



# SKETCH PLAN INTAKE CHECKLIST FOR APPLICANTS

What is proposed?

Plan Name:

Dwelling Units:

Commercial SF:

Plan Number:

Use:

Size:

## APPLICATION

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

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

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

## SIGN TEMPLATE AND LOCATION PLAN

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

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

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

Do not post sign until instructed by Intake Staff

## PRE-SUBMISSION MEETING INFO

Applicants must hold a pre-submission community meeting within 90 days of application submission

Provide a signed [affidavit](#) attesting to the time, date, and location of the pre-submission community meeting

Include a copy of the [invitation letter](#) and [typed list of invitees](#)

Include a typed list of meeting attendees and a copy of the sign-in sheet, including addresses of anyone wishing to be a party of record

Include a copy of the [meeting minutes](#) with the name and contact info of the preparer

Add all parties of record and requesting notice to the Notice List

## AMENDMENTS

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

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

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

## STATEMENT OF JUSTIFICATION

Include a thorough description of the proposal

Include [written description of how project complies with the findings](#) required in section 59.7.3.3.E of the Zoning Ordinance

## CERTIFICATE OF COMPLIANCE

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

## NOTICE LIST

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

Upload a second notice list containing all contact information for properties within 500 feet of the site

Upload a third notice list including any and all parties of interest from presubmission community meeting

Provide all notice lists in the form of an Excel sheet

## NOTICE LETTER

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

Include project description (same as on sign)

## FOREST CONSERVATION DOCUMENTS

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

Upload [Forest Conservation Plan Exemption Letter](#)

## PREVIOUS APPROVALS

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

## APPLICATION DRAWINGS

Provide the following standard drawing components on ALL plan sheets:

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

## FOREST CONSERVATION PLAN

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

## OTHER AGENCIES

Montgomery County Dept. of Transportation (MCDOT)

Provide [a determination of whether a full LATR study or an exemption statement will be required at time of Preliminary Plan](#)

Dept. of Permitting Services - Fire Department Access

Provide [Fire Department Access plan](#)

Washington Suburban Sanitary Commission (WSSC)

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

Dept. of Permitting Services - Stormwater Management

Provide Stormwater Management Narrative OR

Provide [Stormwater Management Plan](#) AND

Provide Stormwater Management Receipt

## SKETCH PLAN

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

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

Provide the zoning and tract size in the plan notes

Sketch Plan drawings should show the following details:

[Uses in square feet/units](#)  
[Building heights](#)  
[Open spaces](#)  
[Layout and dimensions of:](#)  
Roads/points of access  
Bike facilities/parking/storage  
Sidewalks/trails/paths  
Parking  
Loading

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

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

Fill out and provide the following data tables:  
[Project data table](#) including all zoning information

[Public benefits table](#) including all proposed public benefit points

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

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

## APPLICANT STATEMENT OF COMPLETION

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

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