



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



# Mandatory Referral Application Upload Guide & Submission Requirements

## Application Upload Guide for New Plans and Major Amendments

The following items are required for 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		
<b>General Information</b>		
Application	PDF	00-APP-MR20XXXXX
Mandatory Referral Narrative	PDF or Microsoft Word	01-DESC-MR20XXXXX
<b>Supporting Plan Drawing(s)/Documents</b>		
Local Area Drawing	Vector PDF (individual pages)	02-LOCAL-MR20XXXXX-00X
Plan Drawing	Vector PDF (individual pages)	03-MRPLAN-MR20XXXXX-00X
Color-Coded Utility & Right-of-Way Plan	Vector PDF (individual pages)	04-UTIL-MR20XXXXX-00X
Circulation Map	Vector PDF (individual pages)	05-CIRC-420XXXXXX
Approved NRI/FSD Plan	Vector PDF (individual pages)	06-NRI-420XXXXXE
Special Protection Area Map/Water Quality Plan	Vector PDF (individual pages)	07-SPA-MR20XXXXX-
Forest Conservation Plan Drawing or Forest Conservation Plan Exemption Letter	Vector PDF (individual pages)	08-FCP-MR20XXXXX-00X or 08-FCPEX-MR20XXXXX-00X
Preliminary Stormwater Management Concept Plan	Vector PDF (individual pages)	09-SWM/WQP-MR20XXXXX-0XX
Landscaping and Lighting Plan	Vector PDF (individual pages)	10-LL-MR20XXXXX-0XX
Statement of Compliance	PDF or Microsoft Word	11-SOC-MR20XXXXX
Architectural Drawing	Vector PDF (individual pages)	12-ARCH-MR20XXXXX
Traffic Impact Analysis	PDF or Microsoft Word	13-(TIS/TS)-MR20XXXXX
Required Documents if Forest Conservation Plan Required		
<b>Outreach Information</b>		
Notice List	Microsoft Word, or Excel	16-NLIST-MR20XXXXX
Application Notice Letter	PDF or Microsoft Word	16-NLTR-MR20XXXXX
Sign Posting Information	PDF	16-SIGN-MR20XXXXX (-LOC)
Potential Items		
Special Protection Area Exemption Letter	PDF or Microsoft Word	14-WQPE-MR20XXXXX
Overall Concept Plan	Vector PDF (individual pages)	15-CNCPT-MR20XXXXX
Additional Items	As appropriate	16- -MR20XXXXX***
Other Submittal Items		
At Conclusion of Intake Review		
Verification of Sign Posting	PDF	16-POST-MR20XXXXX

\*\*\*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. These submission requirements must be met to move beyond the ePlans Intake Review stage.

## Standard Drawing Components

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

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. *Plan Notes*

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

5. *Legend*

All symbology must be included in a legend.

6. *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.

# Required Documents and Drawings

## **General Information**

### **Application | PDF | 00-APP-MR20XXXXXX**

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.

### **Mandatory Referral Narrative | PDF or Microsoft Word File | 01-DESC-MR20XXXXXX**

Written narrative of the proposal generally describing the project location, access, surrounding land use and other existing conditions, proposed uses, scale and size of proposed structures, and other significant features of the proposal including, but not limited to, the following:

- The hours of operation and the types of uses proposed within the structure(s) or on the property under consideration;
- Whether the proposed project is in conformance with the county's General Plan, functional plans such as the master plan of highways, environmental guidelines, the approved and adopted area master plan or sector plan, and other public plans or programs for the area. Any deviation/non-conformance should be fully explained;
- A Pedestrian and Bicycle Safety Impact Statement that includes an analysis of the effect of the project on pedestrian and bicyclist access and safety, and the identification of any capital and/or operating modifications that may be required to promote and maximize safe pedestrian and bicyclist access on the project site and in the surrounding area;
- Whether the proposed typical roadway section meets the applicable County standard. If not, the variances and the reasons for those variances should be described;
- The status of a Historic Work Permit application if the project would affect County-designated historic properties. For state or federally funded projects, indicate the status of comments by the Maryland Historical Trust. If any historical properties would be impacted, state the proposed measures to be undertaken to limit, and remedial measures to mitigate, the potential impacts;
- Phasing schedule or plan, if applicable;
- A description of the way any land intended for common or quasi-public use, but not proposed to be in public ownership, will be held, owned, and maintained in perpetuity for the indicated purposes;
- Funding source for the project: county, state, federal, and/or private;
- A description of the potential impacts to public parkland or land owned by M-NCPPC, if applicable, and explain what efforts have been made to minimize these impacts and what mitigation will be undertaken: and
- For all projects involving buildings or other structures, a statement whether the proposed project will seek United States Green Building Council Leadership in Energy and Environmental Leadership (LEED) certification. State why if the project is not going to seek LEED certification (the Planning Board has asked the staff to include it in staff reports on all applicable mandatory referral projects).

