



Project Plan

Application Upload Checklist & Submission Requirements

Application Upload Checklist

The following is a list of items required for Sketch Plan submission. All are necessary at the ePlans Pre-Screen Review stage. Should revisions be requested, each document should keep the same file name. ePlans will track versions of the files from submittal to submittal.

Pre-Screen Submittal Items	File Type	File Name
Required Documents and Drawings		
General Information		
Statement of Justification	PDF or Microsoft Office File	01-SOJ-920XXXXXX
Certificate of Compliance	PDF or Microsoft Office File	02-COC-920XXXXXX
Outreach Information		
Notice List	Excel Spreadsheet	03-NLIST-920XXXXXX
Application Notice Letter	PDF or Microsoft Office File	04-NLTR-920XXXXXX
Pre-submission Meeting Info	PDF or Microsoft Office File	05-PMTG-920XXXXXX
Sign Posting Information	PDF or Microsoft Office File	06-SIGN-920XXXXXX
Required Plan Drawing(s)		
Project Plan	PDF (individual pages)	07-PROJECT-920XXXXXX-00X
Required Supporting Functional Information/Drawings		
Local Area Drawing	PDF	08-LOCAL-920XXXXXX
Existing Site Conditions Map	PDF (individual pages)	09-EXCOND-920XXXXXX-00X
Submitted NRI/FSD	PDF	10-NRI-420XXXXXX
Landscape and Lighting Plan	PDF (individual pages)	11-LL-920XXXXXX-00X
Stormwater Management Narrative	PDF	12-SWMN-920XXXXXX
Traffic Impact Statement	PDF	13-TIS-320XXXXXX
WSSC Review Checklist & Receipt	PDF	14-WSSC-320XXXXXX
Supplemental Drawings & Documents (required if applicable)		
Potential Items		
Proposed School Site Grading Feasibility Study	PDF (individual pages)	15-SCHL-920XXXXXX-00X
Proposed Stormwater Management Plan	PDF (individual pages)	16-SWM-920XXXXXX-00X
Existing Record Plat Drawings	PDF	17-PLAT-920XXXXXX
Architectural Drawings	PDF (individual pages)	18-ARCH-920XXXXXX-00X
Fire Department Access Plan Drawing	PDF (individual pages)	19-FDA-920XXXXXX-00X
Legal Documents (legal restrictions, deeds, easements, etc.)	PDF	20-LEGAL-920XXXXXX
Previous Approvals		
Board of Appeals Resolutions	PDF	30-BOAOP-XXXXX*
Approved Special Exception/Conditional Use Plan	PDF	30-SE{or CU}-XXXXX*
Council Zoning Resolutions	PDF	30-ZONRES-XXXXX**
Zoning Plan	PDF	30-ZON-XXXXX**
Planning Board Resolution(s)	PDF	30-PBRES-X20XXXXXX*
Planning Board Approved Plan(s)	PDF	30-PB-X20XXXXXX*

* Use previous plan number ** Use zoning case number

The following items will/may be uploaded after the initial document upload task.

Submittal Items after Pre-Screen	File Type	File Name
At Conclusion of Intake Review		
Verification of Sign Posting	PDF or Microsoft Office File	06-POST-920XXXXXX
At Any Point in the Process		
Updated Application Information	PDF	31-UPDATE-920XXXXXX
Additional Item(s)	As appropriate	32- -920XXXXXX***

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

Minor Amendment Upload Check List

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	File Name
Required Documents and Drawings		
General Information		
Statement of Justification	PDF or Microsoft Office File	01-SOJ-920XXXXXX
Certificate of Compliance	PDF or Microsoft Office File	02-COC-920XXXXXX
Outreach Information		
Notice List	Excel Spreadsheet	03-NLIST-920XXXXXX
Application Notice Letter	PDF or Microsoft Office File	04-NLTR-920XXXXXX
Sign Posting Information	PDF or Microsoft Office File	06-SIGN-920XXXXXX
Amended Drawings		
Project Plan Drawing (Redlined)	PDF (individual pages)	07-RPROJECT-920XXXXXX-00X
Project Plan Drawing (Black & White)	PDF (individual pages)	07-BPROJECT-920XXXXXX-00X

Submission Requirements

The files on the Application Upload Checklist appear below, in the same order as above. Under each item is 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 should include:

1. Scaled Drawing with North Arrow

Plans are to be submitted at a scale of 1" = 30'. In rare circumstances, plans may be submitted at a different scale with the approval of staff prior to preparation of the application. All drawings shall be north-oriented to the extent possible. A scale and north arrow must be displayed.

2. Cover Sheet & Sheet Index

A cover sheet with sheet index is required for all multi-page drawing sets.

3. Title Information

The title information includes the name of the plan, revision block to identify plan revision dates, the identity of the engineer/surveyor (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.

4. 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.

5. Certificate of Registered Engineer/Surveyor and Developer's Certificate

The plan drawing must contain the certification of a registered professional engineer or registered land surveyor as to the source and accuracy of all boundary lines, topographic data, and other engineering or survey information as appropriate.

6. Legend

A legend must be provided on each sheet of a drawing set.

