



MONTGOMERY COUNTY PLANNING DEPARTMENT
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



Natural Resource Inventory/ Forest Stand Delineation(NRI/FSD) & Forest Conservation Plan Exemption

Application Upload Guide & Submission Requirements

Application Upload Guide for New Plans, Amendments, and Recertifications

The following items are required for NRI/FSD and FCP Exemption submission. Click each item to see detailed [Submission Requirements](#). If revisions are requested, each document should keep the same file name. The *ePlans* system will track versions of the files from submittal to submittal.

Pre-Screen Submittal Items	File Type	Filename
Required Documents and Drawings		
General Information		
Application	PDF	00-APP-420XXXXX0 or 00-APP-420XXXXXE
Required Plan Drawing(s)		
Full NRI/FSD Plan	Vector PDF (individual pages)	01-NRI-420XXXXX0-001
Simplified NRI/FSD Plan	Vector PDF (individual pages)	01-SNRI-420XXXXX0-001 or 01-SNRI-420XXXXXE-001
Existing Conditions Plan	Vector PDF (individual pages)	01-EXCOND-420XXXXX0-001 or 01-EXCOND-420XXXXXE-001
Required Supporting Functional Information/Drawings		
Maryland DNR RTE letter	PDF	02-DNRLTR-420XXXXX0 or 02-DNRLTR-420XXXXXE
Supplemental Drawings & Documents (required if applicable)		
Potential Items		
Existing Conditions Plan authorization	PDF	03-EXCONDLTR-420XXXXX0 or 03-EXCONDLTR-420XXXXXE
NRI/FSD Report	PDF	04-NRIREPORT-420XXXXX0 or 04-NRIREPORT-420XXXXXE
Declaration of intent	PDF	05-DOI-420XXXXXE
Tree Save Plan	Vector PDF (individual pages)	06-TSP-420XXXXXE-001
Qualified professional verification	PDF	07-QUALIF-420XXXXX0 or 07-QUALIF-420XXXXXE
Additional Item	As appropriate	08- -420XXXXX*

* Use descriptor code of choosing that seems appropriate for the additional item(s) you wish to submit.

Amendments and Recertification

NRI/FSD Amendment

A new NRI/FSD application is required to make changes to an approved and valid NRI/FSD.

Recertification of an Expired NRI/FSD

An NRI/FSD is valid for two years from the date it is approved. If a Preliminary Forest Conservation Plan has not been accepted as complete during the NRI/FSD's validity period, an approved NRI/FSD expires at the end of its validity period. An expired NRI/FSD may be recertified within one year after the expiration date, if the original plan preparer attests that there are no changes to the size and shape of the application tract, existing conditions, forest acreage, tree canopy, or any other detail of the originally approved NRI/FSD. Complete the application form as required for a new application, but check the box for recertification of expired NRI/FSD) and pay the appropriate fee. Changes to site conditions, applications, plan preparer, or applicant requires a new NRI/FSD submission and application. Recertification extends the NRI/FSD's validity period for an additional two years beyond the original two-year validity period. An expired NRI/FSD can only be recertified one time.

Exemption Expiration

A confirmed exemption that has not started any authorized land disturbance within 5 years from the date of approval of the exemption is expired, unless the confirmed exemption pertains to a subdivision with a validity period of more than 5 years. If the subdivision has a validity period of more than 5 years, the confirmed exemption does not expire until the end of the subdivision validity period.

Submission Requirements

The files on the Application Upload Guide appear below in the same order as above. Under each item is a description detailing the format and content requirements for each uploaded file. These submission requirements must be met to move beyond the ePlans Intake Review stage.

Standard Drawing Components

All NRI/FSD plan drawings must include the following standard components **for the tract area of the development project and the first 100 feet of adjoining land or the width of adjoining properties, whichever is less:**

NOTE: In addition to an electronic copy that is uploaded onto ePlans, one paper copy of the final intake version of the plan drawing with the plan preparer's original signature and date must be submitted to the DARC Division before application acceptance. The paper plan drawing must be to scale.