## **Outreach Information (If Forest Conservation Plan Required)**

### **Notice List | Microsoft Word, or Microsoft Excel Spreadsheet | 16-NLIST-MR20XXXXX**

The Applicant must submit a list containing the names and addresses of all persons required to receive notice of the application. The list must include the names and addresses of the owners of properties that are within 500 feet of the subject property as well as all HOA/CAs within a one-mile radius of the site. In addition, upload a separate notice list that includes any and all parties of interest from the presubmission community meeting.

If the Notice List is uploaded as an Excel document, each address element (contact, organization, street address, city, state, zip, etc.) should be in its own column, and each address must be 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 or PDF document, the labels need to 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 | 16-NLTR-MR20XXXXX**

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:

- FCP Notice Letter

### **Sign Posting Information | PDF | 16-SIGN-MR20XXXXX (-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.*

### **Supporting Plan Drawing(s) & Document(s)**

#### **Local Area Drawing | PDF | 02-LOCAL-MR20XXXXX**

Drawing at 1" = 200' scale showing area within 1000 feet of the site. The information shown includes showing the relationship of the subject property to existing and proposed surrounding development, land uses and zoning, park property, traffic network, public amenities, community facilities and historical properties (County and National Register).

#### **Plan Drawing | Vector PDF (individual pages) | 03-MRPLAN-MR20XXXXX-00X**

The following information must be included on the Site Plan drawing:

##### *1. Standard Drawing Components*

Refer to [list above](#).

##### *2. Drawing Details*

Drawing details should include:

- a. The location, height, ground coverage and use of all structures
- b. The location of all green areas, including recreational areas, natural feature preservation areas, community open space areas, and other open spaces
- c. The location of all public schools, parks, and other community recreational facilities, indicating the location and use of all land to be dedicated to public use
- d. The location and dimensions of all roads, streets, driveways, parking facilities, loading spaces with dumpster locations, points of access to surrounding streets, easements, pedestrian walks, bike and sidewalk connections to offsite network, proposed road sections for stream crossings including conveyance through section
- e. Existing topography with contour intervals no greater than 2 feet and proposed grading plan
- f. Adjacent property information within 100’; including zoning, location, height and use of structures, and other site features.

##### *3. Data Tables*

Site Plan Drawings may include up to three data tables, including:

- a. Project Data Table showing proposed development data compared to requirements of the Zoning Ordinance, Master Plans, Development Plan, Preliminary Plan, or supplementary plan, as applicable (see examples)
- b. Recreational Facilities Table showing recreation facilities computations, including offsite facilities for which credit is sought (see example or download template)

### **Color-Coded Utility Map | Vector PDF (individual pages if needed) | 04-UTIL-MR20XXXXX-00X**

Color-coded map reflecting the location of tract boundaries, any utility or pipelines traversing the site, easements, and rights-of-way. All proposed permanent easements and right-of-way takings on park property must be quantified.

### **Circulation Map | Vector PDF | 05-CIRC-MR20XXXXX**

Upload a drawing that shows identifying existing roadway, site ingress and egress, sidewalks, trails (including equestrian), bikeways, transit facilities, and all on- and off-site connections to those facilities. Indicate paving widths and the location of any anticipated median breaks. Show existing and proposed signage, all striped crosswalks, and provision of pedestrian push buttons and signal heads. If striped crosswalks are not provided on all legs of signalized intersection, indicate where and explain why not.

### **Approved NRI/FSD Plan | PDF | 06-NRI-420XXXXX(0/E)**

The Natural Resources Inventory/Forest Stand Delineation (NRI/FSD) shall be reviewed and approved by the M-NCPPC staff, depicting existing wooded areas, rock outcroppings, streams, stream buffers, major drainage courses, wetlands, wetland buffers, ultimate 100 year floodplain(s), stream use designation, environmentally sensitive areas and existing improvements as well as the identification of any rare, threatened, or endangered species. (see section VI: Planning Board Consideration, paragraph 5). **An approved NRI/FSD is valid for two years only. If it is more than two years old, it must be updated and submitted for staff's review and approval.**

### **Special Protection Area Map/Water Quality Plan | Vector PDF (individual pages) | 07-SPA-MR20XXXXX**

If the Planning Board is reviewing a mandatory referral more than once, the first submission should include a completed Preliminary Water Quality Plan and the final submission should include a Final Water Quality Plan. If the Planning Board reviews a mandatory referral only once, the submission should include a combined Preliminary and Final Water Quality Plan. Preparation of these plans requires a pre-application meeting with the Department of Permitting Services, M-NCPPC, and the Department of Environmental Protection (see also Section VI: Planning Board Consideration, paragraph 6).

