The following material describes the checklist information required to complete a preliminary plan of subdivision application. The checklist must be filled out and signed by the applicant’s engineer/surveyor certifying that the application and checklist are complete and ready for processing. Processing of an accepted application shall follow the adopted Manual of Development Review Procedures for Montgomery County, Maryland. Copies of the manual are available at the MNCPPC Information Counter at 8787 Georgia Avenue, Silver Spring, MD and on the web at www.montgomeryplanning.org/development.

Staff will provide an initial review of the application within 10 working days from the date it is submitted. The 10 day review clock will begin the first working day after the application is received. Staff will notify the applicant when the initial application review is complete and ready for pick up. Staff will also schedule an appointment time with the applicant for submission of the final application. Only final applications will be accepted for review.

The major items required with a preliminary plan application include the following:

1. a complete application form and checklist;
2. fee schedule and worksheet with the appropriate application fee;
3. a notice list;
4. the preliminary plan drawing;
5. the approved Natural Resources Inventory/Forest Stand Delineation (NRI/FSD);
6. the Forest Conservation Plan (FCP) with the appropriate fee (if required), or an exemption letter;
7. the stormwater management concept plan, with computations, and MCDPS’ stamped acceptance form;
8. the storm drainage area study per MCDOT requirements (may be combined with stormwater management plan under certain circumstances);
9. a traffic study or statement, as appropriate;
10. the tentative street profiles;
11. a tabular summary and neighborhood delineation map for any resubdivision under 50-29(b)(2);
12. site distance study for access points to public roads (using county or state agency forms, as appropriate); and
13. a PDF image of proposed the preliminary plan and approved NRI/FSD.

Any supplemental application information submitted to the M-NCPCC Development Applications and Regulatory Coordination Division for a pending application must be accompanied with a transmittal memo or cover sheet identifying what is being submitted and why. The memo or cover sheet must refer to the M-NCPCC file number. In addition, all revised plans and drawings must show the revision date as part of the title information.

ITEMS TO BE SUBMITTED WITH A PRELIMINARY PLAN
The following items must be submitted as part of a preliminary plan application in the number of copies specified on the latest version of the Preliminary Plan Checklist included in the application form. The form can be downloaded at www.montgomeryplanning.org/development.

1. GENERAL INFORMATION

1.1 Complete Application Form

The application form must be submitted with all required information provided on the form. The application must be signed by the applicant, and the engineer or surveyor who prepared the plan and supporting information. The applicant may be either the owner of the property; the owner’s appointed representative; or the contract purchaser of the property. Written verification is required for anyone other than the property owner. One copy of the submitted application form must contain an original signature. In order to submit for a concurrent review of a preliminary plan and site plan, a pre-preliminary plan must have been submitted and reviewed by the Development Review Committee. When submitting an application for concurrent review, applicants must submit both a preliminary plan application and a site plan application with all supporting...
material and information. The submission requirements include all those listed and described for separate preliminary plan and site plan applications.

REVISIONS TO APPLICATIONS

A revision to a pending preliminary plan (not yet approved by the Planning Board) requires resubmission of the Preliminary Plan of Subdivision application form (check revision box) if it involves a change in the acreage; number of lots or units; type of use or units proposed; a change in ownership, applicant or engineer; or method of development proposed. Complete the form as required for any new application submission and pay appropriate fee.

AMENDMENTS TO APPLICATIONS

A request to revise a preliminary plan approved by the Planning Board, but not yet recorded by a plat, requires resubmission of the Preliminary Plan application form (check amendment box), and an amendment checklist. Applicants must contact the Supervisor of the applicable Area Team prior to submittal of a preliminary plan amendment for a determination on the type of amendment to file (consent agenda, limited or full amendment), and to obtain a checklist of required information. Complete the application form and checklist as required for any new application submission and pay appropriate fee.

1.2 Complete fee schedule and worksheet

The applicant is required to calculate the initial and final application filing fees using the Fee Schedule on the worksheet. Submit the appropriate fee payment and worksheet with the application.