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, and nearby local streets that are located near the property.

4. *Legend*

All symbology must be included in a legend.

5. *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). If a plan drawing has a delineated border near the edges of the drawing paper, the border must be located no further than 1 inch from the left edge of the paper and no more than 1/2 inch from all other edges of the paper.

6. *Name, Address, and Signature of Qualified Professional*

The plan drawing must contain the name, address, and signature of a Qualified Professional [as defined by the Maryland Department of Natural Resources](#) (Md. DNR) for the preparation of a NRI/FSD (Full and Simplified) and Forest Conservation Plan. Other requirements are as follows:

- An Existing Conditions Plan is not required to be prepared by a Qualified Professional. But it must contain the name, address, and signature of the plan preparer.

7. *NRI/FSD Plan Notes*

Plan notes must include the following items:

- For each property included in the project tract: property tax identification number, property owner name and address, tract size, property boundaries
- Watershed, as defined in the County Forest Conservation Law
- Maryland Use Class of the streams that drain the project tract
- Location in a Special Protection Area or Patuxent River Primary Management Area, if applicable
- Source of 100-year floodplain boundary (see drawing component #16, below)
- Source of wetland information
- Presence or absence of Federal or Maryland rare, threatened, or endangered species that were observed on the site or previously documented by the Maryland Department of Natural Resources (Md. DNR)

- Whether any part of the project tract is on the Locational Atlas and Index of Historic Sites, or a note stating there are none.
- Presence or absence of the following categories of trees:
 - National, State, or County Champion Tree
 - Trees that are at least 75 percent of the current State Champion
- Method and tool used to measure diameter of trees (e.g., tree caliper, forestry diameter tape, Biltmore stick)
- Person(s) conducting field work
- Dates when field work was conducted

8. *Data Tables*

The following data tables must be included:

(a) a data table that includes the type and slope category of soils covering the tract and adjoining land; soils types that are classified as hydric or hydric inclusions, highly erodible (based on the latest version of “Montgomery County Guidelines for Environmental Management of Development in Montgomery County”), prime agricultural, or serpentinite must be identified; except for the erodibility classification of a soils type, the source for soils information must be the latest version of the Montgomery County Soils Survey.

(b) a data table that shows the species, size, health condition, mitigation measures and whether any trees would/ have been impacted/removed, unique identification symbol of specimen trees, trees 24 inches or greater, DBH, and trees and other plants subject to Sec. 22A-12(b)(3) of the Co. Forest Conservation Law. Each tree’s or other plant’s identification symbol (e.g., unique identification number or letter) in this data table must match the identification number or letter on the plan drawing.

(c) a Resource Data Table, which provides information on the existing natural resources of the tract; this includes: acreage of forest, acreage of wetlands, acreage of forest in wetlands, acreage of floodplains, acreage of forest in floodplains, acreage of stream buffers, and acreage of forest in stream buffers.

9. *Information for Adjacent Properties*

The plan drawing must show boundaries of all properties that are adjacent to the project tract.

10. *Boundary outlines of all properties within the project tract area*

The project tract is comprised of one or more properties. The boundaries of all properties in the tract area must be clearly delineated on the NRI Plan Drawing.

11. *Existing buildings, driveways, and other man-made features*

Show all existing buildings, sidewalks, driveways, utilities, and other man-made features that are located on the tract and on adjoining properties if they are within the required NRI/FSD boundaries.

12. *Existing Topography*

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

13. *Perennial and Intermittent Streams and Stream/Environmental Buffers*

All perennial and intermittent streams and their buffers must be shown on the NRI/FSD plan drawing. Stream and environmental buffers are defined in the latest version of the “Montgomery County Guidelines for Environmental Management of Development in Montgomery County”.

