

Silver Spring Downtown Design Advisory Panel (DAP)

Submission Form

Revised February 2023

PROJECT INFORMATION

Project Name	
File Number(s)	
Project Address	

Plan Type Concept Plan Sketch Plan Site Plan Consultation w/o Plan

APPLICANT TEAM

	Name	Phone	Email
Primary Contact			
Architect			
Landscape Architect			

PROJECT DESCRIPTION

	Zone	Proposed Height	Proposed Density (SF/FAR)	Requested Additional Density (SF/FAR)	MPDU %
Project Data					
Proposed Land Uses					



DESIGN ADVISORY PANEL SUBMISSION PROCESS & REQUIREMENTS

1. Schedule a Design Advisory Panel review date with the Design Advisory Panel administrator: Cashielle Nelson: SSDAP@montgomeryplanning.org
2. At least two weeks prior to the scheduled Panel meeting, provide via email to the Design Advisory Panel administrator the completed Submission Form and required drawings in PDF format. Incomplete applications will be returned for revision. **Applications deemed incomplete by the DAP Liaison may result in the loss of the scheduled meeting date if not returned complete within the above time frame.**
3. Concept Plan and Sketch Plan applications must include the following, at a minimum:
 - Property location plan showing three-block context radius
 - Illustrative site plan showing two-block context radius
 - Perspective images of all building faces from a 3D model that show the proposal in the built context, as well as with nearby building massings as approved by the Planning Board. (Bring the 3D model to the Panel review.)
 - 3D building massing diagrams illustrating:
 - the maximum mapped density and height on site;
 - Design Guidelines conformance;
 - how the proposed design conforms to the Design Guidelines and where it does not conform, how it still meets the Guidelines' intent;
 - Precedent images showing scale, architectural character, materiality, etc. (Concept & Sketch Plans only).
4. Except as noted, Site Plan applications must include all of the above, as well as, at a minimum:
 - Site landscape plan;
 - Floor plans for parking level(s), ground floor, typical floor, roof, and unique conditions;
 - Building/site sections showing full adjacent street sections with opposite building face;
 - Elevations for each façade;
 - Key perspective views expressing character of the building elevations and streetscape.



DESIGN GUIDELINES CONFORMANCE

The primary goal of the DAP is to provide advice and recommendations that will heighten design excellence and improve the quality of architecture, urban design, and landscape architecture in downtown Silver Spring. Simple compliance with the numerical standards in the Design Guidelines does not in itself achieve Design Excellence.

STREETS

List the Street Types(s) that are part of this project and fill in the Active Zone Elements chart with the recommended dimensions from the Design Guidelines and the proposed provided dimensions. Streets that do not include separated bike facilities will not have a Pedestrian/Bike Buffer.

STREET TYPE(S): _____

Active Zone Elements	Recommended	Provided	Justification
Frontage Zone			
Sidewalk / Sidepath			
Pedestrian/Bike Buffer			
Separated Bike Lane (one-way or two-way)			
Street Buffer			

BUILDING FORM

Fill in the chart below with the number of floors for each Building Massing Component and with the horizontal distance (in feet) of step-backs or tower separations. If a Building Massing Component is not provided, indicate with n/a.

Building Massing Components	# of Floors	Dimension Provided	Comments
Pedestrian Level		--	
Base		--	
Middle / Tower		--	
Top		--	
Cap		--	
Step-back above Base	--		
Step-back above Middle	--		
Tower Separation	--		



DOES THE PROJECT INCLUDE A SECTOR-PLAN RECOMMENDED PARK OR OPEN SPACE?

Yes No

- If yes, please provide diagrams demonstrating conformance with Section 2.4.3.B of the Guidelines

IS THE PROJECT ONE OF THE SITES IDENTIFIED IN CHAPTER 3 OF THE DESIGN GUIDELINES?

Yes No

- If yes, please provide diagrams demonstrating conformance with the Site-Specific Guidelines in Chapter 3.

EXCEPTIONAL DESIGN POINTS REQUIREMENT:

All projects are required to achieve the maximum 10 Public Benefit points for Exceptional Design. Below are the criteria from the [CR Implementation Guidelines](#). Project submissions should address the points below:

1. Provide innovative solutions in response to the immediate context.
2. Create a sense of place and serves as a landmark.
3. Enhance the public realm in a distinct and original manner.
4. Introduce materials, forms or building methods unique to the immediate vicinity or applied in a unique way.
5. Design compact, infill development so living, working and shopping environments are more pleasurable and desirable on a site.
6. Integrate low-impact development methods into the overall design of the site and building, beyond green building or site requirements.