1.3 Approved Development Plan, Special Exception, Project Plan Application Number(s) and Resolution(s)/Opinion(s)

For properties that have approved zoning development plans, schematic development plans, special exception and/or a project plans, the file numbers must be shown on the application form. Attach any applicable Planning Board resolution or opinion, Board of Appeals resolution, County Council resolution, etc. approving the plan.

1.4 Statement of Justification

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. The list of these findings is included on the Statement of Justification example attached to these instructions and also found at www.montgomeryplanning.org/development

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 application form asks the applicant to 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-NCPCC will not process the application until the Board of Appeals acts on the appeal.

1.5 Certificate of Compliance

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 as described in 1.3, above, the applicant must also certify that the application conforms to these approvals. An example of the Certificate of Compliance is attached to these instructions and can also be found at www.montgomeryplanning.org/development
1.6 PDF Image of Plan Drawing

The applicant must submit a floppy disk or CD containing a PDF image of the proposed composite preliminary plan, approved NRI/FSD, and other previously approved Development or Project plans (if applicable) with the application. The preliminary plan drawings are to be grouped and saved in numerical order within one file and named “Submitted Preliminary Plan”. The NRI/FSD and any Development or Project Plan should each be a separate file named “Approved NRI/FSD”, etc. If other plans are required such as a landscape and lighting plan, these drawings are to be submitted similarly and called Submitted Landscape/Lighting Plan.

2. OUTREACH INFORMATION

2.1 Notice List

The applicant must submit a copy of a notice list containing the names and addresses of all persons required to receive notice of the application per Section 4.A. of the Manual of Development Review Procedures. The notice list must be submitted as part of the application to the Development Applications and Regulatory Coordination Division on two sets of printer labels and one paper copy of the labels. In the event an application is pending for more than one year, the applicant must submit an updated notice list and labels prior to the plan being scheduled for Planning Board consideration.

2.2 Application Notice Letter

Within 5 calendar days after the final application is submitted, the applicant must mail the Notice of Application form completed with the assigned M-NCPPC file number, a copy of the preliminary plan drawing and the How to Participate Effectively in the Development Process in Montgomery County brochure to all the individuals on the notice list. A copy of the Notice of Application form must be received by the M-NCPPC 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.

2.3 Pre-submission Meeting Information

The applicant must conduct a pre-submission meeting as described in Section 4.B. of the Manual of Development Review Procedures and submit the following items with the final application:

2.3.1 An affidavit signed by the applicant attesting to the time, date and location of the meeting.

2.3.2 A copy of the invitation letter and typed list of invitees.

2.3.3 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.

2.3.4 A copy of the meeting minutes, including the name and contact information for the individual who prepared them.

2.4 Verification of Site Posting

The applicant must post one or more signs at the development site indicating that an application for preliminary plan, or amendment thereto, has been filed. The specific requirements for sign posting are included in Section 4.C. of the Manual of Development Review Procedures. The applicant must submit the following items with the final application to verify that site posting has been done.

2.4.1 An affidavit signed by the applicant attesting to the location of all posted signs and the date they were posted.

2.4.2 A plan drawing (can be an 8 ½” x 11” reduction of the plan) showing the location of posted signs.

2.4.3 A date-stamped photograph showing the posted sign(s).
3. PRELIMINARY PLAN DRAWING

The applicant must submit copies of the preliminary plan drawing for distribution to the various public agencies. The copies must be folded “accordion” style to a maximum size of 9” by 14”. The drawing must be folded so that the title “preliminary plan” appears in the lower right-hand corner.

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

3.1 Scaled Drawing with North Arrow

A scaled drawing at a scale of 1” = 100’ or larger (minimum size 18” x 24”, maximum size of 36” x 48”) is required. If more than one sheet is necessary to show the entire property, a composite plan at a smaller scale (not less than 1” = 400’) must also be submitted. The sheets must be folded so that the section numbers and composite drawing are clearly visible without unfolding the drawing. All drawings shall be oriented with north to the top of page to the extent possible.

3.2 Title Information

The title information includes the name of the plan, scale, north arrow, 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.