14. *Ephemeral Streams and Stream/Environmental Buffers, Where Required*

Where it is required by a master plan, ephemeral streams and their buffers must be shown on the plan drawing. Ephemeral streams and their buffers are defined in the latest version of the “Montgomery County Guidelines for Environmental Management of Development in Montgomery County” or in specific master plans. Ephemeral streams should not be shown on NRI/FSD plan drawings for sites that are not required to buffer or protect such streams. If an applicant chooses to identify ephemeral streams on NRI/FSDs for such sites, the following note must also be included on the NRI/FSD plan drawing: “Ephemeral streams are shown for illustrative purposes only. Planning Department staff has not confirmed the presence, location, or length of ephemeral streams on this site.”

15. *Floodplain Boundary*

The NRI/FSD plan drawing must show all existing 100-year floodplains, as determined or approved by the U.S. Federal Emergency Management Agency (FEMA), by Montgomery County Department of Permitting Services (DPS), or on a record plat that is filed in the Maryland Land Records. **NOTE:** The NRI/FSD must not show any 100-year floodplain that would result from proposed grading or filling by the project within the existing floodplain area.

16. *Source of Floodplain Boundary*

The source of the 100-year floodplain information shown on the NRI/FSD plan drawing must be provided. If the source is a floodplain study that has been approved by a government agency, the name of the study, the study's authors, the approving agency, and the date of approval of the study must be provided on the NRI/FSD. If the source is from a government agency study, the name of the study, the agency that funded the study, and the date of the study must be included on the NRI/FSD.

17. *Floodplain Building Restriction Lines*

The minimum building setbacks from the 100-year floodplain, as required by State and County laws, must be delineated on the NRI/FSD plan drawing.

18. *Watershed and SPA or PMA Boundaries*

If a tract lies in more than one watershed, the boundaries of the watersheds are delineated on the NRI/FSD plan drawing. If only part of the tract lies within a SPA or the Patuxent River PMA, the boundary of the SPA or PMA, as appropriate, is shown on the NRI/FSD plan drawing.

19. *Soils and Soils Contours*

The NRI/FSD plan drawing must show all soil map units and their boundaries (i.e., soils contours) as shown in the most recent version of the Natural Resources Conservation Service "Soils Survey of Montgomery County, Maryland".

20. *Slopes in Specific Ranges*

Slopes on a NRI/FSD plan drawing are calculated and identified by analysis of the topographic contours that are shown on the plan drawing. The slope of an area is classified by its steepness within two adjacent topographic contours that are delineated on the plan drawing. Areas with slopes that fall into one of the ranges identified below must be highlighted and identified on the NRI/FSD plan drawing:

- Slopes that are 25 percent and greater
- Slopes that are 15 percent and greater within 100 feet of a wetlands located in a SPA
- Slopes that are between 15 and 25 percent on erodible soils. Erodible soils are those identified on the "Erodible Soils List" of the latest version of the "Montgomery County Guidelines for Environmental Management of Development in Montgomery County".
- Slopes that are 15 percent and greater in the Upper Paint Branch SPA

21. *Wetlands and Wetland Buffers*

Wetlands and their buffers, as defined and discussed in the latest version of the "Montgomery County Guidelines for Environmental Management of Development in Montgomery County", must be shown on the NRI/FSD plan drawing.

22. *Aerial Extent of Forest Canopy*

The aerial extent of forest canopy must be shown on the NRI/FSD plan drawing.

23. *Aerial Extent of Tree Canopy*

The aerial extent of tree canopy must be shown on the NRI/FSD plan drawing. If both forest canopy and tree canopy exist on the tract or surrounding land, the NRI/FSD plan drawing must clearly distinguish between forest and tree canopies.

24. *Cultural and Historic Features*

If the NRI/FSD plan notes indicate that the site is located on the Locational Atlas and Index of Historic Sites, the historic resource feature must be clearly identified on the plan drawing.

25. *Tree, Shrub, or Plant Classified as Rare, Threatened, or Endangered*

The species and general area where a Federal or State Rare, Threatened, or Endangered plant, as defined by Md. DNR, has been located must be identified and shown on the NRI/FSD plan drawing. The specific location of the individual plant or colony of plants does not need to be delineated. The prime habitat for that species must be identified.