7. Plan Notes

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

Required Documents and Drawings

General Information

Statement of Justification | PDF or Microsoft Office File | 01-SOJ-920XXXXXX

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 59 of the [Montgomery County Code](#).

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 statement of justification must specifically identify the section number(s) for the applicable standards/regulations to be waived with justification for the request.

Certificate of Compliance | PDF or Microsoft Office File | 02-COC-920XXXXXX

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 an example of the Certificate of Compliance.

Outreach Information

Notice List | Excel Spreadsheet | 03-NLIST-920XXXXXX

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.

Application Notice Letter | PDF or Microsoft Office File | 04-NLTR-920XXXXXX

Within 5 calendar days after the final application is submitted, the applicant must mail the Notice of Application letter completed with the assigned MNCPPC file number, a copy of the sketch 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 Notice of Application form must be received by the MNCPPC Development Review Division prior to the scheduled Development Review Committee (DRC) meeting on the application. Otherwise, the DRC meeting will be postponed until the applicant has provided it. Templates are provided below for different notice letter, based on the approval process you are taking.

- o [Standard](#)
- o [Consent Agenda Amendment](#)
- o [Director-Level Amendment](#)

Pre-submission Meeting Info | PDF or Microsoft Office File | 05-PMTG-920XXXXXX

The applicant must conduct a pre-submission meeting as described in the Chapter 50 and 59 Administrative Procedures for Development Review regulations 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 or Microsoft Office File | 06-SIGN-920XXXXXX

A plan drawing (can be an 8 ½" x 11" reduction of the plan) showing the location for sign postings and a copy of the proposed sign template. See [Sign Posting Procedures](#). Also, use our [sign template](#) to enter your plan information.

Required Plan Drawing(s)

Project Plan Illustrative Drawing | PDF (individual pages) | 07-PROJECT-920XXXXXX-00X

The following information must be included on the plan drawings:

1. Standard Drawing Components

Refer to [list above](#).

2. Drawing Details

Drawing details that must be presented (in one or multiple drawings depending upon complexity) must include:

- a. Location, height, ground coverage and use of all structures.
- b. Data table showing proposed development data compared to requirements of the Zoning Ordinance, master plans, development plans, preliminary plan, or supplementary plan, as applicable.

- c. Table showing recreation facilities computations, including off-site facilities for which credit is sought.
- d. TDR, MPDU and Workforce housing calculations, if applicable.
- e. The location of all green areas, including recreational areas, natural feature preservation areas, community open space areas, and other open spaces.
- f. The location of all public schools, parks, and other community recreational facilities, indicating the location and use of all land to be dedicated to public use.
- g. The location and dimensions of all roads, streets, driveways, parking facilities, loading spaces with dumpster locations, points of access to surrounding streets, easements, pedestrian walks, bike and sidewalk connections to off-site network, and proposed road section for stream crossings including conveyance through section.
- h. A grading plan.
- i. The location of all sewer, water, gas, electric, telephone, and storm drainage lines; all easements and rights-of-way, existing or proposed; all off-site utility connections and all utility structures (on a separate drawing if necessary).
- j. Adjacent property information within 100'; including zoning, location, height and use of structures, and other site features.

Required Supporting Functional Information/Drawings

Local Area Drawing | PDF | 08-LOCAL-920XXXXXX

Submit a drawing at 1" = 200' scale, showing the property and area within 1,000' of the site perimeter. The information shown must include:

- a. Topography at five-foot contour intervals;
- b. Transit facilities;
- c. Public parks and recreation facilities;
- d. Cultural features; and
- e. Streets and roads (master plan ROWs and easements).

NOTE: This drawing may be combined with the Existing Site Conditions Map below depending upon the complexity of the site.

Existing Site Conditions Map | PDF (individual pages) | 09-EXCOND-920XXXXXX-00X

Submit a drawing showing the property and area within 100' from the site perimeter, with the following information:

- a. Zoning;
- b. Buildings and structures;
- c. Roads, alleys, parking areas, sidewalks, trails, etc.; and
- d. Utilities.

NOTE: This map may be combined with the Local Area Drawing above depending upon the complexity of the site.

Submitted NRI/FSD | PDF | 10-NRI-420XXXXXX

Enter the file number of the Natural Resource Inventory/Forest Stand Delineation (NRI/FSD) on the application form and upload a copy of the submitted plan.

Landscape and Lighting Plan | PDF (individual sheets) | 11-LL-920XXXXXX

The landscape plan is customarily combined with the lighting plan. For intensively developed pedestrian areas, staff may require detailed Landscape/Lighting plans at 1/8" = 1' scale to be submitted during the review process. A separate photometric plan with numeric summary should be included as part of the exterior lighting plan.

Stormwater Management Narrative | PDF | 12-SWMN-920XXXXXX

If a stormwater management concept has not been submitted to MCDPS-Water Resources, the sketch plan application must contain a narrative describing how the development will use environmental site design to control runoff, and if necessary, which structural best management practices are planned to be included.

