



## ADMINISTRATIVE SUBDIVISION PLAN SUBMISSION REQUIREMENTS

The following material describes the checklist information required to complete an administrative subdivision plan 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**. *(NOTE: Updated regulations for Chapter 50 are in process and will replace this document, but it should be used until the regulations are adopted.)* Copies of the manual are available at the MNCPPC Information Counter at 8787 Georgia Avenue, Silver Spring, MD and on the web at montgomeryplanning.org.

The applicant must submit an initial copy of all application materials for staff review prior to submitting a final application. Staff will provide an initial review of the application within 5 working days from the date it is submitted. The 5-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. The final application must be submitted at the MNCPPC Information Counter at 8787 Georgia Avenue, Silver Spring, MD with an appropriate number of copies per the checklist. **Only final applications will be accepted for review.**

**Any supplemental application information submitted to the M-NCPPC Development Applications and Regulatory Coordination (DARC) 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-NCPPC 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 AN ADMINISTRATIVE SUBDIVISION PLAN SUBMISSION

The following items must be submitted as part of an administrative subdivision plan submission; one copy for initial review, and, in the number of copies specified on the latest version of the Administrative Subdivision Submittal Checklist included in the application form for a final application. *NOTE: These are interim requirements; electronic application will replace paper submissions as soon as possible.*

#### 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.

##### 1.2 Application Fee

Calculate the application filing fees using the Fee Schedule on the worksheet. Submit the fee and worksheet with the application

##### 1.3 Associated Approved/Pending Plan Application Number(s)

For a property that has an associated approved or pending application, such as, a zoning development plan, schematic development plan, conditional use, preliminary plan, or site plan, the file numbers must be shown on the application form.

##### 1.4 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 can be found at [montgomeryplanning.org/development/](http://montgomeryplanning.org/development/).

### 1.5 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. If an application includes a request for any waiver of any law or regulation, the statement of justification must detail the facts and legal basis that support the granting of the requested waiver. The applicant must identify any waivers of zoning, subdivision, and/or road codes requirements that are necessary for the plan to be approved as proposed. The statement of justification must specifically identify the section number(s) for the applicable standards/regulations to be waived with justification for the request. If a waiver is requested for environmental reasons, the applicant should refer to the approved Planning Board's [Guidelines for the Environmental Management of Development in Montgomery County, Maryland](#). If the waiver involves the approval of a variance of a zoning standard by the County Board of Appeals, M-NCPPC will not process the application until the Board of Appeals acts on the appeal.

## 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 regulations adopted under Chapter 50. (*NOTE: New draft regulations are in process. Until adoption, use the latest version of the Manual of Development Review Procedures.*) One paper copy of the notice list must be submitted in printer label format along with an electronic copy in an Excel spreadsheet.

### 2.2 Application Notice Letter

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.

### 2.3 Sign Posting Information

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.*

## 3. Administrative Subdivision Plan Submission

### 3.1 Administrative Subdivision Plan Drawing

The applicant must submit copies of the administrative subdivision plan drawing for distribution to the various public agencies. The copies shall be no larger than 36" by 48", and must be folded "accordion" style to a maximum size of 9" by 14". The drawing must be folded so that the title information appears in the lower right-hand corner.

#### **Standard Drawing Components**

In general, all plan drawings have some standard components. These components include:

1. *Scaled Drawing with North Arrow*  
A scaled drawing at a scale of 1" = 100' or greater (that is, less than 100 feet per inch) is required. The minimum printable drawing size is 24" x 36". All drawings shall be north-oriented to the extent possible. A graphic scale bar and north arrow must be displayed.
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, nearby local streets and major features such as schools, libraries, shopping centers, etc. 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).
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.