26. *Trees 24 Inches and Greater in Diameter*

Each tree that is 24 inches and greater in diameter at 4.5 feet above the ground (DBH) must be located on the NRI/FSD plan drawing with its associated critical root zone (CRZ); the tree's size and species must be shown either on the drawing or in the corresponding data table. Each tree's identification symbol (e.g., unique identification number

or letter) on the plan drawing must match the identification symbol in the data table. **NOTE:** The CRZ of trees that fall within the boundary of a forest stand do not need to be shown on the NRI/FSD plan drawing.

27. *Specimen Trees*

Each specimen tree must be located on the NRI/FSD plan drawing with its associated critical root zone. The tree's size and species must be shown either on the drawing or in the corresponding data table. Each tree's identification symbol (e.g., unique identification number or letter) on the plan drawing must match the identification symbol in the corresponding data table. **NOTE:** The CRZ of trees that fall within the boundary of a forest stand do not need to be shown on the NRI/FSD plan drawing.

28. *National, Maryland, or County Champion Trees*

A tree that is designated by the State or County as a County, State, or National Champion tree, or a tree that is 75 percent or more of the current State Champion for that species must be located on the NRI/FSD plan drawing. The tree's size and species must be shown either on the drawing or in the corresponding data table. Each tree's identification symbol (e.g., unique identification number or letter) on the plan drawing must match the identification symbol in the data table.

Required Documents and Drawings

General Information

Application | PDF | 00-APP-420XXXXXX

The Applicant must submit a signed and dated application by the property owner or Applicant. Written verification will be required if the Applicant is not the owner.

Required Plan Drawing(s)

Full NRI/FSD | PDF | 01-NRI-420XXXXXX

In addition to the standard drawing components listed above, a Full NRI Plan Drawing must include the following forest stand delineation information **for the tract area of the development project and the first 100 feet of adjoining land or the width of adjoining properties, whichever is less:**

1. *Standard Drawing Components*

Refer to list above.

2. *Delineation of Multiple Forest Stands*

The NRI/FSD plan drawing must clearly delineate the boundaries of each forest stand. Each stand must be labeled and assigned a unique identification number.

3. *Priority Ranking for Each Forest Stand*

The NRI/FSD plan drawing must identify each stand's priority ranking for forest retention. Each forest stand can have only one priority ranking. The plan drawing must include a written explanation of how the priority rankings were determined.

4. *Criteria for Defining a Forest Stand*

A description or explanation of the criteria used to define and delineate a forest stand and how the forest cover is separated into different forest stands.

5. *Forest Stand Description*

A data table that includes the following items for each forest stand: acreage; dominant or co-dominant species; size class of species; percent canopy closure; number of canopy layers; percent of forest floor that is covered by herbaceous plants, downed woody material, and non-native, invasive species; information on condition classes, structure, function, retention potential, transplant and regenerative potential; and field observations or other evidence of past management activities.

Simplified NRI/FSD | PDF | 01-SNRI-420XXXXXX

A Simplified NRI/FSD must include all the standard drawing components listed above for the tract area of the development project, and where applicable, the following forest stand delineation information **for the limits of disturbance and the first 100' of adjoining land or the width of adjoining properties, whichever is less.** **NOTE:** On-site forest that falls outside this area must either be proposed to be protected by easement or dedication, or be part of area that is exempt from forest conservation requirements.

1. *Standard Drawing Components*

Refer to list above.

2. *Delineation of Multiple Forest Stands*

The NRI/FSD plan drawing must clearly delineate the boundaries of each forest stand. Each stand must be labeled and assigned a unique identification number.

3. *Priority Ranking for Each Forest Stand*

The NRI/FSD plan drawing must identify each stand's priority ranking for forest retention. Each forest stand can have only one priority ranking. The plan drawing must include a written explanation of how the priority rankings were determined.

