



Montgomery Planning

DEVELOPMENT APPLICATIONS IN MONTGOMERY COUNTY

Montgomery Planning Intake and Regulatory Coordination Division

06/17/2024

 **Submitting and Processing Applications in Montgomery County**

An information session for applicants

Find Application Info on Montgomery Planning Website

- Find the applicable information, instructions, and forms for each type of application on Montgomery County Planning Department Website
- <https://montgomeryplanning.org/development/development-applications/>
- Each major application type has a dedicated webpage

Application Pages on Website

 <p>Administrative Subdivision Plan Subdivision plan used to create, consolidate, or adjust property lines through administrative approval.</p>	 <p>Concept Plan Optional, flexible plan type allowing applicant to get staff feedback at Development Review Committee.</p>	 <p>Conditional Use Application to allow certain uses in certain zones that are acted on by the Office of Zoning and Administrative Hearings</p>
 <p>Forest Conservation Plan Plan that outlines specific strategies for retaining, protecting, and reforestation or afforestation areas on a site.</p>	 <p>Mandatory Referrals Plans submitted by government agencies.</p>	 <p>Mixed Income Housing Community Plan Plan for land uses that meet the definition of a Mixed Income Housing Community as stated in the Zoning Ordinance.</p>
 <p>Natural Resource Inventory/Forest Conservation Plan Exemption Plan showing existing natural features.</p>	 <p>Preliminary Plan Subdivision plan that establishes types and intensity of uses as well as sets lot lines.</p>	 <p>Pre-preliminary Plan Optional plan type submitted ahead of Preliminary Plan to receive Planning Staff and sometimes Planning Board feedback.</p>
 <p>Record Plat Plan showing approved subdivision required before release of building permit.</p>	 <p>Site Plan Detailed plan required in floating zones, most overlay zones, and for some optional method projects in Commercial Reside</p>	 <p>Sketch Plan Illustrative plan that shows maximum densities and sets public benefit categories required for optional method developme</p>

Site Plan Page (Example)

[Home](#) / [Development](#) / [Development Applications](#) / [Site Plan](#)

Site Plan

- Development Applications
- Administrative Subdivision Plan
- Biohealth Priority Campus Plan
- Concept Plan
- Conditional Use Applications
- Forest Conservation Plan
- Mandatory Referral
- NRI/FSD and FCP Exemption
- Preliminary Plan
- Mixed Income Housing Community Plan
- Pre-preliminary Plan
- Project Plan
- Record Plat
- Site Plan
- Sketch Plan
- Other Plans

Definition:

A Site Plan is a detailed plan, required only in certain zones, that shows proposed development on a site in relation to immediately adjacent areas. It indicates roads, walks, parking areas, buildings, landscaping, open space, recreation facilities, lighting, etc. Site Plan review is required of all floating zones and of most overlay zones. It is also required in some zones when using optional method of development provisions. Further, certain parking facilities that fall under the provision of the off-street parking section of the Zoning Ordinance are also subject to Site Plan review.

Forest Conservation:

Before submitting a Site Plan, a [Natural Resources Inventory \(NRI\)](#) or [Forest Conservation Plan Exemption \(FCPE\)](#) must be approved. In cases where an Forest Conservation Plan Exemption has not been confirmed, a [Forest Conservation Plan](#) must be submitted concurrently with the Site Plan.

Development Review Committee (DRC):

Site Plans go to [DRC](#).

Decision Type:

Site Plans are reviewed by staff and submitted for action (approval or disapproval) by the [Montgomery County Planning Board](#). The Planning Board approves the site plan after preliminary subdivision plan approval and before building permits can be issued.

Fees:

Site Plan fees vary by project specifications. Consult page 3 of our [fee schedule](#) to determine fee.

Review Time:

Planning Board Hearing must take place within 120 days of intake acceptance.

Amendments:

Site Plans may be amended. Before submitting an application, applicants must meet with planning staff and receive an amendment checklist that outlines the required submission items.

Application Instructions

Complete the following steps:

1. Fill out an [online application](#). Enter basic plan information, such as applicant name and property address, found on the traditional application form.

