



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



Pre-Preliminary Submissions

Application Upload Guide & Submission Requirements

Application Upload Guide for New Plans and Major Amendments

The following items are required for Pre-Preliminary Plan submission. Should revisions be requested, each document should keep the same filename. ePlans will track versions of the files from submittal to submittal. Major amendments may require redlined drawings for some items.

Pre-Screen Submittal Items	File Type	Filename
Required Documents and Drawings		
General Information		
Application	PDF	00-APP-720XXXXXX
Statement of Purpose and Justification	PDF or Microsoft Word	01-SOJ-720XXXXXX
Certificate of Compliance	PDF	02-COC-720XXXXXX
Outreach Information		
Notice List	PDF, Microsoft Word, or Excel	03-NLIST-720XXXXXX
Application Notice Letter	PDF or Microsoft Word	04-NLTR-720XXXXXX
Sign Posting Information	PDF	05-SIGN-720XXXXXX(-LOC)
Required Plan Drawing(s)		
Pre-Preliminary Concept Plan Drawing	Vector PDF (individual pages)	06-PREL-720XXXXXX-00X
Potential Supplemental Drawings & Documents		
Forest Conservation Plan Drawing	Vector PDF (individual pages)	07-FCP-720XXXXXX-00X
Tree Save Plan Drawing	Vector PDF (individual pages)	07-TSP-720XXXXXX-00X
NRI/FSD or Exemption Plan	PDF	08-NRI-420XXXXX(O/E)
Forest Conservation Plan Exemption Letter	PDF	09-FCPEX-420XXXXXE
Stormwater Management Concept Plan	Vector PDF (individual pages)	10-(SWM/WQP)-720XXXXXX-00X
Fire Department Access Plan Drawing	Vector PDF (individual pages)	11-FDA-720XXXXXX-00X
Traffic Impact Statement/Traffic Study	PDF	12-TIS(TS)-720XXXXXX
WSSC Receipt	PDF	13-WSSC-720XXXXXX
Color Coded Utility Plan (if provided separately)	Vector PDF (individual pages)	14-UTIL-720XXXXXX-00X
SPA Water Quality Plan: Impervious Surface Drawing	Vector PDF (individual pages)	15-IMP-720XXXXXX-00X
Other Water Quality Plan-Related Materials	PDF or Microsoft Word	15-OWQP-720XXXXXX
Legal Document (legal restrictions, deeds, easements, etc.)	PDF	16-LEGAL-720XXXXXX
Previous Approvals		
Board of Appeals Opinion	PDF	17-BOAOP-XXXXX*
Approved Conditional Use/Special Exception Plan	PDF	17-(CU/SE)-XXXXX*
Council Zoning Resolution	PDF	17-ZONRES-XXXXX**
Zoning Plan	PDF	17-ZON-XXXXX**
Planning Board Resolution or Staff Approval Memo	PDF	17-PBRES-X20XXXXXX*
Planning Board or Staff Approved Plan	PDF	17-PB-X20XXXXXX*

* Use previous plan number

** Use zoning case number

The following items will/may be uploaded as part of or after the initial document upload task.

Other Submittal Items	File Type	Filename
At Conclusion of Intake Review		
Verification of Sign Posting	PDF	05-POST-720XXXXXX
At Any Point in the Process		
Updated Application Information	PDF	18-UPDATE-720XXXXXX
Additional Item	As appropriate	19- -720XXXXXX***

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

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.

Standard Drawing Components

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

- 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.
- 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.
- 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.
- Plan Notes*

Plan Notes vary by drawing type. Add appropriate notes as specified in the drawing submission requirements.
- Legend*

All symbology must be included in a legend.
- 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). It is not necessary to create a box for the future stamp.
- 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. The plan preparer should not sign the drawings until requested at the end of intake.
- Sheet Borders*

Border lines around the edge of a plan drawing sheet, if used, must be a maximum of 1" from the left side of the sheet, and a maximum of ½" from all other sides.