### **Other Drawing Components**

The development proposal information required for an administrative subdivision plan depends on the nature of the applicant's request. In general terms, more complex or detailed application proposals will generate a need for more detailed information on the plan drawing. Some applications will be permitted to file a proposed plat instead of a separate administrative subdivision plan. The development proposal drawing components that must be included for the different types of administrative subdivision plans are:

#### **TYPE I**

- Creation of new lots for detached houses in the AR zone
- Creation of new lots for more than one detached houses in a residential zone; including reconfiguring existing lot(s) and abandoned rights-of-way to create additional new lots

The drawing must include:

1. *Standard Drawing Components*
2. *Cover Sheet and Sheet Index*  
A cover sheet with sheet index is **required for all multi-page drawing sets**. Indicate in the sheet index all sheets that are new or have changed for an amendment. Include all drawings to be approved by M-NCPPC in the sheet index, including FCP drawings.
3. *Existing Topography*  
The plan drawing must show the existing topography with contour intervals no greater than 5 feet.
4. *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 50.4.1.B.7.a of Chapter 50.

5. ***Zoning Lines***  
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.
6. ***Proposed Lot Layout***  
The proposed lot layout, with each lot numbered and the proposed lot areas noted, must be shown with street and other dedications identified including sites for public uses, rights-of-way and easements.
7. ***Location and Plan Information for Existing and Proposed Streets***  
The plan must show existing dedicated frontage streets with proper street names. It must also show proposed street dedications based on centerline of construction and opposite side of the right-of-way, paving widths, storm drains, driveways adjacent to and opposite the site, sidewalks, bikeways, and any easements. The street standards and cross-sections must be included on the plan. Do not include proposed new street names unless they have been approved by M-NCPPC prior to application submittal. Rustic roads must be clearly identified on the plan in accordance with the rustic roads law ([Article 8: Sections 49-76 through 49-80 of the Montgomery County Code](#)).  
The 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. The centerline spacing from any proposed street to the nearest existing public streets.
  - c. The location and dimensions of proposed sidewalks or bikeways.
8. ***Areas of Forest Conservation and Open Space, and Conceptual Stormwater Management***  
The plan drawing must show all open space and forest conservation areas, and provide conceptual locations and types of stormwater management facilities. 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.
9. ***Conceptual Grading/Limits of Disturbance***  
The drawing must show the conceptual grading and limits of disturbance for proposed houses.
10. ***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.
11. ***Existing and Proposed Utilities***  
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.  
Note: Proposed sewer and water lines that would serve the proposed subdivision must be shown on the drawing in accordance with the WSSC Water and Sewer System Conceptual Design Guidelines. The plan must identify existing water and sewer service categories for the subject property and any pending water or sewer services category changes. Plans utilizing community water and sewer must be in category W-1, W-3, W-4 or conditional W-5, and S-1, S-3, S-4 or conditional S-5, respectively prior to Planning Board consideration. If necessary, the category change request must be filed prior to application acceptance.
12. ***Existing/Proposed Wells and Septic Areas Both Onsite and Within 100' of the Property***  
Lots in areas where individual wells and septic systems are to be installed must show the following information:
  - a. The proposed location of three 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.

- c. All proposed wells and septic systems must be located outside of proposed street rights-of-way and related slope easements.

13. *Plan Notes*

Plan notes must include the following: zoning, tract size, watershed, and any special taxing district or municipality, if applicable. Identify the public utility companies that will provide services for the proposed development. For properties being developed under a previous zone, show both the current and former zones and include the applicable provisions of the County Code that allow the former zoning.

14. *Data Tables*

Data tables must be included showing required/provided zoning standards, types and amounts of proposed uses, and total number of units and/or square footage (existing and proposed).

## **TYPE II**

- Creation of a lot from an unplatted parcel containing an existing place of worship or institutional use
- Consolidation of existing lots or a lot and a part of lots in a nonresidential zone

The drawing must include:

1. *Standard Drawing Components*

2. *Cover Sheet and Sheet Index*

A cover sheet with sheet index is **required for all multi-page drawing sets**. Indicate in the sheet index all sheets that are new or have changed for an amendment. Include all drawings to be approved by M-NCPPC in the sheet index, including FCP drawings.

3. *Existing Topography*

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

4. *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 50.4.1.B.7.a of Chapter 50.

5. *Zoning Lines*

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.

6. *Existing Conditions and Proposed Development*

Clearly identify existing and proposed building footprints and gross floor area, interior roads/driveways, parking spaces, and access points within the boundary of the property.

