



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



Mixed Income Housing Community Plan

Application Upload Guide & Submission Requirements

Application Upload Guide for New Plans and Major Amendments

The following items are required for Mixed Income Housing Community 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 also require redlined drawings for some items.

Pre-Screen Submittal Items	File Type	Filename
Required Documents and Drawings		
General Information		
Application	PDF	00-APP-E20XXXXXX
Statement of Justification	PDF or Microsoft Word	01-SOJ-E20XXXXXX
Certificate of Compliance	PDF	02-COC-E20XXXXXX
Zoning Requirements Commitment	PDF	02-ZRC-E20XXXXXX
Outreach Information		
Notice List	PDF, Microsoft Word, or Excel	03-NLIST-E20XXXXXX
Application Notice Letter	PDF or Microsoft Word	04-NLTR-E20XXXXXX
Pre-submission Meeting Info	PDF	05-PMTG-E20XXXXXX
Sign Posting Information	PDF	06-SIGN-E20XXXXXX(-LOC)
Required Plan Drawing(s)		
Mixed Income Housing Community Plan Drawing	Vector PDF (individual pages)	07-MIHC-E20XXXXXX-00X
Landscape and Lighting Plan Drawing	Vector PDF (individual pages)	08-LL-E20XXXXXX-00X
Architectural Drawing	Vector PDF (individual pages)	09-ARCH-E20XXXXXX-00X
Forest Conservation Plan Drawing	Vector PDF (individual pages)	10-FCP-E20XXXXXX-00X
Required Supporting Functional Information/Drawings		
Tree Save Plan Drawing	Vector PDF (individual pages)	10-TSP-E20XXXXXX-00X
Approved NRI/FSD or Exemption Plan	PDF	11-NRI-420XXXXX(0/E)
Forest Conservation Plan Exemption Letter	PDF	11-FCPEX-420XXXXXE
Stormwater Management Concept Plan	Vector PDF (individual pages)	12-(SWM/WQP)-E20XXXXXX-00X
Stormwater Management Approval Letter	PDF	12-(SWML/WQPL)-E20XXXXXX
Stormwater Management Concept Receipt	PDF	12-SWMR-E20XXXXXX
Fire Department Access Plan Drawing	Vector PDF (individual pages)	13-FDA-E20XXXXXX-00X
Storm Drain Analysis Drawing with Calculations	Vector PDF (individual pages)	14-SD-E20XXXXXX-00X
Concept Sediment Control Plan	Vector PDF (individual pages)	15-SED-E20XXXXXX-00X
Traffic Impact Statement/Traffic Study	PDF	16-(TIS/TS)-E20XXXXXX
Sight Distance Evaluation Form	PDF	17-SIGHT-E20XXXXXX
WSSC Review Checklist & Receipt	PDF	18-WSSC-E20XXXXXX
Color-Coded Utility Plan (if provided separately)	Vector PDF (individual pages)	19-UTIL-E20XXXXXX-00X
Local Area Drawing (if provided separately)	PDF	20-LOCAL-E20XXXXXX
Supplemental Drawings & Documents (required if applicable)		
Potential Items		
Justification for Tree Variance	PDF or Microsoft Word	10-VAR-E20XXXXXX
Stormwater Management Plan Exemption Letter	PDF	12-SWMEX-E20XXXXXX
SPA Water Quality Plan: Impervious Surface Drawing	Vector PDF (individual pages)	12-IMP-E20XXXXXX-00X
Other Water Quality Plan-Related Materials	PDF or Microsoft Word	12-OWQP-E20XXXXXX
Draft Transportation Mitigation Agreement	PDF or Microsoft Word	16-TMAG-E20XXXXXX
Existing Record Plat Drawings	PDF	22-PLAT-E20XXXXXX
Legal Document (legal restrictions, deeds, easements, etc.)	PDF	25-LEGAL-E20XXXXXX
Circulation Plan	Vector PDF	26-CIRC-E20XXXXXX
Government Agency Agreement	PDF	27-GOVAA-E20XXXXXX
Optional Method Covenants	PDF	28-OMCOV-E20XXXXXX
Noise Study	PDF	32-NOISE-E20XXXXXX
Previous Approvals		
Board of Appeals Opinion	PDF	30-BOAOP-XXXXX*
Approved Conditional Use/Special Exception Plan	PDF	30-(CU/SE)-XXXXX*
Council Zoning Resolution	PDF	30-ZONRES-XXXXX**
Zoning Plan	PDF	30-ZON-XXXXX**

Planning Board Resolution or Staff Approval Memo	PDF	30-PBRES-X20XXXXXX*
Planning Board or Staff Approved Plan	PDF	30-PB-X20XXXXXX*
List of Previous Approvals and Conditions	PDF	30-PREV- E20XXXXXX

