



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



# Preliminary Plan

## Application Upload Checklist & Submission Requirements

## Application Upload Checklist for New Plans and Major Amendments

The following items are required for Preliminary 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
<b>Required Documents and Drawings</b>		
<b>General Information</b>		
<a href="#">Statement of Justification</a>	PDF or Microsoft Word	01-SOJ-120XXXXXX
<a href="#">Certificate of Compliance</a>	PDF	02-COC-120XXXXXX
<b>Outreach Information</b>		
<a href="#">Notice List</a>	PDF, Microsoft Word, or Excel	03-NLIST-120XXXXXX
<a href="#">Application Notice Letter</a>	PDF or Microsoft Word	04-NLTR-120XXXXXX
<a href="#">Pre-submission Meeting Info</a>	PDF	05-PMTG-120XXXXXX
<a href="#">Sign Posting Information</a>	PDF	06-SIGN-120XXXXXX(-LOC)
<b>Required Plan Drawing(s)</b>		
<a href="#">Preliminary Plan Drawing</a>	Vector PDF (individual pages)	07-PREL-120XXXXXX-00X
<a href="#">Forest Conservation Plan Drawing</a>	Vector PDF (individual pages)	10-FCP-120XXXXXX-00X
<b>Required Supporting Functional Information/Drawings</b>		
<a href="#">Tree Save Plan Drawing</a>	Vector PDF (individual pages)	10-TSP-120XXXXXX-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)-120XXXXXX-00X
<a href="#">Stormwater Management Approval Letter</a>	PDF	12-(SWML/WQPL)-120XXXXXX
<a href="#">Stormwater Management Concept Receipt</a>	PDF	12-SWMR-120XXXXXX
<a href="#">Fire Department Access Plan Drawing</a>	Vector PDF (individual pages)	13-FDA-120XXXXXX-00X
<a href="#">Storm Drain Analysis Drawing/SD Calculations</a>	Vector PDF (individual pages)	14-SD(CAL)-120XXXXXX-00X
<a href="#">DOT Receipt</a>	PDF	16-DOT-120XXXXXX
<a href="#">Transportation Impact Study/Exemption Request</a>	PDF	16-TS(TES)-120XXXXXX
<a href="#">Sight Distance Evaluation Form</a>	PDF	17-SIGHT-120XXXXXX
<a href="#">WSSC Review Checklist &amp; Receipt</a>	PDF	18-WSSC-120XXXXXX
<a href="#">Color Coded Utility Plan (if provided separately)</a>	Vector PDF (individual pages)	19-UTIL-120XXXXXX-00X
<b>Supplemental Drawings &amp; Documents (required if applicable)</b>		
<b>Potential Items</b>		
<a href="#">Landscape and Lighting Plan Drawing</a>	Vector PDF (individual pages)	08-LL-120XXXXXX-00X
<a href="#">Justification for Tree Variance</a>	PDF or Microsoft Word	10-VAR-120XXXXXX
<a href="#">Stormwater Management Plan Exemption Letter</a>	PDF	12-SWMEX-120XXXXXX
<a href="#">SPA Water Quality Plan: Impervious Surface Drawing</a>	Vector PDF (individual pages)	12-IMP-120XXXXXX-00X
<a href="#">Other Water Quality Plan-Related Materials</a>	PDF or Microsoft Word	12-OWQP-120XXXXXX
<a href="#">Concept Sediment Control Plan</a>	Vector PDF (individual pages)	15-SED-120XXXXXX-00X
<a href="#">Draft Transportation Mitigation Agreement</a>	PDF or Microsoft Word	16-TMAG-120XXXXXX
<a href="#">Road Grades (Tentative Street Profiles)</a>	Vector PDF (individual pages)	21-RG-120XXXXXX
<a href="#">Existing Record Plat Drawings</a>	PDF	22-PLAT-120XXXXXX
<a href="#">School Site Grading Feasibility Study</a>	Vector PDF (individual pages)	23-SCHL-120XXXXXX-00X
<a href="#">Legal Document (legal restrictions, deeds, easements, etc.)</a>	PDF	24-LEGAL-120XXXXXX
<a href="#">Circulation Plan</a>	Vector PDF	25-CIRC-120XXXXXX
<a href="#">Noise Study</a>	PDF	32-NOISE-120XXXXXX
<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

