

# ADMINISTRATIVE SUBDIVISION INTAKE CHECKLIST FOR APPLICANTS

What is proposed?

Plan Name:

Dwelling Units:

Commercial SF:

Plan Number:

Use:

Size:

## APPLICATION

Upload all files with the naming conventions found in [this document](#)

Applicant must fill out and sign [Application Form](#)

If Applicant is not property owner, provide [signed owner authorization](#)

## SIGN TEMPLATE AND LOCATION PLAN

Fill out and provide sign template linked [here](#), and follow the [Sign Posting Procedures](#)

Include a project description including use, square footage, and proposed activity

Include [Sign Location Plan](#) showing at least one sign location for every 500 feet of property frontage

Do not post sign until instructed by Intake Staff

## STATEMENT OF JUSTIFICATION

Include a thorough description of the proposal

Include [written description of how project complies with the findings](#) required in section 50-6.3.C of the Subdivision Regulations

## CERTIFICATE OF COMPLIANCE

Fill out and sign [certificate of compliance](#)

## AMENDMENTS

All amendments must receive an Amendment Checklist provided and signed by Montgomery Planning. Amendment Checklists must not be more than 90 days old at time of Application submission

Major Amendments must abide by the same standards as a new site plan and provide all items in this Checklist

If not a Major Amendment, provide all documents as requested in the Amendment Checklist and [Guide](#)

## NOTICE LIST

[Generate notice list](#) of HOAs and Civic Associations within one mile of subject property

Add to the notice list all confronting and adjoining property contact information

Add to the notice list any and all parties of interest from presubmission community meeting

Provide notice list in the form of an Excel sheet

## NOTICE LETTER

Fill out [notice letter template](#) with correct plan number and plan name

Include project description (same as on sign)

## FOREST CONSERVATION DOCUMENTS

Provide an approved [NRI/FSD](#) or [Forest Conservation Exemption Plan](#)

Upload [Forest Conservation Plan Exemption Letter](#)

## PREVIOUS APPROVALS

Provide and upload any and all previous approvals, including Record Plats, Preliminary Plans, Sketch Plans, Site Plans and/or Concept Plans. Also include any and all previously approved amendments.

## APPLICATION DRAWINGS

Provide the following standard drawing components on ALL plan sheets:

[Graphic scale](#)  
[North arrow](#)  
[Name of plan and plan number](#)  
[Revision block](#)  
[Plan preparer contact info](#)  
Applicant's name  
[Vicinity map](#)  
[Legend](#)  
[Approval stamp placeholder](#) (4"x3")  
[Engineer certificate](#)  
[Building footprints](#)  
[Grading/topography w/ labels](#)  
[Property lines](#)  
[Limits of disturbance](#)

### ADMINISTRATIVE SUBDIVISION PLAN

Provide a [cover sheet](#) with [sheet index](#) including all plan sheets and development program

Provide a [blank second page for future approvals](#)

Provide the zoning and tract size in the plan notes

Preliminary Plan drawings should show the following details:

[Uses in square feet/units](#)  
[Building heights](#)  
[Open spaces](#)  
[Stormwater management](#)  
[Well and septic areas](#) (if present)  
[Layout and dimensions of:](#)

Roads/points of access  
Bike facilities/parking/storage  
Sidewalks/trails/paths  
Parking  
Loading

Provide the following information for [adjacent properties](#) within 100 feet:

Zoning  
Building outline  
Height  
Use  
Topography  
Subdivision Information (Lot & Block)

Fill out and provide the following data tables:

[Project data table](#) including all zoning information, uses, parking, and MPDUs

If split-zoned, clearly [delineate zoning boundary](#).

If multiple phases, include [phasing plan](#).

### ADMINISTRATIVE SUBDIVISION PLAN CONTINUED

Provide [dimensioned road sections](#) for all rights-of-way on which the Property has frontage and any and all private roads included in the proposed subdivision

Provide the existing and proposed subdivision information (Lot and Block) of any and all properties included in the Subject Property

Provide a [lotting plan](#), with only property lines and subdivision information provided

Provide the [M-NCPPC pre-construction meeting note](#)

■ Provide, as a separate document, an [Engineering Certification Letter](#)

### FOREST CONSERVATION PLAN

Separately submit a Forest Conservation Plan, or upload an approved Forest Conservation Plan Exemption

### OTHER AGENCIES

Montgomery County Dept. of Transportation (MCDOT)

Pay and upload [receipt for DOT review](#)  
Provide [Sight Distance exhibit](#)  
Provide [Storm Drain plan](#)  
Provide [Traffic Impact Study, Transportation Study Exemption Statement](#), or a signed [Transportation Adequacy Form](#)

Dept. of Permitting Services - Stormwater Management

Pay and upload [receipt for DPS-SWM review](#)  
Provide [Stormwater Management Plan](#)

Dept. of Permitting Services - Fire Department Access

Provide [Fire Department Access plan](#)

Washington Suburban Sanitary Commission (WSSC)

Pay and upload [receipt for WSSC review](#)

### APPLICANT STATEMENT OF COMPLETION

I, \_\_\_\_\_, the Applicant, attest to the fact that all items outlined in this document have been provided and constitute a complete and accurate Application. I have also uploaded this checklist as part of my submission.

Signature: \_\_\_\_\_