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		
Verification of Sign Posting	PDF	06-POST-E20XXXXXX
At Any Point in the Process		
Updated Application Information	PDF	31-UPDATE-E20XXXXXX
Additional Item	As appropriate	32- -E20XXXXXX***
With Certified Plan		
Surety Maintenance Agreement	PDF or Microsoft Word	33-MAINT-E20XXXXXX(-FCP)
Performance Bond/Letter of Credit	PDF or Microsoft Word	34-(BOND/LOC)-E20XXXXXX(-FCP)
Cost Estimate	PDF or Microsoft Word	35-EST-E20XXXXXX(-FCP)
Forest Bank Certificate of Compliance	PDF or Microsoft Word	36-FBCOC-E20XXXXXX

*** 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 Guide 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 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. 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, and nearby local streets 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-approved ePlans 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.
- 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. Architectural drawings should contain the certification of the appropriate licensed individual unless they are façade drawings or renderings that are not binding plan elements. The plan preparer should not sign the drawings until plans have been approved.
- 8. Developer's Certificate*

The plan drawing must contain the Developer's Certificate, certifying that all requirements of the plan will be carried out. The Developer's Certificate should not be signed until the plan has been approved.

Required Documents and Drawings

General Information

Application | PDF | 00-APP-E20XXXXXX

The Applicant must submit a signed and dated application by the property owner or Applicant. Written verification will be required if the Applicant is not the owner.

Statement of Justification | PDF or Microsoft Word File | 01-SOJ-E20XXXXXX

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 necessary finding required under Section 7.3.7.E of 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 applicant must identify any waivers of zoning, subdivision, and/or road code 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-E20XXXXXX

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.

Zoning Requirements Commitment | PDF | 02-ZRC-E20XXXXXX

The applicant must submit a legally binding commitment that the Mixed Income Housing Community will meet the requirements of Section 3.3.4.A of the Zoning Ordinance.

Outreach Information

Notice List | PDF, Microsoft Word, or Microsoft Excel Spreadsheet | 03-NLIST-E20XXXXXX

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 are within 500 feet of the subject property as well as all HOA/CAs within a one-mile radius of the site. In addition, upload a separate notice list that includes any and all parties of interest from the presubmission community meeting.

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 need to 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-E20XXXXXX

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](#)
- [Major Amendment](#)

Pre-submission Meeting Info | PDF | 05-PMTG-E20XXXXXX

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-E20XXXXXX(-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)

Mixed Income Housing Community Plan Drawing | Vector PDF (individual pages) | 07-MIHC-E20XXXXXX-00X

The following information must be included on the Mixed Income Housing Community 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**. For Plan amendments, even if no other drawings are required, you must submit a new cover sheet. Indicate in the sheet index all sheets that are new or have changed for this amendment. Include an amendment summary on the drawing. (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. *DPS Pre-Construction Meeting Note*

Include the following note in the plan note section of the plan:

An on-site pre-construction meeting is required to be set up with the Department of Permitting Services (DPS), Zoning & Site Plan Enforcement Division before any building construction activity occurs on-site. The owner or his designee who has signature authority, and general contractor must attend the pre-construction meeting with the DPS Site Plan Enforcement inspector. A copy of the certified plan is required to be on-site at all times. To schedule an inspection with DPS, Zoning and Code Compliance Section (ZCCS), please contact Brian Keeler, 240-581-4485.

4. *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.

5. *Drawing Details*

Drawing details should include:

- a. The location, height, ground coverage and use of all structures
- b. The location of all green areas, including recreational areas, natural feature preservation areas, community open space areas, and other open spaces
- c. 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
- d. 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 offsite network, proposed road sections for stream crossings including conveyance through section

- e. Existing topography with contour intervals no greater than 2 feet and proposed grading plan
- f. Adjacent property information within 100'; including zoning, location, height and use of structures, and other site features.

6. *Data Tables*

Mixed Income Housing Community Plan Drawings may include up to three data tables, including:

- a. Project Data Table showing proposed development data compared to requirements of the Zoning Ordinance, Master Plans, Development Plan, Preliminary Plan, or supplementary plan, as applicable ([see examples](#))
- b. Recreational Facilities Table showing recreation facilities computations, including offsite facilities for which credit is sought ([see example](#) or [download template](#))
- c. TDR and BLT Calculations Table, if applicable ([see examples](#)).

7. *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 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. 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.

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.

8. *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.

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

The 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. 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. *Development Program Sequence*

A development program stating the sequence in which all structures, open spaces, vehicular and pedestrian circulation systems, landscaping and recreational facilities are to be developed. The applicant shall designate the point in the development program sequence when the applicant will notify the planning board to request inspection for compliance with the approved plan.