4. *Criteria for Defining a Forest Stand*

A description or explanation of the criteria used to define and delineate a forest stand and how the forest cover is separated into different forest stands.

5. *Forest Stand Description*

A data table that includes the following items for each forest stand: acreage; dominant or co-dominant species; size class of species; percent canopy closure; number of canopy layers; percent of forest floor that is covered by herbaceous plants, downed woody material, and non-native, invasive species; information on condition classes, structure, function, retention potential, transplant and regenerative potential; and field observations or other evidence of past management activities.

Existing Conditions Plan | PDF | 01-EXCOND-420XXXXXX

The applicant must obtain written approval from the DARC Division to submit an Existing Conditions Plan in lieu of a Full or Simplified NRI/FSD for certain development tracts that don't contain any natural features, and for certain applications for FCP exemption. The applicant must submit a written request for approval to the Forest Conservation Program Manager or Intake Section staff in the DARC Division before submitting the NRI/FSD or FCP exemption application. The written request must indicate why the applicant believes that the project should not be required to submit a NRI/FSD plan (either Full or Simplified). The request must also include the nature of work to be conducted. The submission of an Existing Conditions Plan will be approved by letter from the DARC Intake Section with a list of the minimum drawing components that are required. A copy of this letter must be provided as part of the application submittal. **In general, the following drawing components must be shown on an Existing Conditions Plan for the project tract area unless modified by the approval letter:**

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, and nearby local streets that are located near the property.

4. *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). For amendments to pre-ePlans-approved plans, if a 4" x 3" block cannot fit in the top left corner on every drawing, choose one of the other corners of the plan set; ePlans requires a consistent spot on every plan drawing for the electronic approval stamp. If a plan drawing has a delineated border near the edges of the drawing paper, the border must be located no further than 1 inch from the left edge of the paper and no more than 1/2 inch from the top edge of the paper.

5. *Boundary outlines of all properties within the project tract area*
The project tract is comprised of one or more properties. The boundaries of all properties in the tract area must be clearly delineated on the NRI Plan Drawing.
6. *Existing buildings, driveways, and other man-made features*
Show all existing buildings, sidewalks, driveways, utilities, and other man-made features that are located on the tract and on adjoining properties if they are within the required NRI/FSD boundaries.
7. *Existing topography*
The NRI/FSD plan drawing must show the existing topography with contour intervals no greater than 5 feet.
8. *Natural features including streams, forests, etc.*
Refer to Standard Drawing Components list above.
9. *Proposed improvements*
The footprints of buildings, accessory structures, driveways, paths, and landscape areas must be shown.
10. *Proposed lot lines*
If a future subdivision is proposed, the boundaries of all new lots within the tract must be shown.
11. *Proposed limits of disturbance*
Conceptual grading and limits of disturbance for proposed construction and access to the construction area must be included on the plan drawing.
12. *Note stating proposed acreage of forest to be cleared*
Forest clearing must be based on the aerial extent of the forest canopy.
13. *Photographs of the existing conditions*
Photographs may be provided, but are not required.
14. *Signature, date, and, if applicable, professional seal of plan preparer*

Required Supporting Functional Information/Drawings

MD-DNR letter | PDF | 02-DNRLTR-420XXXXXX

Wildlife and Heritage Service, Maryland Department of Natural Resources maintains a database of rare, threatened and endangered plant and animal species in Maryland. A MD DNR letter determining whether rare, threatened, or endangered species or their critical habitats have been documented on the subject site must be part of the NRI/FSD application. The letter may be submitted separately as this file, or be included on the NRI/FSD plan drawing.

NOTE: For intake review purposes, a copy of the applicant's letter to MD DNR requesting their review may be submitted for this item but the return letter from MD DNR must be uploaded into the appropriate application folder before the NRI/FSD or FCP exemption application is approved.