Submit Initial Application

- **Submit on Web Portal**
 - Site Plan
 - Preliminary Plan
 - Plat
 - Link can be found on Site Plan, Preliminary Plan, and Plat pages
 - <https://montgomeryplans.org/Apply/Views/AgencyLogin.aspx>
- **Submit PDF Application Form**
 - All other application types
 - Form can be downloaded from the webpage for that plan type
 - Email to appy@montgomeryplanning.org

Completing the Development Table

- The development data table should include previously approved and newly proposed development
- The proposed development includes previously approved (not just the net increase)
- Commercial development is entered as square feet
- Residential development is entered as number of dwellings
- On application portal, click button to add row to table
- One row for each land use in each zone
- Only one row should contain the acreage for each zone

Completing the Development Table

Development Information: (See Submission Requirements)

Zoning	Overlay Zone	Acres	Development Type Code	On the Ground Built Resid'l du / Comm'l sf	Previously Approved Resid'l du/ Comm'l sf	Retained Resid'l du/ Comm'l sf	Proposed Resid'l du/ Comm'l sf	*	MPDUs	Other Affordable Housing Du	Age Rest. Housing du	Senior Housing du
	NON		AC-Commercial, Agric									
	NON		AC-Commercial, Agric									
	NON		AC-Commercial, Agric									
	NON		AC-Commercial, Agric									
	NON		AC-Commercial, Agric									
	NON		AC-Commercial, Agric									
	NON		AC-Commercial, Agric									
Total plan acres		0.00	Total Resid'l						0	0	0	0
			Total Comm'l									
* Maximum number of dwelling units allowed by zoning ↑ (make only one entry per zone)												

Other Info on the Application Form

- **Tax ID(s) of the subject property**
 - Use the 8-digit account number – add leading zeros if needed
- **Applicant contact info**
 - Primary applicant must have an email address
 - Separate first and last name required
- **Need at least primary contact, owner/owner representative, plan preparer/engineer**

Other Info on the Application Form

- **Amendments**
 - **Select the amendment type indicated on the amendment checklist (provided by the regulatory supervisor)**
 - **Can be major, minor, limited**
 - **Consent amendment is no longer a valid type – do not use**

Initial File Upload

- After application has been processed, applicant will get an email invitation to upload files to eplans
- Place files in the “Uploads” folder
- Use the “Upload Files” button or the controls on the file upload task

The screenshot displays the eplans Montgomery Planning web interface. At the top, the logo for eplans Montgomery Planning is visible. Below the logo, there is a navigation bar with tabs for Tasks, Files, Status, Info, Reports, and Discuss. The current page is titled "42024259E: 7800 Persimmon Tree Ln. - Lot 1 Blk A".

Under the "Files" tab, there is a "Refresh" button and a prominent "Upload Files" button, which is circled in red. Below the "Upload Files" button, there is a list of folders: Application Drawings, Support Drawings, Supporting Documents, Board Hearing Documents and Exhibits, Approved Drawings, Post-Approval Documents, and Uploads (7 - 7 New). The "Uploads (7 - 7 New)" folder is highlighted with a blue background and circled in red.

To the right of the folder list, there is a toolbar with various icons for file management, including a checkbox, download, print, and delete. Below the toolbar, there is a table with the following columns: FILE NAME and a dropdown menu labeled "Contains...". The table lists seven files:

FILE NAME
<input type="checkbox"/> 00-APP-42024259E.pdf
<input type="checkbox"/> 00-INTAKE-42024259E.pdf
<input type="checkbox"/> 01-SNRI-42024259E.pdf
<input type="checkbox"/> 02-DNRLTR-42024259E.pdf
<input type="checkbox"/> 05-DOI-42024259E.pdf
<input type="checkbox"/> 06-TSP-42024259E-001.pdf
<input type="checkbox"/> 06-TSP-42024259E-002.pdf

At the top right of the file list, it says "7 of 7 files (0 selected)".

Prescreen Review

- **Initial, cursory review by intake staff**
 - All items submitted
 - File names are correct
 - Calculate fee
 - Applicant is property owner or is authorized to submit application
- Any files resubmitted by applicant go to “Uploads” folder
- When prescreen is complete, applicant will receive email with fee to be paid

Intake Review

- Intake review follows prescreen review
- Detailed review of all plan drawings and documents by intake staff
- Authorization to post signs, if applicable
- Any files resubmitted by applicant go to three primary folders (at top of list)