Other Submittal Items	File Type	Filename
At Conclusion of Intake Review		
<a href="#">Verification of Sign Posting</a>	PDF	06-POST-120XXXXXX
At Any Point in the Process		
<a href="#">Updated Application Information</a>	PDF	31-UPDATE-120XXXXXX
<a href="#">Additional Item</a>	As appropriate	32- -120XXXXXX***
With Certified Plan		
<a href="#">Surety Maintenance Agreement</a>	PDF or Microsoft Word	33-MAINT-120XXXXXX(-FCP)
<a href="#">Performance Bond/Letter of Credit</a>	PDF or Microsoft Word	34-(BOND/LOC)-120XXXXXX(-FCP)
<a href="#">Cost Estimate</a>	PDF or Microsoft Word	35-EST-120XXXXXX(-FCP)
<a href="#">Forest Bank Certificate of Compliance</a>	PDF or Microsoft Word	36-FBCOC-120XXXXXX

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

## Minor Amendment Upload Checklist

There are three types of minor amendments that can be filed: Limited, Consent Agenda, and Administrative (FCPs only). Depending upon the type, submission requirements may change. *Before filing a minor plan amendment application, applicants must contact the supervisor of the applicable area team for a determination on type and submission materials.* Generally the submission materials include the following:

Minor Amendment Items	File Type	Filename
Required Documents and Drawings		
<b>General Information</b>		
<a href="#">Plan Submittal Requirements Checklist</a>	PDF	00-CHKLIST-120XXXXXX
<a href="#">Statement of Justification</a>	PDF	01-SOJ-120XXXXXX
<a href="#">Certificate of Compliance</a>	PDF	02-COC-120XXXXXX
<a href="#">Minutes from Meeting with M-NCPPC Staff</a>	PDF or Microsoft Word	05-MINUTES-120XXXXXX
<b>Outreach Information</b>		
<a href="#">Notice List</a>	PDF, Microsoft Word, or Excel	03-NLIST-120XXXXXX
<a href="#">Application Notice Letter</a>	PDF or Microsoft Word	04-NLTR-120XXXXXX
<a href="#">Sign Posting Information</a>	PDF	06-SIGN-120XXXXXX(-LOC)
<b>Amended Drawings</b>		
<a href="#">Preliminary Plan Drawing (Black &amp; White)</a>	Vector PDF (individual pages)	07-BPREL-120XXXXXX-00X
<a href="#">Preliminary Plan Drawing (Redlined)</a>	PDF (individual pages)	07-RPREL-120XXXXXX-00X
<a href="#">Landscape and Lighting Plan Drawing (Black &amp; White)</a>	Vector PDF (individual pages)	08-BLL-820XXXXXX-00X
<a href="#">Landscape and Lighting Plan Drawing (Redlined)</a>	PDF (individual pages)	08-RLL-820XXXXXX-00X
<a href="#">Forest Conservation Plan Drawing (Black &amp; White)</a>	Vector PDF (individual pages)	10-BFCP-120XXXXXX-00X
<a href="#">Forest Conservation Plan Drawing (Redlined)</a>	PDF (individual pages)	10-RFCP-120XXXXXX-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:

- 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). It is not necessary to create a box for the future 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.
- Sheet Borders*

Border lines around the edge of a plan drawing sheet, if used, must be a maximum of 1" from the left side of the sheet, and a maximum of ½" from all other sides.

## Required Documents and Drawings

### General Information

#### **Statement of Justification | PDF or Microsoft Word File | 01-SOJ-120XXXXXX**

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-120XXXXXX**

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-120XXXXXX**

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.