3.3 Vicinity Location Map

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

3.4 Certificate of Registered Engineer/Surveyor

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. One copy of the plan drawing with an original signature and certification from the engineer/surveyor must be submitted.

3.5 Plan Notes

Plan notes including the zoning, size of the plan property, schedule of required/provided zoning standards, types and amounts of uses proposed, density calculations showing total number of units (existing and proposed), number of MPDUs or affordable housing, calculations for TDR units and number of parking spaces must be provided in a tabular format on the plan drawing.

In addition to the above, the plan notes must also identify the watershed that the site is located in; show the acreage and percentage of site that is classified as being environmentally sensitive, including floodplain, wetlands, Special Protection Areas and impervious calculations. Identify any special taxing district or municipality, if applicable; and identify the public utility companies that will provide utility services for the proposed development.

3.6 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.
3.7 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, existing and proposed utilities, and any easements. For proposed public streets, the proposed MCDOT street standards and cross-sections must be included on the plan. (If the plan is adjacent to a pending CIP Facility Planning Study or Project, the applicant must coordinate with the Division of Capital Development within MCDOT.)

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 tertiary streets, the preliminary plan drawing must be initially prepared and submitted showing a standard width tertiary 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 public 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 MCDOT standards for species and locations
f. Any waivers to the above standard must be included in submission

3.8 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.

3.9 Existing and Proposed Utilities

Show all existing and proposed utilities on the preliminary plan drawing with necessary easements as a color-coded layer or as a separate color-coded exhibit. At a minimum, Public Utility Easements (PUEs) must be located parallel to and contiguous with all public and private streets or other appropriate accommodations in urban locations. PUEs need to be graded at side slopes no greater than 4:1. In accordance with MCDOT requirements, no PUEs should be located behind any necessary guardrail easements. (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.)

3.10 Conceptual Sewer and Water Plan

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, 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 have been granted. Subdivision or other development issues affecting sites requiring service area category changes should be submitted to M-NCPPC as pre-application submission prior to final action on a category change request.

3.11 Existing Zoning

The existing zoning for a property under application must be shown in the plan notes. 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.
3.12 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 road must be clearly identified on the plan in accordance with the rustic roads law. 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 MCDOT regulations. Any proposed reduced truncations must include a justification statement.

3.13 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 (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.

3.14 Existing/Proposed Wells and Septic Areas Both On-site 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.

3.15 Areas of Stormwater Management, Open Space, Recreation, Forest Conservation, Trails and Sidewalks (on site)

The preliminary plan drawing must show all stormwater management, open space, recreation, and forest conservation areas, in addition to trails and sidewalks. Clearly identify any Homeowner Association (HOA) parcels on the plan drawing. Proposed forest conservation areas should include 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.

3.16 Existing Topography

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

3.17 Conceptual Grading/Limits of Disturbance

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

3.18 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.
3.19 **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 submitted:

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. A plan showing 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 must be shown on the plan.

f. MPDU/Workforce Housing calculations must be shown on the plan.

g. The sign posted on the development site must inform the public if the plan is for cluster development.

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**4. REQUIRED SUPPORTING FUNCTIONAL INFORMATION/DRAWINGS**

**4.1 Approved Natural Resources Inventory and Forest Stand Delineation (NRI/FSD)**

Submit the NRI/FSD to the M-NCPPC Environmental Planning Division at least 30 days prior to the anticipated filing of a preliminary plan application. Because a proposed subdivision must take into account existing forest cover and applicable reforestation or afforestation requirements, staff concludes that a preliminary plan cannot be properly prepared without an approved NRI/FSD. Therefore, the **NRI/FSD must be approved prior to submission of the preliminary plan application**.