Landscape and Lighting Plan Drawing | Vector PDF (individual pages) | 08-LL-E20XXXXXX-00X

Plan of the development site drawn at 1"=30' scale displaying the following:

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.

Architectural Drawing | Vector PDF (individual pages) | 09-ARCH-E20XXXXXX-00X

Provide a drawing illustrating 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. Most architectural drawing must also contain an [M-NCPPC Approval Stamp Placeholder](#), [Certificate of Appropriate Licensed Individual](#) and [Developer's Certificate](#). If an architectural drawing is not being submitted for approval, upload as an "additional item" using a filename beginning with 32-ARCH-.

Forest Conservation Plan Drawing | Vector PDF (individual pages) | 10-FCP-E20XXXXXX-00X

Unless there is a confirmed Forest Conservation Exemption for the project, the applicant must submit a Forest Conservation Plan (FCP) that complies with the Forest Conservation [Law](#) and [Regulations](#), and pay the appropriate fee. The FCP must be prepared and certified by a qualified professional as defined in the regulations.

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*

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.

- 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. A 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](#).
- 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 the 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 of plants to be installed and quantities
 - 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 Planning Board has acted to approve the project. They are not required for initial submission.

- 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 subsection 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 protective 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-E20XXXXXX-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; the existing forest boundary; 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(0/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 when naming 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 a Mixed Income Housing Community Plan application.

Stormwater Management Concept Plan | Vector PDF (individual pages) | 12-SWM-E20XXXXXX-00X

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. An application will not be scheduled for Planning Board action until MCDPS approves a SWM concept. For Water Quality Plans, use -WQP- instead of -SWM-.

Stormwater Management Approval Letter | PDF | 12-SWML-E20XXXXXX

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

Stormwater Management Concept Receipt | PDF | 12-SWMR-E20XXXXXX

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 if the SWM concept has not been approved.

Fire Department Access Plan Drawing | Vector PDF (individual pages) | 13-FDA-E20XXXXXX-00X

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 locations 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 with Calculations | Vector PDF (individual pages) | 14-SD-E20XXXXXX-00X

Every Mixed Income Housing Community Plan application 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-120XXXXXX

(if provided separately)

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

Concept Sediment Control Plan | PDF (individual pages) | 15-SED-E20XXXXXX-00X

Submit a copy of the plan submitted to MCDPS. For development of urban sites, this requirement may be waived if written justification is provided to support an argument that the sediment control measures needed for the site will not conflict in any way with the proposed plan.

Traffic Impact Analysis

If the property does not have a valid finding for Adequate Public Facilities, then a Mixed Income Housing Community Plan application requires either a Traffic Impact Statement (TIS) or a Traffic Study (TS). A plan application 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-TES-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-E20XXXXXX

Complete sight distance evaluation certification forms (County or State, as applicable) must be submitted for all existing and proposed streets and driveways that connect with existing county or state public streets. Use this form for 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 Review Receipt | PDF | 18-WSSC-E20XXXXXX

The applicant must apply to WSSC for a Government Referred Plan Review (GOV) and Hydraulic Planning Analysis (HPA) and upload a copy of the Payment Receipt for the WSSC GOV before M-NCPPC will accept the application.

NOTE: The WSSC GOV review receipt is required for any development applications that MNCPPC will refer to WSSC. Administrative Subdivision Plans are exempt from the HPA submittal requirement before a GOV application review. For all other MNCPPC projects the HPA requirement is applicable.

WSSC’s Application Process

The WSSC application must be made via ePermitting, and must include the Hydraulic Planning Analysis Number along with the M-NCPPC assigned number for the plan application. The applicant must apply and submit drawings for a Hydraulic Planning Analysis (HPA) **before** WSSC will process the GOV application.

The WSSC application for a HPA is also via ePermitting. After the HPA application is submitted and fees paid, the HPA plan submittal will be required via WSSC’s ePlan Review (ProjectDox) and drawings must be accepted through the Prescreen Review stage. Please supply the HPA number for your project on the GOV screen in parenthesis next to your M-NCPPC Assigned Plan Number. (screen example below)

Government Referred (GOV) Plan Review – Fee Submittal Request

Please provide the following information regarding your Government Referred Plan Review – Fee Submittal to WSSC.

New Plan Case Submission

Select One:

Provide the M-NCPPC Assigned Plan Number for this project

Project/Subdivision Name (Plan Case Name)

Development Type

NOTE: If you feel the HPA requirement does not apply to your GOV plan, you need to attach a copy of the GOV plan with your GOV application via ePermitting. A review will be performed on whether the HPA requirement applies to your GOV project; you will receive an email response. If an HPA is determined to be required follow the directions stated above.

Color-Coded Utility Plan | Vector PDF (individual pages) | 19-UTIL-E20XXXXXX-00X
(if provided separately)

Color-coded location of all existing and proposed sewer, water, gas, electric, telephone, and storm drainage lines; all easements and rights-of-way, existing or proposed; all offsite utility connections; and all utility structures.