7. *Proposed Lot Layout*

The proposed lot, with each lot numbered and the proposed lot area noted, must be shown with street and other dedications identified including sites for public uses, rights-of-way and easements.

8. *Location and Plan Information for Existing and Proposed Streets*

The plan must show existing frontage 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. Rustic roads must be clearly identified on the plan in accordance with the rustic roads law ([Article 8: Sections 49-76 through 49-80 of the Montgomery County Code](#)).

If new development is proposed, the plan must also show paving widths, storm drains, driveways adjacent to and opposite the site, sidewalks, bikeways, and any easements.

9. *Areas of Forest Conservation and Open Space, and Conceptual Stormwater Management*

The plan drawing must show all open space and forest conservation areas, and provide conceptual locations and types of stormwater management facilities. 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. *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.

11. *Existing and Proposed Utilities*

Show all existing and proposed utilities with necessary easements. Public utility easements (PUEs) must be located parallel to and contiguous with all public and private streets in non-urban locations. Proposed sewer and water lines that would serve the proposed subdivision must be shown on the drawing in accordance with the WSSC Water and Sewer System Conceptual Design Guidelines. The plan must identify existing water and sewer service categories for the subject property and any pending water or sewer services category changes. Plans utilizing community water and sewer must be in category W-1, W-3, W-4 or conditional W-5, and S-1, S-3, S-4 or conditional S-5, respectively prior to Planning Board consideration. If necessary, the category change request must be filed prior to application acceptance.

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

Lots in areas where individual wells and septic systems are to be installed must show the following information:

- a. The proposed location of three 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.
- c. All proposed wells and septic systems must be located outside of proposed street rights-of-way and related slope easements.

13. *Plan Notes*

Plan notes must include the following: zoning, tract size, watershed, and any special taxing district or municipality, if applicable. Identify the public utility companies that provide services for the property. For properties being developed under a previous zone, show both the current and former zones and include the applicable provisions of the County Code that allow the former zoning.

14. *Data Tables*

Data tables must be included showing required/provided zoning standards, types and amounts of proposed uses, and total square footage (existing and proposed). If applicable, show number of required parking spaces.

**TYPE III**

- Creation of one lot for a detached house in a residential zone from an existing vacant unplatted parcel, or a part of lot
- Creation of one lot for a detached house in a residential zone by consolidating an existing vacant platted lot or part of lot and an unplatted parcel
- Creation of one lot for a detached house in the AR zone from an existing vacant unplatted parcel that is exempt from minimum lot area and width requirements under Section 59.7.7.1.D.9 of Chapter 59.

The drawing must include:

1. *Standard Drawing Components*

2. *Existing Topography*

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

3. *Proposed Lot and Boundary Outline*

The proposed lot number and area must be shown with street and other dedications identified including sites for public uses, rights-of-way and easements. The boundary outline of the property must be

surveyed and have bearings referenced to the Maryland Coordinate System, except as otherwise permitted in Section 50.4.1.B.7.a of Chapter 50.

4. *Location and Plan Information for Existing Street*  
The plan must show existing dedicated frontage street with proper street name. It must also show proposed street dedications based on centerline of construction and opposite side of the right-of-way. Rustic roads must be clearly identified on the plan in accordance with the rustic roads law ([Article 8: Sections 49-76 through 49-80 of the Montgomery County Code](#)).
5. *Areas of Forest Conservation and Open Space, and Conceptual Stormwater Management*  
The plan drawing must show all open space and forest conservation areas, and provide conceptual locations and types of stormwater management facilities. Proposed forest conservation areas should delineate both retention areas and proposed forest planting areas. Forest conservation areas must not extend into any PUEs.
6. *Conceptual Grading/Limits of Disturbance*  
The drawing must show the conceptual grading and limits of disturbance for proposed house.
7. *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.
8. *Existing and Proposed Utilities*  
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.
9. *Existing/Proposed Wells and Septic Areas Both Onsite and Within 100' of the Property*  
Lots in areas where individual wells and septic systems are to be installed must show the following information:
  - a. The proposed location of three 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.
  - c. All proposed wells and septic systems must be located outside of proposed street rights-of-way and related slope easements.
10. *Plan Notes*  
Plan notes must include the following: zoning, tract size, watershed, and any special taxing district or municipality, if applicable. Identify the public utility companies that will provide services for the proposed lot. For properties being developed under a previous zone, show both the current and former zones and include the applicable provisions of the County Code that allow the former zoning.
11. *Data Tables*  
Data tables must be included showing required/provided zoning standards, types and amounts of proposed uses, and total number of units and/or square footage (existing and proposed).