Required Documents and Drawings

General Information

Application | PDF | 00-APP-720XXXXXX

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.

Statement of Purpose and Justification | PDF or Microsoft Word File | 01-SOJ-720XXXXXX

The Applicant must submit with each application a written statement describing the elements of the proposed project for which advice is being sought. If a binding decision is being requested, the statement must also list the facts and reasons that, according to the Applicant, would support Planning Board approval of the request. This justification must address each applicable 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 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](#).

Certificate of Compliance | PDF | 02-COC-720XXXXXX

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. [Click here](#) for a sample Certificate of Compliance template.

Outreach Information

Notice List | Microsoft Word, or Microsoft Excel Spreadsheet | 03-NLIST-720XXXXXX

The applicant must submit a list containing the names and addresses of all persons required to receive notice of the application per the [Administrative Procedures for Development Review](#).

Upload the Notice List as an Excel document, with each address element (contact, organization, street address, city, state, zip, etc.) in its own column, and each address in a single spreadsheet row. Including tax IDs and parcel/lot/block information is also very helpful. Because the Mail Merge function in Microsoft Word is used to create the mailing labels from the Notice List, the spreadsheet must not contain merged cells. If uploading as a Word document, the labels must be formatted as "Avery 5160" mailing labels. To expedite review of the Notice List, leave the Homeowners and Civic Associations list in the same order in which it was generated, list adjoining and confronting property owners roughly in "geographical" order (moving clockwise or counter-clockwise around the property), and group addresses by category (adjoining and confronting owners, HOAs/CAs, M-NCPPC, development team, other interested parties). Use our [Mailing List Generator](#) to generate the list of HOAs/CAs.

Application Notice Letter | PDF or Microsoft Word File | 04-NLTR-720XXXXXX

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. Use one of the following templates based on the approval process you are taking:

- [Standard](#)
- [Director-Level Amendment](#) (FCPs only)



Sign Posting Information | PDF | 05-SIGN-720XXXXXX(-LOC)

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.*

Required Plan Drawing

Pre-Preliminary Concept Plan Drawing | Vector PDF (individual pages) | 06-PRE-720XXXXXX-00X

The following information must be included on the Pre-Preliminary plan drawing:

1. *Standard Drawing Components*

Refer to [list above](#).

2. *Cover Sheet & 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 this amendment. Include all drawings to be approved by M-NCPPC in the sheet index, including FCP drawings. If you include other drawings in the index, put them in a separate section of the index.

3. *Plan Approval Sheet*

If requesting a binding decision from the Planning Board, include a plan approval sheet with a placeholder for the plan approval document(s).

4. *Pre-Preliminary Plan Notes*

Plan notes should include the following: zoning, tract size, watershed, and any special taxing district or municipality, if applicable. It is also helpful to identify the public utility companies that will provide services for the proposed development, and for properties being developed under a previous zone, show both the current and former zones.

5. *Data Tables*

Data tables should 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). If applicable, show number of MPDUs, other affordable housing units, parking spaces, TDRs, and BLTs.

6. *Adjacent Subdivisions*

The plan drawing should show and identify adjacent subdivisions including lot and block designation for immediately adjoining subdivided land and parcel numbers for adjoining unsubdivided land. The plan should also show all existing structures within 100' on adjoining properties and within 300' on adjoining properties with road frontages.

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

The plan should show existing dedicated streets with proper street names and proposed street right-of-way dedications noting proposed right-of-way and street paving widths.

Additional information for streets that may also be shown on the plan drawing depending upon the input being sought for the pre-application submittal should include:

- 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. For proposed reduced-width rights-of-way, the plan drawing must be initially prepared and submitted showing a standard-width street (to evaluate the impact on the environment).
- c. The centerline spacing from any proposed street to the nearest existing public streets.
- d. Centerline alignment data (stationing, point of curves, point of tangents, curve data, etc.) for all internal streets. For all major, arterial and/or primary classification roadways planned within a subdivision, identify the design speed satisfied by the proposed horizontal alignment.
- e. The location of proposed sidewalks, bikeways, streetlights and street trees.
- f. Any waivers to the above standard should be included in submission.