If the Notice List is 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. If uploading as a Word or PDF document, the labels must be formatted as "Avery 5160" mailing labels. 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-120XXXXXX**

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 one of the following templates based on the approval process you are taking:

- [Standard](#)
- [Limited Amendment](#)
- [Consent Agenda Amendment](#)
- [Director-Level Amendment \(FCPs only\)](#)

### Pre-submission Meeting Info | PDF | 05-PMTG-120XXXXXX

The applicant must conduct a pre-submission meeting as described in the [Administrative Procedures for Development Review](#) and submit the following items with the final application:

- a. An affidavit signed by the applicant attesting to the time, date and location of the meeting.
- b. A copy of the invitation letter and typed list of invitees.
- c. 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.
- d. A copy of the meeting minutes, including the name and contact information for the individual who prepared them.

### Sign Posting Information | PDF | 06-SIGN-120XXXXXX(-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)

#### Preliminary Plan Drawing | Vector PDF (individual pages) | 07-PREL-120XXXXXX-00X

The following information must be included on the preliminary plan drawing:

1. *Standard Drawing Components*  
Refer to [list above](#).
2. *Cover Sheet & 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 this amendment. For single-sheet Preliminary 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. *Plan Approval Sheet*  
Include a plan approval sheet with a placeholder for the plan approval document(s). Include all prior approvals on this sheet. Include multiple plan approval sheets if necessary. For amendments to single-sheet Preliminary Plans, it is not necessary to include a cover sheet, but do include a plan approval sheet as sheet 2.
4. *Preliminary 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.
5. *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). If applicable, show number of MPDUs, other affordable housing units, parking spaces, TDRs, and BLTs.
6. *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.
7. *Location and Plan Information for Existing and Proposed Streets*  
The plan must show existing dedicated 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. For proposed public streets, the County street standards and cross-sections must be included on the plan. Do not include proposed street names unless they have been approved by M-NCPPC prior to application submittal.

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. For proposed reduced-width rights-of-way, the preliminary plan drawing must be initially prepared and submitted showing a standard-width street (to evaluate the impact on the environment).
- c. The centerline spacing from any proposed street to the nearest existing public streets.
- d. Centerline alignment data (stationing, point of curves, point of tangents, curve data, etc.) for all internal streets. For all major, arterial and/or primary classification roadways planned within a subdivision, identify the design speed satisfied by the proposed horizontal alignment.
- e. The location of proposed sidewalks, bikeways, streetlights and street trees. Street trees planted within the public right-of-way, must meet County standards for species and locations.
- f. Any waivers to the above standard must be included in submission.

8. *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 50-34(d)(5) of the Subdivision Regulations.

9. *Color-Coded Utility Plan (can be a color-coded layer of the preliminary plan drawing or provided as a [separate file](#))*  
Show all existing and proposed utilities on the preliminary 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. PUEs need to be graded at side slopes no greater than 4:1. (Any utilities that are to be relocated must be indicated on the plan; justification must be provided if the relocation does not conform to the policy of the governing agency.)

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.

Sites with conditional category change approvals requiring the granting of zoning changes, conditional uses/special exceptions, or other actions not dependent on the Planning Board should receive final approval of those category changes from MCDPS prior to the submission of a preliminary plan application. The applicant should coordinate with staff of MCDEP's Water Resources Management Division to determine if the final approval of any WSSC CIP projects has been granted. Subdivision or other development issues affecting sites requiring service area category changes should be submitted to M-NCPPC as a pre-application submission prior to final action on a category change request.

10. *Zoning*

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.

11. *Required Transferable Development Rights (TDR) and Building Lot Termination (BLT) Calculations*

In accordance with Subdivision Regulation requirements, preliminary plan applications that involve TDR units or BLT square footage must show the density calculations including base density, the number of TDRs or BLTs utilized, number of moderately priced dwelling units (MPDUs), and the maximum density allowed by the applicable master plan.

12. *Proposed Lot, Block and Street (and Other Right-of-Way Layout)*

The proposed lot and block layout, with each lot numbered, must be shown with street and other dedications identified including sites for public uses, rights-of-way and easements. 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 applicant must also arrange for the centerline of any proposed intersections with rustic roads to be marked and the corner staked for sight distance evaluation, in accordance with County regulations. Any proposed reduced truncations must include a justification statement. Do not show street names that have not been approved.

