</b>                   |                               |                     |
| <a href="#">Master Plan Guideline Acknowledgement</a> | PDF or Microsoft Word         | 06-MSTR-520XXXXXX   |
| <a href="#">Waivers/Design Exceptions</a>             | PDF or Microsoft Word         | 07-WAIVR-520XXXXXX  |
| <a href="#">Additional Item</a>                       | As appropriate                | 08- -520XXXXXX*     |

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

## 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:

- 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.
- 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.
- 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.
- Plan Notes*

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

All symbology must be included in a legend.
- 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.
- 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. The plan preparer should not sign the drawings until requested at the end of intake.

## Required Documents and Drawings

### Stage I

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

##### **Concept Plan Narrative | PDF or Microsoft Word File | 01-DESC-520XXXXXX**

A written narrative explaining the existing site conditions, zoning, and the proposed development.

##### **Existing Conditions Drawing | Vector PDF (individual pages) | 02-EXIST-520XXXXXX-00X**

The following information must be included on the Existing Conditions plan drawing:

1. *Standard Drawing Components*  
Refer to [list above](#).
2. *Property Lines*
3. *Labeled Public and Private Streets & Alleys*
4. *Easements & Utility lines*
5. *Floodplain Delineation, Stormwater Management Facilities & Environmental Buffers*
6. *Steep Slopes & Erodible Soils*
7. *Tree & Forest Canopy*
8. *Historical Resources*
9. *Water & Sewer Category*

##### **Proposed Concept Plan Drawing | Vector PDF (individual pages) | 03-CNCPT-520XXXXXX-00X**

The Proposed Concept plan drawing contains the following elements:

1. *Standard Drawing Components*  
Refer to [list above](#).
2. *Building Footprints*
3. *Proposed Uses & locations of uses in buildings*
4. *Tabulations: Density (FAR, Gross Sq. Ft., Building Height, Number of Units, Building Setbacks, Open Space & Parking)*
5. *Public and Private Streets & Alleys*
6. *Driveways, parking areas, access aisles, and site entrances for loading & parking*
7. *Open Space (configuration & design)*
8. *Proposed Site Features (e.i. retaining walls, steep slopes, public art location, stormwater management facilities, etc.)*

### Stage II

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

##### **Environmental Design Narrative | PDF or Microsoft Word File | 04-DESC-520XXXXXX**

A written narrative describing the environmentally sensitive site design, green building and/or low impact development techniques considered in the proposal.

##### **Stormwater Management Narrative | PDF or Microsoft Word File | 04-SWM-520XXXXXX**

A written narrative describing how the project will comply with the stormwater management requirements of Chapter 19 of the County Code.

##### **Forest Conservation Narrative | PDF or Microsoft Word File | 04-FC-520XXXXXX**

A written narrative describing how the project will comply with the forest conservation requirements of Chapter 22A of the County Code.

##### **Concept Plan Drawing | Vector PDF (individual pages) | 05-CNCPT-520XXXXXX-00X**

The Proposed Concept plan drawing contains the following elements:

1. *Standard Drawing Components*  
Refer to [list above](#).



2. *Building Footprints*
3. *Proposed Uses & locations of uses in buildings*
4. *Tabulations: Density (FAR, Gross Sq. Ft., Building Height, Number of Units, Building Setbacks, Open Space & Parking)*
5. *Transportation:*
  - Proposed intersections and/or driveways on existing public roads
  - Public and Private Streets & Alleys labeled
  - Driveways, parking areas, access aisles, and site entrances for loading & parking
  - Total parking spaces (including handicap),
  - Loading space (number and dimensions required under the zoning ordinance)
  - Circulation patterns and lane widths
  - Full right-of-way on both sides of the street
  - Emergency vehicle access to site and buildings
6. *Open Space (configuration & design & existing and proposed trip generation (using LTAR guidelines))*
  - Proposed Site Features (e.i. retaining walls, steep slopes, public art location, stormwater management facilities, etc.)
7. *Building Footprints*
8. *Tabulations: Density (FAR, Gross Sq. Ft., Building Height, Number of Units, Building Setbacks, Open Space & Parking)*
9. *Proposed Site Features (e.i. retaining walls, steep slopes, public art location, stormwater management facilities, etc.)*
10. *Environmental*
  - Preliminary limits of disturbance

**Master Plan Guideline Acknowledgment | PDF or Microsoft Word File | 04-FC-520XXXXXX**

A written statement acknowledging that the concept plan is applicable to the master plan design guidelines.

**Waiver/Design Exception | PDF or Microsoft Word File | 04-FC-520XXXXXX**

The application form asks the applicant to identify any waivers of zoning and subdivision standards/regulations that are necessary for the plan to be approved as proposed. The applicant must submit a separate sheet, attached to the application, which specifically identifies 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 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, a copy of the Board of Appeals application must be submitted with the submission.