### **Forest Conservation Plan Drawing | Vector PDF (individual pages) | 08-FCP-MR20XXXXX-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](#), and pay the appropriate fee. The FCP must be prepared and certified by a qualified professional as defined in the regulations.

The Forest Conservation Drawing contains 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. *Developer/Property Owner's Certificate*

For a Final Forest Conservation Plan, the plan drawing must include a developer/property owner's certificate indicating that the developer/owner will execute all features of the approved Plan including tree protection, forest and tree planting, maintenance and management of planted areas, and other applicable requirements. Download the [Forest Conservation Developer's Certificate Template](#). The Developer's Certificate should not be signed until requested at the end of Intake.

4. *Additional FCP Information*

The following items are required on a Forest Conservation Plan. If submitting Preliminary and Site Plan applications concurrently, you may use the same FCP drawing, labeled as a "Preliminary/Final Forest Conservation Plan", with both plans.

- a. The shape and dimension of lots, showing locations of existing structures and improvements including paved areas.
- b. Locations and dimensions of all existing and proposed rights-of-way (ROWs), setbacks, easements, stockpile areas, and stormwater management facilities. Road and utility ROWs which will not be improved as part of the development application must be identified.
- c. Location of building restriction lines and areas to be conserved, including floodplains, wetlands, and stream buffers.
- d. Conceptual locations of proposed structures and improvements, drainage systems, and sediment control measures.

- e. Proposed locations of afforestation and reforestation, including acreage, if required.
- f. A Forest Conservation Data Table. Download [Data Table template](#). For forest conservation land use categories & thresholds use this [reference document](#).
- g. Forest Conservation Worksheet showing calculation of forest conservation requirements. Download the [Worksheet template](#).
- h. Final grading plans which include building locations and footprints, retaining walls, road and parking layout, sidewalks and pathways, and location of recreation facilities.
- i. A limit of disturbance line that reflects the limits of all clearing and grading on the tract, and the location of sediment and erosion control devices.
- j. Survey of trees 24 inches and greater at 4.5 feet over ground for 50 feet on either side of the LOD, and delineation of their critical root zones. A survey of other trees may be necessary to determine the feasibility of proposed retention areas.
- k. Identification of retention areas including forest, tree stands and other individual trees to be saved, including acreage.
- l. A protection plan which shows:
  - o Location of temporary and permanent protection devices which must be installed if clearing, grading, or construction occurs within 50 feet of a retention boundary area
  - o Stockpile areas and borrow pits
  - o Specifications and details for the protection devices, including [root pruning](#) and [tree protection](#) details.
  - o A narrative of stress reduction or other measures which are needed for specific trees
  - o A [field inspection schedule](#) pursuant to Section 22A.00.01.10 of the Regulations.
- m. An afforestation/reforestation planting plan, if required, which contains:
  - o Location and acreage of areas to be planted
  - o An analysis of the suitability of the site for planting and a description of necessary methods
  - o A list of target tree and shrub species, chosen based on analysis of site conditions, which can be used for site planting
  - o A plant materials table including size of plants to be installed and quantities
  - o Planting and inspection schedule
  - o [Forest conservation sequence of events](#)
  - o If the project requires an SPA Water Quality Plan where forest planting is also required, locations of and planting schedule for accelerated forest planting must be displayed.
  - o A maintenance plan which includes provisions for necessary watering, control of competing vegetation, protection from disease, pests, and mechanical injury, and reinforcement planting if plant survival falls below the requirements of the subsection 22A.00.01.08E(3)(c) of the Regulations.
  - o Planting area protection measures (at a minimum, fencing and deer control)
- n. Permanent protection easement boundaries, including acreage.

##### 5. *Post-Approval Documents*

The following documents must be uploaded with the certified plan set after the plan has been approved. They are not required for initial submission. See [this section](#) for information on naming these files for ePlans.

- a. Maintenance and Management agreement. See [onsite](#) and [offsite](#) agreement examples
- b. If offsite location is required, all the items under 4 above, plus a map of the proposed planting site showing location, soils, and environmental features which are priority planting areas as stated in Section 22A.00.01.08E(2) of the Regulations.
- c. [Calculations for the fee-in-lieu](#) of reforestation or afforestation, where appropriate
- d. Calculations for financial security which is to be provided in an amount equal to the estimated cost for the required planting and maintenance, or equal to the fee-in-lieu for the area to be planted and the proposed financial instrument ([Performance Bond](#) or [Letter of Credit](#)). [This document](#) provides more information on security bonds.
- e. Long-term protection agreement, where appropriate. See Section 22A.00.01.15 of the Regulations.
- f. [Certificate of compliance](#), recorded in the Montgomery County land records, for the purchase of credits from an established forest mitigation bank.