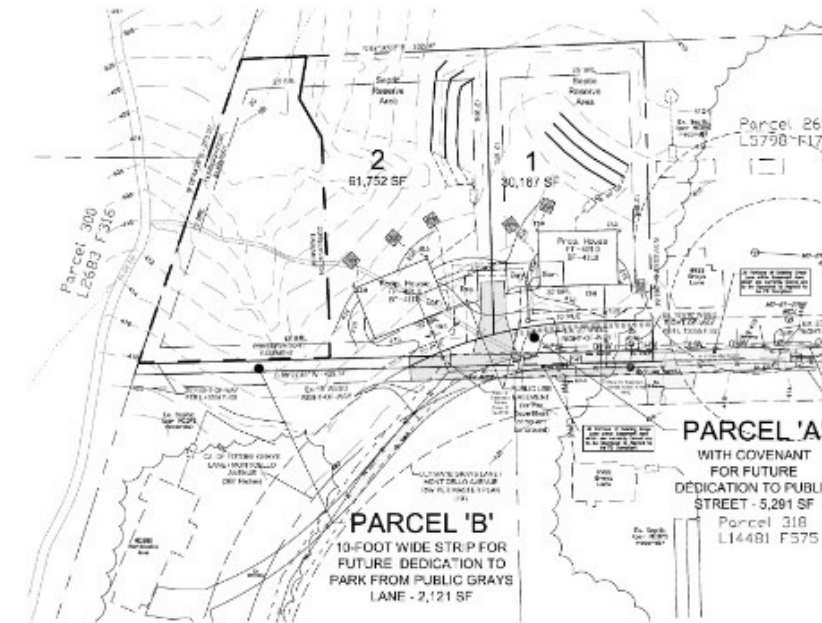
The screenshot displays the eplans Montgomery Planning interface. At the top, the logo 'eplans Montgomery Planning' is visible. Below it, a navigation bar includes 'Tasks', 'Files', 'Status', 'Info', 'Reports', and 'Discuss'. The current project is identified as '62023001A: Donner Property at Grays Lane'. A 'Refresh' button is located on the left. The main area shows a file management interface with a toolbar containing icons for upload, download, print, and delete. A red circle highlights the 'Upload Files' button. Below the toolbar, a list of folders is shown, with three folders circled in red: 'Application Drawings (5 - 0 New)', 'Support Drawings (5 - 4 New)', and 'Supporting Documents (12 - 1 New)'. To the right, a table lists five PDF files, each with a checkbox and an information icon. The files are: 07-BADSUB-62023001A-001.pdf, 07-BADSUB-62023001A-002.pdf, 07-BADSUB-62023001A-003.pdf, 07-BADSUB-62023001A-004.pdf, and 07-BADSUB-62023001A-005.pdf. The status '5 of 5 files (0 selected)' is shown at the top right of the file list.

Sign Template

- New sign template (March 2024)
- Intake staff will add the QR Code
- Use version with QR Code for sign fabrication
- Post signs at the site per sign location plan
- After signs are posted, submit affidavit and photographs

ADMINISTRATIVE APPROVAL

PLAN VIEW



Plans subject to change. Please view the most accurate and current version of these plans at MontgomeryPlanning.org/development and type in the application number.

Donner Property at Grays Lane

PLAN NUMBER: 62023001A

PLAN TYPE: Amendment to Administrative Subdivision

SITE ZONING: R-90

SITE SIZE: 2.28 Acres

PROPOSED DEVELOPMENT:

• PROPOSED USE:
Single-Family Residences

• PROPOSED DENSITY:
0.88 Dwelling Units / Acre



For process and hearing information please contact:
The Maryland-National Capital Park & Planning Commission
2425 Reedie Drive, Wheaton, MD 20902
www.montgomeryplanning.org/development
(301) 495-4610

Fee Payment

- **Payment is last step before plan acceptance**
- **Checks can be sent by mail or courier to the Planning Department**
- **Make payable to Montgomery County Planning Department or MNCPPC**
- **No electronic payments or credit cards**

Application Acceptance

- When all comments have been addressed and fee has been paid, application is accepted as complete
- Applicant will receive acceptance letter or email
 - DRC date (if applicable)
 - Length of review time (90 or 120 days)
 - Notification to send out notice letters

After Application Acceptance

- **Plan review by one of the planning divisions**
 - **Down-County Planning, Mid-County Planning, or Up-County Planning**
- **Development Review Committee (DRC) meeting**
- **Additional plan review and revisions**
- **Decision on the application by planning board, director, or staff**

Questions

- **Call 301-495-4610**
- Email neil.Braunstein@montgomeryplanning.org
- Visit our website Montgomeryplanning.org