8. *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 50-34(d)(5) of the Subdivision Regulations.

9. *Color-Coded Utility Plan*

Show all existing and proposed utilities on the Pre-Preliminary 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.

Proposed sewer and water lines that would serve the proposed subdivision should be shown on the drawing. The plan must identify existing water and sewer service categories for the subject property and any necessary 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 of a preliminary plan.

10. *Zoning*

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.

11. *Required Transferable Development Rights (TDR) and Building Lot Termination (BLT) Calculations*

If applicable to the purpose of the pre-application submission, Pre-Preliminary plan applications that involve TDR units or BLT square footage should show the density calculations including base density, the number of TDRs or BLTs utilized, number of moderately priced dwelling units (MPDUs), and the maximum density allowed by the applicable master plan.

12. *Proposed Lot, Block and Street (and Other Right-of-Way Layout)*

The proposed lot and block layout, with each lot numbered, must be shown with street and other dedications identified including sites for public uses, rights-of-way and easements. Rustic roads should 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](#)). Any proposed reduced truncations should include a justification statement. Do not show street names that have not been approved.

13. *For Sites Other than Single-Family Dwellings, Identify Uses Proposed with Building Envelopes, Interior Roads and Access Points Shown for Each Lot*

For projects that propose multi-family residential, commercial, industrial or institutional uses, such uses should be clearly identified with proposed building envelopes, interior roads and access points shown. In addition, depending upon the purpose of the pre-application submission, the dimensions and gross floor area of proposed buildings, proposed building heights and the area of each lot may be shown.

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

When seeking input regarding proposed well and septic areas, the Pre-Preliminary plan should show the following information:

- a. The proposed location of water wells for each lot. Where there are existing wells on the property or on adjoining lots within 100 feet, they should also be shown. A circular area with a radius of 100 feet around each existing and proposed well should 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 should also be shown.

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

15. *Areas of Stormwater Management, Open Space, Recreation, Forest Conservation, and Off-Street Trails*

If applicable to the purpose of the pre-application submittal, the Pre-Preliminary plan drawing should show all stormwater management, open space, recreation, and forest conservation areas, and any pedestrian or bike paths not located within road rights-of-way.

16. *Existing Topography*

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

Potential Supplemental Drawings & Documents

The following items may be included with a Pre-Preliminary Submission, at the applicant's discretion, when they are needed to provide the advice desired.

Forest Conservation Plan Drawing | Vector PDF (individual pages) | 07-FCP-720XXXXXX-00X

Unless there is a confirmed Forest Conservation Exemption for the project, the applicant must submit a Forest Conservation Plan (FCP) that complies with the Forest Conservation [Law](#) and [Regulations](#), as part of the future preliminary plan. A concept FCP may be submitted with a pre-preliminary submission.

A concept Forest Conservation Drawing should contain the following elements:

1. *Standard Drawing Components*

Refer to [list above](#).

2. *Forest Conservation Plan Notes*

Plan notes should include the zoning, watershed, and whether the site is in a Special Protection Area or Primary Management Area.

3. *Additional FCP Information*

The following items should also be on a concept Forest Conservation Plan.

- a. The shape and dimension of lots, showing locations of existing structures and improvements including paved areas.
- b. Location of building restriction lines and areas to be conserved, including floodplains, wetlands, and stream buffers.
- c. Conceptual locations of proposed structures and improvements.
- d. Proposed locations of afforestation and reforestation, including acreage, if required.
- e. Forest Conservation Data Table. Download [Data Table template](#). For forest conservation land use categories & thresholds use this [reference document](#).
- f. Forest Conservation Worksheet showing calculation of forest conservation requirements. Download the [Worksheet template](#).