The NRI/FSD must contain all information required by Chapter 22A of the County Code, the Forest Conservation Law. This information includes, but may not be limited to, the following to cover the proposed development area and the first 100 feet of adjoining land around the perimeter or the width of adjoining lots, whichever is less.

a. Property boundaries

b. Topography at a minimum scaled of 1” = 200’ with contour intervals of no more than 5’

c. Location of perennial and intermittent streams, 100 year floodplains, 25’ building restriction lines and stream buffers

d. Location of wetlands and appropriate buffers

e. Soils

f. Rare, threatened or endangered plants, animals and critical habitats

g. Aerial extent of forest and tree cover with the acreage and an inventory of the existing forest

h. Cultural features and historic sites

i. Vicinity map at a scale of 1” = 2,000’

A proposed preliminary subdivision plan must take into account the priority areas identified on the NRI/FSD.

**4.2. Forest Conservation Plan, Worksheet and Appropriate Fee**

The applicant must submit a forest conservation plan (FCP), worksheet, and appropriate fee with the preliminary plan application or the application will not be accepted for processing. The FCP must be prepared and certified by a qualified professional as defined in the Forest Conservation Law. The FCP must show forest and tree retention areas and acreage, tree protection measures, and afforestation or reforestation planting areas. The forest conservation worksheet must reflect the area reserved for planting and retention on the proposed FCP.

Where applicable, a letter from Environmental Planning staff verifying that a property is exempt from forest conservation requirements may be submitted in lieu of the FCP and worksheet. This exemption must be obtained prior to the acceptance of a preliminary plan application.
4.3 Stormwater Management Concept

Every preliminary plan application must include copies of the proposed or approved stormwater management (SWM) concept and associated computations. Prior to filing the preliminary plan application, the SWM concept must be submitted to MCDPS with their review fee and a copy of the approved NRI/FSD. A copy of the SWM application form, which has been date stamped and accepted for processing by MCDPS, and includes their assigned plan number, must be included in the preliminary plan application. An application will not be scheduled for Planning Board action until MCDPS approves a SWM concept.

4.4 Fire Department Access Plan

Provide a copy of the preliminary plan drawing that highlights the main hinged doors for all structures, and the roads and/or driveways that will provide necessary access for fire and rescue vehicles according the MCFRS standards. Plan should dimension all roadways (pavement widths and turning radii), and also include fire department water source, FDCs, and vehicle turning templates if needed.

4.5 Storm Drainage Plan

Every preliminary plan application must include copies of a storm drainage plan submitted in accordance with MCDOT standards. 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.

4.6 Traffic Study or Traffic Operation Statement

A preliminary plan application must address the specific requirements of the County’s Annual Growth Policy with regard to traffic impacts and intersection capacity. These requirements vary depending upon the proposed plan, and applicants are strongly encouraged to meet with M-NCPPC Transportation Planning review staff and consult the Local Area Transportation Review (LATR) and Policy Area Mobility Review (PAMR) guidelines prior to application submittal to determine the specific requirements for each case.

4.6.1 Local Area Transportation Review and Policy Area Mobility Review

The following describes four general scenarios and submission requirements;

**Type 1. Traffic statement describing exemption from both LATR and PAMR studies.**
A development case which does not require a LATR or a PAMR study must submit a traffic statement describing the basis for the exemption, the number of peak AM and PM hour trips, policy area and required mitigation percentage.

Example of Type 1 cases are:

A site generating three or fewer peak hour vehicle trips.
A site generating fewer than 30 vehicle trips located in a Policy Area defined as “acceptable” without mitigation for PAMR.

**Type 2. Traffic study for LATR including statement regarding PAMR study exemption.**
A development case for a site which requires an LATR study but only a PAMR statement must include the PAMR statement within the LATR study. An example of a Type 2 case is a site generating 30 or more peak hour vehicle trips located in a Policy Area defined as “acceptable” without mitigation for PAMR.

**Type 3. Traffic study for PAMR including statement regarding LATR study exemption.**
A development case for a site which requires a PAMR study but only an LATR statement must include the LATR statement within the PAMR study. An example of a Type 3 case is a site generating between 3 and 30 total peak hour vehicle trips located in a Policy Area defined as “acceptable with partial mitigation” or “acceptable with full mitigation” for PAMR.

