



2425 Reedie Drive
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STAGING ALLOCATION REQUEST

M-NCPPC Staff Use Only

SAR Number	SAR _____	Lead Reviewer	_____
Date Final Application Received	_____	Planning Board Date	_____

An application will not be accepted for review unless all required information is provided. If an item requires more space, attach a separate sheet.

Plan Name (most recently approved): _____

Approval Requested: _____

- Associated with M-NCPPC Approved Plan
 SAR Exemption
 No-Net Draw on Capacity
 Building Permit Only
 Pre-Date Sector Plan Approval
 Development Plan Approvals

 Tax ID No.

Previous Plan Approvals: (enter information, if applicable)

Pre-Application	File Number 7- _____
Submission Concept Plan	File Number 5- _____
Project Plan	File Number 9- _____
Sketch Plan	File Number 3- _____
Preliminary Plan	File Number 1- _____
Site Plan	File Number 8- _____

Applicant: Owner or Owner's Representative (authorization required if not the owner)

 Company Name Contact Person

 Street Address

 City State Zip Code

 Telephone Number Fax Number E-mail

Owner

 Name Contact Person

 Street Address

 City State Zip Code

 Telephone Number Fax Number E-mail

Landscape Architect

Name *Contact Person*

Street Address

City *State* *Zip Code*

Telephone Number *Fax Number* *E-mail*

Architect

Name *Contact Person*

Street Address

City *State* *Zip Code*

Telephone Number *Fax Number* *E-mail*

Engineer

Name *Contact Person*

Street Address

City *State* *Zip Code*

Telephone Number *Fax Number* *E-mail*

Attorney

Name *Contact Person*

Street Address

City *State* *Zip Code*

Telephone Number *Fax Number* *E-mail*

Other: _____

Name *Contact Person*

Street Address

City *State* *Zip Code*

Telephone Number *Fax Number* *E-mail*

Demolition Credit Plan No.* _____

*If the Site Plan covers less than the Preliminary Plan boundary, use the Preliminary Plan.

Demolition Credit Accounting Worksheet – Dwelling Units

Existing DU Approved for Demolition _____

Buildings Actually Demolished (attach proof of demolition if credit taken)

Demo Permit No.	Street Address	Residential SF	DU
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
6.	_____		
7.	_____		

Total Res SF Total DU

Previously Taken Demolition Credits

SAR No.	DU
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____

Total DU

Remaining Balance _____

Proposed Demo Credits to be taken with this SAR _____

Remaining Balance should this SAR be Allocated _____

Demolition Credit Accounting Worksheet- Non-Residential Square Feet

Existing Non-Residential SF Approved for Demolition _____

Demo Permit No.	Street Address	Non-Residential SF
1.	_____	
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	

Total SF

Previously Taken Demolition Credits (attach proof of demolition if credit taken)

SAR No.	SF
1.	
2.	
3.	
4.	
5.	
6.	
7.	
<hr/>	
Total SF	

Remaining Balance _____

Proposed Demo Credits to be taken with this SAR _____

Remaining Balance should this SAR be Allocated _____

Addresses for buildings(s) associated with the SAR

SAR No.	Street Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Allocation Worksheet

I. Dwelling Units

	Building A.	Building B.	Building C.	Building D.	Building E.	SAR Total
a. Requested Residential SF						
b. Requested DU						
c. MPDU Approved						
d. MPDU Credit						
e. Demolition Credit Applied						
f. Net Allocation						

II. Non-Residential Square Feet

	A.	B.	C.	D.	E.	SAR Total
a. Requested						
b. Demolition Credit Applied						
c. Net Allocation						

Applicant hereby acknowledges that he/she is the sole owner of the subject property, or is otherwise legally authorized to represent the owner(s) (written verification provided), that all required information for the submission of a Staging Allocation Request has been included in this application, and that to the best of his/her knowledge, information, and reasonable belief, the information and data are accurate.

Signature of Applicant(s) (Owner or Owner’s Representative)

Signature

Date

Name

Checklist

This application may be submitted by appointment only. Please contact the DARC Intake Section at 301-495-4550 to schedule an **appointment**. The following items are required to be included in the application. See **Submission Requirements** for more details about the items below.

1. General Information
 - 1.1 Completed application form and checklist.
 - 1.2 Fee schedule and application fee.
2. Supporting Drawings and Documents
 - 2.1 Building Location Plan Drawing
 - a. Plan base is the most recently approved development plan
 - b. Buildings included in the SAR are highlighted
 - c. Address of each building included in the SAR is noted on the plan drawing
 - 2.2 All Demolition Permits for Demolition Credit taken
 - 2.3 Photos or other evidence to verify that all buildings for which Demolition Credit Taken have been demolished
 - 2.4 Copy of the Planning Board resolution approving any plans associated with the SAR (preliminary, site, etc.)
 - 2.5 Written verification that applicant (if not the property owner) is legally authorized to submit this application on behalf of a property owner, if applicable.

No. Copies	Applicant	M-NCPPC Staff
1		
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