Tree Save Plan Drawing | Vector PDF (individual pages) | 07-TSP-720XXXXXX-00X

A tree save plan is required if a development is exempt from forest conservation requirements but involves clearing of a specimen or champion tree. Tree save plans are also required to establish limits of disturbance on forested properties for which exemptions are being requested and minimum forest clearing requirements apply.

Tree save plans include the following components:

1. *Standard Drawing Components*

Refer to [list above](#).

2. *Additional Tree Save Plan Items*

The plan should also include:

- a. Scaled drawing showing: proposed limits of disturbance, existing forest boundaries, and proposed forest clearing boundaries
- b. Location and critical root zone of individual specimen or champion trees (see [Trees Technical Manual](#) for size criteria) within 50 feet on either side of the proposed limits of disturbance
- c. Species, size, condition, and proposed status (preserve or remove) of each specimen or champion tree
- d. Tree protection fencing, including specifications, along the forest clearing boundaries and around individual trees to be saved (at a minimum, fencing should be located at the outside edge of the tree canopy for trees to be saved; actual location of fencing is determined with the M-NCPPC Inspector at the pre-construction meeting).
- e. Specific tree protection measures (i.e., retaining walls, tree wells, aeration systems, root pruning, etc.), as necessary, for individual specimen or champion trees.
- f. [Forest conservation sequence of events](#).

NOTE: Where specimen or champion trees are required to be preserved, M-NCPPC staff may request surveyed location of the trees, and recommendations for tree protection measures from a certified arborist.



NRI/FSD or Exemption Plan | PDF | 08-NRI-420XXXXX(O/E)

The submitted or approved Natural Resources Inventory/Forest Stand Delineation (NRI/FSD) or confirmed Forest Conservation Exemption plan. Use “E” at the end of the filename for an Exemption plan. Upload multi-page NRI/FSDs as a single document.

Forest Conservation Plan Exemption Letter | PDF | 09-FCPEX-420XXXXXE

Where applicable, a letter from Planning staff confirming that a property is exempt from forest conservation requirements may be submitted in lieu of the Forest Conservation Plan.

Stormwater Management Concept Plan | Vector PDF (individual pages) | 10-SWM-720XXXXXX-00X

The proposed Stormwater Management (SWM) concept and associated computations. For Water Quality Plans, use -WQP- instead of -SWM-.

Fire Department Access Plan Drawing | Vector PDF (individual pages) | 11-FDA-720XXXXXX-00X

Plan of the development site including the following:

1. *Standard Drawing Components*

Refer to [list above](#). Although neither an Engineer’s nor a Developer’s Certificate is required on FDA drawings.

2. *Proposed Access Route(s)*

Display proposed access route to all buildings for fire and rescue vehicles using the following standards:

- a. All premises which are not readily accessible from public roads shall be provided with suitable gates, access roads and fire lanes so that all buildings on the premises are accessible to fire apparatus.
- b. Private roads or fire lanes shall be provided for all buildings which are set back more than 150 feet from a public road or exceed 30 feet in height and are set back over 50 feet from a public road.
- c. Private roads or fire lanes shall be at least 20 feet in width with the road edge closest to the building at least 10 feet from the building and the road edge away from the building no more than 40 feet from the building. Any dead-end road more than 300 feet long shall be provided with a turn-around at the closed end at least 90 feet in diameter or as otherwise approved by the Fire Department.
- d. When buildings or any portion thereof are located 150 feet or more from a public street or access way and there is not suitable access for fire equipment as determined by the director, there shall be provided approved fire protection system or systems as required and approved by the director.
- e. All buildings, parts of buildings, or other obstructions extending over access driveways shall have not less than 12 feet vertical clearance from the finished driveway surface.
- f. Where approved fire protection systems are provided, the above required clearances may be modified or waived.
- g. When any portion of the first story of any building is more than 300 feet from a public street, or access way, one of the following shall be provided:
 - o The entire building shall be protected with an automatic fire extinguishing system, or
 - o The building shall be made accessible for fire motor vehicle apparatus by an all-weather access way approved by the director.