**Type 4. Traffic study for both LATR and PAMR.**
A development case for a site which requires both an LATR study and a PAMR study must include both studies in the same submittal. An example of a Type 4 case is a site generating more than 30 peak hour vehicle trips located in a Policy Area defined as "acceptable with partial mitigation" or "acceptable with full mitigation" for PAMR.

4.6.2 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 traffic circulation study may be required for proposed commercial/offic e developments, as well as, certain institutional, church, and private school uses that generate fewer than twenty (20) weekday peak hour trips. 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. 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.

Once Transportation Planning staff confirms that the traffic study is complete, ten (10) copies must be submitted within five (5) working days of notification.

4.7 Tentative Street Profiles

The preliminary plan application must include tentative street profiles showing percentage of tangent grades, length of crest and sag vertical curves (with elevations) and elevations of all intersecting streets.

4.8 Sight Distance Evaluation Certification

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. Copies of these forms are attached to these instructions.

4.9 WSSC Information Sheet

The WSSC Information Sheet (copy attached to these instructions) must be completely filled out by the applicant and submitted with the preliminary plan application.

4.10 Existing Lot Layout for Residential Resubdivisions

For preliminary plan applications that request the resubdivision of a previously recorded residential subdivision, applicants must submit a 1" = 200' scale zoning map showing a resubdivision "neighborhood" or analysis area clearly delineated. Data for lots in the "neighborhood" demonstrating that all criteria required for resubdivision, as contained in Section 50-29(b) of the Subdivision Regulations, have been satisfied must also be submitted. The data table of resubdivision characteristics should also be submitted on a disk or CD. Staff strongly recommends that applications for resubdivision be preceded by a pre-preliminary plan, which is described in Section 50-33 and 50-33A of the Subdivision Regulations.

4.11 Resubdivision Record Plat(s)

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, and for all lots within the proposed resubdivision "neighborhood" as described above.

4.12 Health Department Approval for Septic Areas

For properties that require approval by the MCDPS Health Department for septic area disposal, preliminary plans must be prepared in accordance with Health Department requirements. The following information is required on the preliminary plan or on a pre-application concept plan, if one is submitted prior to the preliminary plan application:

a. Certification as to plan boundaries and details by a registered engineer/land surveyor
b. Three well sites (existing and/or proposed)
c. Sewage disposal area (existing and proposed)
d. Topography and soils
e. Proposed building locations
f. Location of existing buildings or other features on the property

g. Approved NRI/FSD

4.13 Off-site Utility Connections and Other Off-site Features

Preliminary plan applications must include a 1”= 200’ base map showing the locations and area of any off-site SWM, open space, recreation, forest conservation, trails, sidewalks, and utility connections and outfalls.

4.14 Required Transferable Development Rights (TDR) and Building Lot Termination (BLT) Information

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

4.15 Draft Traffic Mitigation Agreement

For sites located within a designated transportation management district, or sites subject to PAMR review as described in Section 4.5 above, the application must include a draft traffic mitigation agreement. Please contact staff of M-NCPPC’s Transportation Planning Division for further information concerning traffic mitigation agreements.

4.16 Composite Plan

If a property included in the application is too large to fit on one sheet meeting the required scale and specifications, the applicant must submit a composite plan with the preliminary plan application. The composite plan must show the boundaries of each area represented on separate sheets and their page number.

4.17 Minutes from Pre-submission Meetings with Staff

If an applicant has met with M-NCPPC staff prior to submittal of preliminary plan, the applicant should prepare meeting minutes and a list of participants, and submit copies with the application.

4.18 Additional Information Regarding Legal Restrictions on the Property

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.
## Preliminary Plan Submission Requirements

### 5. EXAMPLE FOR COMPLETING THE DEVELOPMENT INFORMATION GRID

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Total plan acres 41.30

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Total plan acres 41.30

* Maximum number of dwelling units allowed by zoning  (make only one entry per zone)