#### **TYPE IV**

- Lot line adjustment between adjoining lots for detached houses in a residential zone, that is greater than 5 percent of the combined area of the lots affected.
  - Administrative Subdivision Plan involving Board abandonment of an existing unused public right-of-way and consolidation with an existing adjoining lot(s).
1. *Standard Drawing Components*
  2. *Proposed Lots and Boundary Outline*

The proposed lot numbers and areas must be shown with street and other dedications identified including sites for public uses, rights-of-way and easements. The boundary outline of the property must be surveyed and have bearings referenced to the Maryland Coordinate System, except as otherwise permitted in Section 50.4.1.B.7.a of Chapter 50.

3. *Location and Plan Information for Existing Street*

The plan must show existing dedicated frontage street with proper street name. It must also show proposed street dedications based on centerline of construction and opposite side of the right-of-way. Rustic roads must be clearly identified on the plan in accordance with the rustic roads law (Article 8: Sections 49-76 through 49-80 of the Montgomery County Code).

4. *Existing Conditions*

Clearly identify existing building footprints and setback dimensions. Show all existing easements.

5. *Existing Wells or Septic Areas*

Locations of any existing wells or septic areas must be shown.

6. *Plan Notes and Data*

Notes must include tract size and zoning, and any special taxing district or municipality. Data table must show zoning standards for the proposed lot(s).

3.2 Forest Conservation Plan, Worksheet and Appropriate Fee

The applicant must submit a forest conservation plan (FCP), worksheet, and appropriate fee with the administrative subdivision 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 an administrative subdivision plan application.**

3.3 PDF Image of Plan Drawing(s) *(Submit only with final application)*

The applicant must submit a floppy disk or CD containing a PDF image of the administrative subdivision plan and all other items included in the application.

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

*(Required with Administrative Subdivision Plans Type I and III, and Type II if new development is proposed)*

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 an administrative subdivision plan application. Because a proposed subdivision must take into account existing forest cover and applicable reforestation or afforestation requirements, staff concludes that a subdivision plan cannot be properly prepared without an approved NRI/FSD. Therefore, **the NRI/FSD must be approved prior to submission of an administrative subdivision 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 administrative subdivision plan must take into account the priority areas identified on the NRI/FSD.

#### 4.2 Stormwater Management Concept

The administrative subdivision plan application must include copies of the proposed or approved stormwater management (SWM) concept and associated computations. Prior to filing the administrative subdivision 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 administrative subdivision plan application.**

#### 4.3 Fire Department Access Plan

Provide a copy of the administrative subdivision 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 to the MCFRS standards. Plan should dimension all roadways (pavement widths and turning radii), and include fire department water source, FDCs, and vehicle turning templates if needed.

#### 4.4 Storm Drainage Plan

Submit 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.

#### 4.5 Traffic Study or Traffic Operation Statement

Address the specific requirements of the County's Subdivision Staging Policy with regard to traffic impacts and intersection capacity. These requirements vary depending upon the proposed plan, and applicants must meet with M-NCPPC 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 DOT Review Receipt

A receipt from DOT verifying that payment for their review has been made must be submitted with the administrative subdivision plan application.

#### 4.7 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 may be found on the MNCPPC development applications website.

#### 4.8 WSSC Review Receipt

A receipt from WSSC verifying that payment for their review has been made must be submitted with the administrative subdivision plan application.

### 5. Potential Items

#### 5.1 Tree Save Plan Drawing

If a tree save plan was required as part of a forest conservation exemption, a copy of the plan must be submitted.

#### 5.2 Landscape and Lighting Plan Drawing

A landscape and lighting plan prepared according to the site plan requirements must be submitted with applications for religious assembly and other institutional uses when new development is being proposed.