3. *Water Supply*

The locations of hydrants or other fire department-compliant water supply.

4. *Access Doors*

The location of main side-hinged doors.

5. *Road Pavement*

Dimensions and turning radii of existing and proposed access roads must be shown on the plan drawing, including the dimension from the edge of the pavement of the access route to the main side-hinged door of structures.

Traffic Impact Analysis

A plan application must address the specific requirements of the County’s Subdivision Staging Policy and associated Local Area Transportation Review (LATR) guidelines regarding transportation impacts and intersection capacity. These requirements vary depending upon the proposed plan, and applicants should meet with M-NCPPC Area Team transportation review staff and consult the Local Area Transportation Review (LATR) guidelines before submitting an application.

Transportation Study Exemption Statement | PDF | 16-TEs-120XXXXXX

A transportation study exemption statement is submitted only when an application is exempt from LATR requirements.

All other applications must submit a Transportation Impact Study. The transportation study exemption statement must

show that the number of peak hour person trips generated by the project's proposed land use is fewer than 50 total trips or that for a redevelopment, the proposed land use change generates no net increase in person trips.

Transportation Impact Study | PDF | 16-TS-120XXXXXX

If a transportation study is needed, applicants must fill out and submit a transportation impact analysis [Traffic Study Scoping Form](#) and submit it to an M-NCPPC Area Team transportation reviewer before application submittal to determine the specific requirements for each case.

Circulation, Queuing and Traffic Signal Warrant Analyses

In certain situations, additional traffic analyses may be required in addition to, or instead of, the items above.

- a. A traffic circulation study may be required for proposed commercial/office developments, as well as, certain institutional, church, and private school uses that generate more than 20 weekday peak hour vehicle trips.
- b. A queuing analysis may be required for certain existing intersections that are known to have problems, and when intersections shown on the plan do not meet minimum spacing requirements.

Traffic signal warrant analyses may also be required for existing or proposed un-signalized intersections affected, or created by the application, and in some cases staff may request a plan for traffic calming measures.

WSSC Review Receipt | PDF | 13-WSSC-720XXXXXX

The applicant must apply to WSSC for a Government Referred Plan Review (GOV) and upload a copy of the payment receipt if the applicant desires input from WSSC on the Pre-Preliminary plan.

Color-Coded Utility Plan | Vector PDF (individual pages if needed) | 14-UTIL-720XXXXXX-00X
(if provided separately)

Color-coded location of all existing and proposed sewer, water, gas, electric, telephone, and storm drainage lines; all easements and rights-of-way, existing or proposed; all offsite utility connections; and all utility structures.

SPA Water Quality Plan: Impervious Surface Drawing | Vector PDF (individual pages) | 15-IMP-720XXXXXX-00X

The following items should be included in a Special Protection Area (SPA) Water Quality Plan:

- a. Impervious surface plan drawing that includes detailed listing of existing/proposed impervious surfaces by type.
- b. Watershed boundaries
- c. Drainage area boundaries
- d. Stormwater management facilities

See the [County's SPA website](#), the [Planning Department's SPA website](#), or [Section 19-67 of the County Code Regulations](#) for additional information. Upload the main WQP in place of the SWM files using the 12- prefix.

Other Water Quality Plan-Related Materials | PDF or Microsoft Word File | 15-OWQP-720XXXXXX

The following items should be included in an uploaded document:

- a. Applicant's pre-application meeting summary approved by DPS
- b. Narrative of proposed water quality plan
- c. Stormwater Management calculations

Legal Document (legal restrictions, deeds, easements, etc.) | PDF | 16-LEGAL-720XXXXXX

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.

Previous Approvals

Board of Appeals Opinion | PDF | 17-BOAOP-XXXXX (use previous plan number)

For properties that have an approved conditional use/special exception, upload any applicable Planning Board resolution or opinion, Board of Appeals opinion, County Council resolution, etc. approving the plan.