Total Number of Proposed Development Lots/Parcels 51 (n)
Total Number of Proposed Outlots 3 (o)
Total Number of Proposed Non-Development Parcels 4 (p)
Total Square footage of Areas Dedicated to Public Use (acres x 43560): 945,252 (q)

a. Zoning as specified in Zoning Ordinance. List each zone once.
b. Overlay Zone as specified in Zoning Ordinance.
c. List acres for each development type, rounded to two decimal places.
d. See Development Type codes below for commercial and residential types.
e. List dwellings and/or non-residential square feet that is built on the property.
f. List previously approved dwellings and/or non-residential square feet whether built or unbuilt.
g. List retained non-residential in square feet, retained residential in dwelling units.
h. The proposed non-residential square footage or residential dwelling units is the retained plus the additional square footage or dwelling units.
i. List the maximum number of dwelling units allowed by the zoning. Each zoning type needs the maximum dwelling units calculated as part of an effort to gather information for the Affordable Housing Impact Statement.
j. List MPDU’s by development type.
k. List the number of other affordable housing dwelling units, such as HOC, HUD, HIF, CRA, etc.
l. List the number of dwellings that will be age-restricted.
m. List the number of senior housing units.
n. List the total number of lots for non-residential and/or residential uses.
o. List the total number of proposed outlots (prohibits construction of structures).
p. List the total number of proposed non-development parcels (open space, swm, private streets, etc.)
q. Show square footage of area dedicated to public use.
**Overlay Zones:**

<table>
<thead>
<tr>
<th>ARD</th>
<th>Arlington Road District of Bethesda CBD</th>
<th>RVC</th>
<th>Rural Village Center</th>
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<tr>
<td>BEA</td>
<td>Burtonsville Employment Area</td>
<td>SSA</td>
<td>Sandy Spring/Ashton Rural Village</td>
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<tr>
<td>CCC</td>
<td>Chevy Chase Comparison Retail</td>
<td>TSS</td>
<td>Takoma Park/E. Silver Spring Comm’l Revital.</td>
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<td>CCN</td>
<td>Chevy Chase Neighborhood Retail</td>
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<td>Town of Garrett Park</td>
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<tr>
<td>FNV</td>
<td>Fenton Village</td>
<td>UPB</td>
<td>Upper Paint Branch Special Protection</td>
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<td>NRT</td>
<td>Neighborhood Retail</td>
<td>CHR</td>
<td>US29/Cherry Hill Road Employment Area</td>
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<tr>
<td>RSS</td>
<td>Ripley/South Silver Spring</td>
<td>WCB</td>
<td>Wheaton Central Business District</td>
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**Development Types:**

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<tr>
<th>RESIDENTIAL</th>
<th>COMMERCIAL</th>
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<th>PARKING FACILITY</th>
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<td>DUPLEX, SEMI DETACHED</td>
<td>DP</td>
<td>PLACE OF RELIGIOUS WORSHIP</td>
<td>HW</td>
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<td>GR</td>
<td>PRIVATE CLUB</td>
<td>PV</td>
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<td>MULTI-FAMILY, HIGH RISE APT/CONDO</td>
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<td>PUBLIC USE SPACE</td>
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<td>PIGGYBACK</td>
<td>PB</td>
<td>RELIGIOUS/INSTITUTIONAL</td>
<td>RI</td>
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<tr>
<td>QUADRIPLEX</td>
<td>QP</td>
<td>RESEARCH &amp; DEVELOPMENT</td>
<td>RD</td>
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<td>ANIMAL HOSPITAL &amp; BOARDING</td>
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<td>ASSISTED LIVING</td>
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<td>AUDITORIUM/STADIUM</td>
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<td>OFFICE, MEDICAL/DENTAL</td>
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<td>OFFICE, PROFESSIONAL/RESIDENTIAL</td>
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**PLEASE NOTE:** The *Manual of Development Review Procedures for Montgomery County, Maryland* includes detailed information regarding application requirements, review and approval procedures, and post-approval requirements. Applicants are strongly encouraged to consult this manual in addition to reading these instructions. Copies of the manual and this application form may be obtained from the Information and Publications Counter at 8787 Georgia Avenue, Silver Spring, MD, 20910, and on the web at [www.montgomeryplanning.org/development](http://www.montgomeryplanning.org/development)