13. *For Sites Other than Single-Family Dwellings, Identify Uses Proposed with Building Envelopes, Interior Roads and Access Points Shown for Each Lot*

For projects that propose multi-family residential, commercial, industrial or institutional uses, such uses must be clearly identified with proposed building envelopes, interior roads and access points shown. In addition, the dimensions and gross floor area of proposed buildings, proposed building heights and the area of each lot must be clearly shown on the drawing. In accordance with MCDOT requirements, the drawing must show the location of proposed trash dumpsters and loading spaces located in the off-street parking areas. For plans that require site plan review under Section 7.3.4. (formerly 59-D-3), proposed building envelopes, dimensions, gross floor area, and height do not need to be shown on the preliminary plan. However, staff may request the information on a case by case basis.

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

Preliminary plans with lots in areas where individual wells and septic systems are to be installed must show the following information:

- a. The proposed location of 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.

15. *Areas of Stormwater Management, Open Space, Recreation, Forest Conservation, and Off-Street Trails*

The preliminary plan drawing must show all stormwater management, open space, recreation, and forest conservation areas, and any pedestrian or bike paths not located within road rights-of-way. Clearly identify any Homeowner Association (HOA) parcels on the plan drawing. 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.

16. *Existing Topography*

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

17. *Conceptual Grading/Limits of Disturbance*

The preliminary plan drawing must show the conceptual grading and limits of disturbance on the plan drawing.

18. *Staging Schedule*

For multiple staged projects, the plan must include a staging schedule for recording the record plats and a construction schedule indicating those portions of the plan for which plats and building permits will be sought and obtained during each successive stage.

19. *Special Requirements for Cluster, MPDU and Workforce Housing Plans*

For plans submitted under the cluster, MPDU, or Workforce Housing methods of development, the following information must also be included:

- a. The designation of areas proposed for open space or recreational uses, including a statement indicating the ownership, method of maintenance and utilization of these areas.
- b. The location of proposed trails, sidewalks and other improvements in areas proposed for single-family detached or semi-detached units, unless a site plan will be submitted.
- c. The sequential staging of construction or improvements in areas proposed for single-family detached or semi-detached units, unless a site plan will be submitted.
- d. The minimum setbacks proposed for a typical single-family detached lot, unless a site plan will be submitted.
- e. MPDU/Workforce Housing locations.
- f. MPDU/Workforce Housing calculations.

The [sign](#) posted on the development site must inform the public if the plan is for non-standard development.

[Click here](#) for affordable housing definitions and further information.

















**Legal Document (legal restrictions, deeds, easements, etc.) | PDF | 24-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.

**Circulation Plan | Vector PDF | 25-CIRC-120XXXXXX**

Upload a drawing that shows how vehicles, bicycles, and pedestrians will circulate through the development site including internal street dimensions, and, where appropriate, queuing information and turning templates for the types of vehicles that will frequently be visiting the site. If submitted concurrently with a site plan, do not include with the preliminary plan.



## **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 preliminary 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 preliminary plan application. Do not upload as individual pages.

### **Planning Board Resolution or Staff Approval Memo | PDF | 30-PBRES-X20XXXXXXX (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-X20XXXXXXX (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- -120XXXXXX**

(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-120XXXXXX**

(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-120XXXXXX**

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-120XXXXXX(-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)-120XXXXXX(-FCP)**

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

#### **Cost Estimate | PDF or Microsoft Word | 35-EST-120XXXXXX(-FCP)**

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

#### **Forest Bank Certificate of Compliance | PDF or Microsoft Word | 36-FBCOC-120XXXXXX**

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-120XXXXXX**

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-120XXXXXX**

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

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

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

### **Preliminary Plan Drawing | PDF (individual pages) | 07-RPREL-120XXXXXX-00X (Redlined)**

The approved Preliminary 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-120XXXXXX-00X (Black & White)**

If required with the Preliminary 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-120XXXXXX-00X (Redlined)**

If required with the Preliminary 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-120XXXXXX-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-120XXXXXX-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.