Local Area Drawing | PDF | 20-LOCAL-E20XXXXXX
(if provided separately)

Drawing at 1" = 200' scale showing area within 1000 feet of the site. The information shown includes topography; existing, planned and proposed streets serving the site; buildings; major tree stands; any other built features; zoning classifications; property lines, and subdivision names. The Local Area Drawing may also be submitted as part of the Mixed Income Housing Community Plan set.

Supplemental Drawings & Documents (required if applicable)

Potential Items

Justification for Tree Variance | PDF or Microsoft Word File | 10-VAR-E20XXXXXX

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 | 12-SWMEX-E20XXXXXX

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 Mixed Income Housing Community Plan application in lieu of a stormwater management concept drawing.

SPA Water Quality Plan: Impervious Surface Drawing | Vector PDF (individual pages) | 12-IMP-E20XXXXXX-00X

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

- a. Impervious surfaces, including 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-E20XXXXXX

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

Draft Transportation Mitigation Agreement | PDF or Microsoft Word File | 16-TMAG-E20XXXXXX

For sites located within a designated transportation management district, or sites subject to PAMR review as described under Traffic Study above, the application must include a draft traffic mitigation agreement. Please contact M-NCPPC Area Team transportation planning staff for further information concerning traffic mitigation agreements.

Existing Record Plat Drawings | PDF | 22-PLAT-E20XXXXXX

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.

School Site Grading Feasibility Study | Vector PDF (individual pages) | 24-SCHL-E20XXXXXX-00X

For MCPS school sites that are to be dedicated, submit a grading feasibility study which meets all applicable environmental standards.

Legal Document (legal restrictions, deeds, easements, etc.) | PDF | 25-LEGAL-E20XXXXXX

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 | 26-CIRC-E20XXXXXX

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.

Government Agency Agreement | PDF | 27-GOVAA-E20XXXXXX

Submit a copy of any agency agreement which apply to the plan, such as an agreement that authorizes individuals to include public land in the application, if applicable.

Optional Method Covenants | PDF | 28-OMCOV-E20XXXXXX

A copy of the recorded covenant required under Section 59-H-2.54(d) of the Zoning Ordinance concerning an optional method of application for local map amendment, if applicable.

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 Resolution | 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 Mixed Income Housing Community 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 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
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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.

List of Previous Approvals and Conditions | PDF | 32-PREV- E20XXXXXX

Upload a list of all plans previously approved on the subject property by the Planning Board or approved administratively by Planning Department staff. Include a list of conditions of approval for each previously approved plan, and provide the current disposition of each condition – that is, whether the condition has been fulfilled, is no longer valid, still remains to be completed, etc.

Additional Items

Additional Item | As appropriate | 32- -E20XXXXXX

(For filename, use descriptor code of choosing, suitable for the additional item(s) you wish to submit. Examples: Noise Study could be 32-NOISE-E20XXXXXX; owner authorization could be 32-AUTH-E20XXXXXX)

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 or Microsoft Word File | 06-POST-E20XXXXXX

(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-E20XXXXXX

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-E20XXXXXX(-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)-E20XXXXXX(-FCP)

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

Cost Estimate | PDF or Microsoft Word | 35-EST-E20XXXXXX(-FCP)

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

Forest Bank Certificate of Compliance | PDF or Microsoft Word | 36-FBCOC-E20XXXXXX

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

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 or Microsoft Word File | 00-CHKLIST-E20XXXXXX

All 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-E20XXXXXX

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

Mixed Income Housing Community Plan Drawing | Vector PDF (individual pages) | 07-BMIHC-E20XXXXXX-00X (Black & White)

The approved Mixed Income Housing Community Plan modified, as appropriate, for the specific amendment as a final version.

Mixed Income Housing Community Plan Drawing | PDF (individual pages) | 07-RMIHC-E20XXXXXX-00X (Redlined)

The previously approved Mixed Income Housing Community 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-E20XXXXXX-00X (Black & White)

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-E20XXXXXX-00X (Redlined)

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.

Architectural Drawing | Vector PDF (individual pages) | 09-BARCH-E20XXXXXX-00X (Black & White)

The approved Architectural Drawing modified, as appropriate, for the specific amendment as a final version.

Architectural Drawing | PDF (individual pages) | 09-RARCH-E20XXXXXX-00X (Redlined)

The previously approved Architectural 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 (indiv. pages) | 10-BFCP-E20XXXXXX-00X

(Black & White)

The approved Forest Conservation Plan Drawing modified, as appropriate, for the specific amendment as a final version. 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 (indiv. pages) | 10-RFCP-E20XXXXXX-00X

(Redlined)

The previously 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.