Approved Conditional Use/Special Exception Plan | PDF | 17-(CU/SE)-XXXXX (use previous plan number)

The plan drawing included in the Hearing Examiner's report showing boundaries, dimensions, area, topography and frontage of the property included in the conditional use/special exception, as well as the location and dimensions of all structures existing and proposed to be erected, and the distances of such structures from the nearest property lines. Do not upload as individual pages.



Council Zoning Resolutions | PDF | 17-ZONRES-XXXXXX (use zoning case number)

For properties that have approved zoning development plans, diagrammatic plans, or schematic development plans, upload any applicable Planning Board transmittal recommendation and any Hearing Examiner or County Council resolutions approving the plan.

Zoning Plan | PDF | 17-ZON-XXXXXX (use zoning case number)

If a property is subject to District Council approval for a Local Map Amendment, the proposed Pre-Preliminary plan must be consistent with the approved and signed development plan, diagrammatic plan, or schematic development plan. A copy of the approved zoning plan must be submitted with the Pre-Preliminary plan application. Do not upload as individual pages.

Planning Board Resolution or Staff Approval Memo | PDF | 17-PBRES-X20XXXXXX (use previous plan number)

Enter file numbers for properties that have a previous approval (project plan, sketch plan, pre-application, Pre-Preliminary, and/or site) from the Planning Board or Planning Department staff into the Dynamic Portal Online Application form. Upload any applicable resolution/opinion or administrative approval memorandum, including FCP approvals. If more than one plan type applies, save each according to their plan number. Upload all resolutions that still apply. If more than one approval document applies to the same plan number because of an FCP, append “-FCP” to the end of the filename for a Final FCP, or “-PFCP” for a Pre-Preliminary forest conservation plan.

Planning Board or Staff Approved Plan(s) | PDF | 17-PB-X20XXXXXX (use previous plan number)

Upload a copy of all plans previously approved by the Planning Board or approved administratively by Planning Department staff. If more than one plan type applies, save each according to their plan number. Large plan sets can be broken into separate pieces, and FCPs should always be uploaded as separate documents; append “-PRELIM”, “-SITE”, “-LL”, “-ARCH”, “-PFCP”, “-FCP”, or “-TSP” after the plan number as appropriate. Do not upload as individual pages.

Additional Items

Additional Item | Appropriate file type | 19- -720XXXXXX

(For file name, use descriptor code of choosing, suitable for the additional item(s) you wish to submit. Example: Noise Study could be 32-NOISE-720XXXXXX; owner authorization could be 32-AUTH-720XXXXXX)

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. This could include noise studies, photographs, renderings, other exhibits, and minutes from meetings other than the applicant’s pre-submission meeting.

Other Submittal Items

At Conclusion of Intake Review

Verification of Sign Posting | PDF | 05-POST-720XXXXXX

(Note: this is not due until initial review of the application has been completed. You will be notified by Intake staff when the draft sign and sign location drawing have been approved for posting.)

The applicant must post one or more signs at the development site indicating that an application for a plan or amendment thereto, has been filed. See [Sign Posting Procedures](#).

The applicant must submit the following items with the final application to verify that site posting has been done:

- a. A notarized affidavit signed by the applicant attesting to the location of all posted signs and the date they were posted.
- b. The sign location drawing approved during intake.
- c. Date-stamped photographs showing the posted signs.

At Any Point in the Process

Updated Application Information | PDF | 18-UPDATE-720XXXXXX

After a plan is accepted and moves into the plan review stage, major changes, either agreed upon in discussions with staff or in response to agency review comments may occur. If critical information originally entered through the Dynamic Portal needs to change, a plan revision is required. Critical information includes changes in acreage; number of lots or units; type of use or units proposed; a change in ownership, applicant or engineer; or method of development proposed. The applicant must prepare a letter and/or traditional application form highlighting all changes and after discussion with lead reviewer upload it to ePlans.