Supplemental Drawings & Documents (required if applicable)

Potential Items

Existing Conditions Plan letter | PDF | 03-EXCONDLTR-420XXXXXE

If the Forest Conservation Program Manager or DARC Intake Section has allowed the submission of an Existing Conditions Plan as part of a FCP Exemption application, a letter that specifies the authorization and lists the components that must be included on the Existing Conditions Plan is issued. This letter must be included in the application.

NRI/FSD report | PDF | 04-REPORT-420XXXXXO

A NRI/FSD application may include a report that is separate from the NRI/FSD plan drawing and that contains descriptions and other detailed information on forest stands and/or other natural features that are present or adjacent to the site. On a case-by-case basis, the plan reviewer may require forest stand field data sheets, a wetlands delineation report, and/or detailed descriptions or delineations of other environmental features to be included in the NRI/FSD Report.

Declaration of intent | PDF | 05-DOI-420XXXXXE

Certain FCP exemptions require the applicant to submit a Declaration of Intent (DOI) to certify that the application meets specific criteria for the exemption. The DOI must be signed by the applicant and notarized. The exemptions that require the

DOI are: residential single lot, real estate transfer, agricultural use, and timber harvest activity. [DOI templates](#) are available on the Planning Department website.

NOTE: A copy of the DOI must be uploaded to ePlans and one paper copy with original signatures and notary public seal must be submitted to the DARC Division before application acceptance. The DOI for a real estate transfer must include original signatures for the notary public, the grantor, and grantee. The DOI for the other land use activities must include original signatures for the notary public and the property owner.

Tree Save Plan | PDF | 06-TSP-420XXXXXE

A proposed project that qualifies for a FCP Exemption except that the project proposes to impact any significant tree, specimen tree, champion tree, or trees in an existing scenic buffer between public parkland and the proposed project, must submit a Tree Save Plan for review and approval. This plan may be required to include tree preservation or mitigation for the loss of individual trees. See [Section 22A-6\(b\)](#) of the County Forest Conservation Law for details. A Tree Save Plan is also required for those FCP Exemption categories which have limitations on the amount or location of forest that can be removed.

A Tree Save Plan must include the following drawing components:

1. *Scaled plan drawing with north arrow and graphic scale bar*
2. *Limits of disturbance*
3. *Existing forest boundary*
4. *Proposed forest clearing boundaries*
5. *Location and critical root zone of individual significant, specimen or champion trees*
6. *Species, size, condition, and proposed status (preserve or remove) of each significant, specimen or champion tree*
7. *Tree protection fencing, including details and specifications, along the proposed forest clearing boundaries and around individual trees to be saved. At a minimum, fencing should be located at the outside edges of the canopies of trees proposed for saving. Specific location of fencing is determined with the Forest Conservation Inspector at the pre-construction meeting.*
8. *Specific tree protection measures (i.e., retaining walls, tree wells, aeration systems, root pruning, etc.), as necessary, for individual significant, specimen or champion trees or other individual trees.*
9. *Forest conservation sequence of events.*

NOTE: If significant, specimen or champion trees are required to be preserved, Planning Department plan review staff may require the location of trees to be surveyed and that the recommendations of a certified arborist for tree protection be included on the Tree Save Plan.

Qualified professional verification | PDF or Microsoft Word File | 07-QUALIF-420XXXXXX

The MD DNR, Forest Service, as required by the Maryland Forest Conservation Act, defines those professionals that are qualified to prepare NRI/FSDs and Forest Conservation Plans. The definition of, and criteria for, a Qualified Professional are provided on [DNR's website](#). If a Planning Department reviewer cannot determine if a plan preparer is allowed by law to prepare the submitted NRI/FSD plan drawing and associated documents, the reviewer may require the applicant to submit a document verifying that the plan preparer is a Qualified Professional.

Additional Item | Appropriate file type | 08- -420XXXXXX

The applicant may provide additional files to staff as required by specific applications, or after a plan is accepted and moves into the plan review stage. For file name, use descriptor code of choosing, suitable for the additional item(s) you wish to submit. (Example: property owner authorization to permit an applicant to apply on their behalf could be 09-AUTH-420XXXXXX)