## **Stormwater Management Concept Plan | Vector PDF (individual pages) | 09-SWM/WQP-MR20XXXX-00X**

The proposed or approved Stormwater Management (SWM) concept and associated computations. Prior to filing the application, the SWM concept must be submitted to MCDPS with their review fee and a copy of the approved NRI/FSD. An application will not be scheduled for Planning Board action until MCDPS approves a SWM concept. For Water Quality Plans, use -WQP- instead of -SWM-. For concurrent Preliminary/Site plan applications, upload an exhibit pointing to the site plan.

## **Landscape and Lighting Plan Drawing | Vector PDF (individual pages) | 10-LL-MR20XXXX-00X**

For preliminary plans requiring a landscape and lighting plan, submit a plan of the development site drawn at 1"=30' scale displaying the following items. Do not include with preliminary plan if a landscape and lighting plan will be submitted with a site plan.

### *1. Standard Drawing Components*

Refer to [list above](#).

### *2. Landscaping Details*

Landscaping details must include all man-made features and the location, height or caliper, and species of all plant materials. The following must be included:

- g. Site details: boundary, topo, property lines, existing and proposed features, limits of disturbance, etc.
- h. Location of all plantings (trees, shrubs, groundcover), including street trees in the right-of-way
- i. Key map/identification (references)
- j. Plant schedule indicating botanical and common names, quantities, plant size, and planting techniques
- k. Planting details
- l. Existing natural features
- m. Amenities proposed associated with the landscape plan (specialty paving/details, fencing, walls, recreation facilities/details, site furniture including benches, trash receptacles, bike racks, art work/details, etc.)
- n. Planting specifications.

### *3. Lighting Details*

Exterior lighting details must include all parking areas, driveways, and pedestrian ways. These must include height, number and type of fixtures and a diagram with specifications showing their light distribution characteristics. The following must be included:

- a. Site details: boundary, topo, property lines, existing and proposed features, etc.
- b. Location of all light fixtures
- c. Key map/identification (references)
- d. Details of the light fixtures proposed (including any shields, heights of fixtures, poles and base). Proposed fixtures to conform to IESNA (Illuminating Engineering Standards of North America) standards for either residential or commercial development
- e. Lighting summary and schedule of fixtures
- f. Plan of foot-candle levels proposed.

### *4. Developer's Certificate*

The plan drawing must include a developer/property owner's certificate indicating that the developer/owner will execute all features of the approved Plan. Download [certificate template](#). The certificate should not be signed until the plan has been approved.

## **Statement of Compliance | PDF or Microsoft Word | 11-SOC-MR20XXXX**

A statement in compliance with Montgomery County's Noise Ordinance, Section 31 (b) of the County Code, and consistency with the Montgomery County Department of Park and Planning Noise Guidelines must be submitted.

## **Architectural Drawing | Vector PDF (individual pages) | 12-ARCH-MR20XXXX-00X**

Provide a drawing illustrating how proposed structures will relate to the surrounding area in their siting, scale, bulk, height, materials, and textures. Show how large building elevations are divided into distinct planes by wall offsets or architectural articulation to achieve compatible scale and massing. Most architectural drawing must also contain an M-NCPPC Approval Stamp Placeholder, Certificate of Appropriate Licensed Individual and Developer's Certificate. If an architectural drawing is not being submitted for approval, upload as an "additional item" using a filename beginning with 32-ARCH-.

## **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.

## Potential Documents and Drawings

**Water Quality Exemption Letter | PDF or Microsoft Word | 14-WQEP-MR20XXXXX**

Upload the letter certified by the Department of Permitting Services exempting the project from the Water Quality Plan review process if the project is located within a designated Special Protection Area (see [www.mc-mncppc.org](http://www.mc-mncppc.org) for Special Protection Area maps).

**Overall Concept Plan | Vector PDF (individual pages) | 15-CNCPT-MR20XXXXX**

If the proposed project or phase is a portion of a larger development plan please submit a concept plan.

## Other Submittal Items

**At Conclusion of Intake Review**

**Verification of Sign Posting | PDF or Microsoft Word File | 16-POST-MR20XXXXX**

(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.

**Additional Items | As Appropriate | 16- -MR20XXXXX**

Upload additional items as necessary using the descriptor code of choosing that seems appropriate for any additional item(s).