Traffic Impact Statement | PDF | 13-TIS-920XXXXXX

A project plan application must address the specific requirements of the County's Subdivision Staging Policy (formerly called the Growth Policy) and associated guidelines with regard to traffic impacts and intersection capacity. These requirements vary depending upon the proposed plan, and applicants are strongly encouraged to meet with MNCPPC Area Team transportation review staff to get a traffic scope and consult the [guidelines](#) prior to application submittal to determine the specific requirements for each case.

A project plan application must include a traffic statement describing the number of peak AM and PM hour total person trips, policy area and required mitigation percentage, and a narrative of predicted mitigation requirements. An application that generates more than 50 peak hour total person trips will be required to submit a [Traffic Study](#) with the preliminary plan application that follows the sketch plan (or site plan if a preliminary plan is not required).

WSSC Review Receipt | PDF | 14-WSSC-920XXXXXX

The WSSC Review Fee must be paid by the applicant to WSSC prior to submitting an application to MNCPPC. A copy of a receipt from WSSC must be uploaded.

Supplemental Drawings & Documents (required if applicable)

Potential Items

School Site Grading Feasibility Study | PDF (individual pages, if needed) | 15-SCHL-920XXXXXX-00X

Submit a grading feasibility study of MCPS school sites that are to be dedicated which meets all applicable environmental standards.

Proposed Stormwater Management Plan | Layered PDF (individual pages) | 16-SWM-920XXXXXX-00X

Every project plan application must include copies of the stormwater management (SWM) concept that has been submitted to MCDPS, if applicable.

Existing Record Plat Drawings | PDF | 17-PLAT-920XXXXXX

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.

Architectural Drawings | PDF (individual pages) | 18-ARCH-920XXXXXX-00X

If architectural drawings are included, they should illustrate how proposed structures will relate to the surrounding area in their siting, scale, bulk, height, materials, and textures. Show how large building elevations are divided into distinct planes by wall offsets or architectural articulation to achieve compatible scale and massing.

Fire Department Access Plan Drawing | Layered PDF (individual pages) | 19-FDA-920XXXXXX-00X

If a fire department access plan is submitted for the development site, it should include the following:

1. Standard Drawing Components

Refer to [list above](#).

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.
- f. Private roads or fire lanes shall be provided for all buildings which are set back more than one hundred fifty (150) feet from a public road or exceed thirty (30) feet in height and are set back over fifty (50) feet from a public road.
- g. Private roads or fire lanes shall be at least twenty (20) feet in width with the road edge closest to the building at least ten (10) feet from the building and the road edge away from the building no more than forty (40) feet from the building. Any dead-end road more than three hundred (300) feet long shall be provided with a turn-around at the closed end at least ninety (90) feet in diameter or as otherwise approved by the Fire Department.

- h. When buildings or any portion thereof are located one hundred fifty (150) feet or more from a public street or accessway 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.
- i. All buildings, parts of buildings, or other obstructions extending over access driveways shall have not less than twelve (12) feet vertical clearance from the finished driveway surface.
- j. Where approved fire protection systems are provided, the above required clearances may be modified or waived.
- k. When any portion of the first story of any building is more than three hundred (300) feet from a public street, or accessway, one (1) of the following shall be provided:
 - l. The entire building shall be protected with an automatic fire extinguishing system, or
 - m. The building shall be made accessible for fire motor vehicle apparatus by an all-weather accessway approved by the director.

3. Water Supply

The location(s) of hydrants or other fire department-compliant water supply.

4. Dimensions

Dimensions of existing and proposed access roads must be shown on the plan drawing.

Legal Documents | PDF | 20-LEGAL-920XXXXXX

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 either, on the application form, or as an attachment to the application.

Previous Approvals

Board of Appeals Resolutions | PDF | 30-BOAOP-XXXXX (use previous plan number)

For properties that have approved special exception/conditional use the file numbers must be shown on the application form. Attach any applicable Planning Board resolution or opinion, Board of Appeals opinion, County Council resolution, etc. approving the plan.

Approved Special Exception/Conditional Use Plan | PDF | 30-SE{orCU}-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 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.

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, the file numbers must be shown on the application form. Attach 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.

Planning Board Resolution(s) | PDF | 30-PBRES-X20XXXXXX (use previous plan number)

Enter file numbers for properties that have a previous approval from the Planning Board (project plan, sketch plan, pre-application, and/or preliminary plan) on the application form. Upload any applicable Planning Board resolution or opinion approving the plan(s). If more than one plan type applies, save each according to their plan number.

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

Upload a copy of all plans previously approved by the Planning Board. If more than one plan type applies, save each according to their plan number.

Submittal Items after Pre-Screen

At Conclusion of Intake Review

Verification of Sign Posting | PDF or Microsoft Office File | 06-POST-920XXXXXX

(Note: this is not due until initial review of the application has been completed.)

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](#). Also, use our [sign template](#) to enter your plan information.

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.
- n. A date-stamped photograph showing the posted sign(s).

At Any Point in the Process

Updated Application Information | PDF | 31-UPDATE-920XXXXXX

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 application form 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.

Additional Item(s) | As appropriate | 32- -920XXXXXX

(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-920XXXXXX)

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.