5.3 Justification for Tree Variance

When required as part of a Forest Conservation Plan, written justification must be provided by the applicant to support a request for a tree variance. Follow the requirements in the forest conservation law.

5.4 Minutes from Pre-submission Meetings with Staff

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

5.5 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.

5.6 Tentative Street Profiles *(only if the application involves creating a new street)*

The administrative subdivision 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.

5.7 SPA Water Quality Plan: Impervious Surface Drawing

If the property falls within a Special Protection Area that includes a limit on impervious surfaces per the County Code, the application must include an impervious surface drawing that shows the area of all existing and proposed impervious surfaces. The base drawing must include the standard drawing components noted above.

**6. EXAMPLE FOR COMPLETING THE DEVELOPMENT INFORMATION GRID**

Method of Development:  Standard

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Zoning	Overlay Zone	Acres	Development Type Code	On the Ground Built Resid'l du / Comm'l sf	Previously Approved Resid'l du/ Comm'l sf	Retained Resid'l du/ Comm'l sf	Proposed Resid'l du/ Comm'l sf	*	MPDUs	Other Affordable Housing Du	Age Rest. Housing du	Senior Housing du
R-200		1.53	SF	1	1	1	2	3	0	0	0	0
Total plan acres		1.53	Total Resid'l	1	1	1	2	3				
			Total Comm'l	0							0	0
* Maximum number of dwelling units allowed by zoning ↑ (make only one entry per zone)												

Total Number of Proposed Development Lots/Parcels 2

Total Number of Proposed Outlots 0 Total Number of Proposed Non-Development Parcels 0 (p)

Total Square footage of Areas Dedicated to Public Use (acres x 43560): 1,420 (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:

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

Development Types

<b>RESIDENTIAL</b>		OFFICE, VETERINARY	OV
DORMITORY	DM	PARKING FACILITY	PK
DUPLEX, SEMI DETACHED	DP	PLACE OF RELIGIOUS WORSHIP	HW
MULTI-FAMILY, APT/CONDO	GR	PRIVATE CLUB	PV
MULTI-FAMILY, HIGH RISE APT/CONDO	HI	PUBLIC USE SPACE	PU
PIGGYBACK	PB	RELIGIOUS/INSTITUTIONAL	RI
QUADRIPLEX	QP	RESEARCH & DEVELOPMENT	RD
ONE FAMILY, ATTACHED	TW	TRANSIT ORIENTED FACILITY	TO
ONE FAMILY, DETACHED	SF	AUTO RELATED	AU
<b>COMMERCIAL</b>		AUTOMOBILE FILLING STATION	AS
AIRPORT	AP	CHILD DAY CARE RELATED	DC
AMBULANCE SERVICE/RESCUE SQUAD	ER	COMMERCIAL, AGRICULTURAL	AC
ANIMAL HOSPITAL & BOARDING	AH	COMMERCIAL RETAIL - 1 STORE	CM
ASSISTED LIVING	AL	COMMERCIAL, NURSING HOME	NH
AUDITORIUM/STADIUM	AD	CULTURAL ENTERTAIN/RECREATION	ET
CHARITABLE/PHILANTHROPIC INST	CP	INDUSTRIAL	IN
HEALTH CLUB	HL	REGIONAL SHOPPING CENTER	SC
HOSPITAL	HP	RESTAURANT	RS
HOTEL/MOTEL	HT	RETAIL CENTER - 2+ STORES	RT
INDUSTRIAL/WAREHOUSE	ID	RETAIL ESTABLISHMENT, AUXILIARY	RA
LIVE/WORK UNITS	LW		
MINI WAREHOUSE	MW	<b>SCHOOLS</b>	
MORTUARY/FUNERAL PARLOR	FH	EDUCATIONAL INSTITUTE, PRIVATE	ED
OFFICE	OF	ELEMENTARY SCHOOL	ES
OTHER, GENERAL & PROFESSIONAL	OT	MIDDLE SCHOOL	MS
OFFICE, MEDICAL/DENTAL	OM	HIGH SCHOOL	HS
OFFICE, PROFESSIONAL/RESIDENTIAL	OP	<b>NO DEVELOPMENT TYPE PROPOSED</b>	<b>NO</b>