



MANDATORY REFERRAL INTAKE CHECKLIST FOR APPLICANTS

What is proposed?

Plan Name:

Government Agency:

Size:

Plan Number:

Project Description:

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 for any portion of the Project, provide [signed owner authorization](#) as required by Staff at the Pre-Submittal Meeting

PRE-SUBMITTAL MEETING WITH STAFF

Provide documentation of Applicant's pre-submittal meeting with Planning Staff, including owner authorization and notice requirements

STATEMENT OF JUSTIFICATION

Include a thorough description of the proposal that includes:

- Consistency with applicable master plans, functional plans, and related design guide lines
- Consistency with the intent and requirements of the applicable zone(s)
- Whether project is consistent with and supports Countywide policies
- Pedestrian and Bicycle Safety Impact Statement
- Whether the proposed typical roadway section meets the applicable standards
- The status of any Historic Work Permit, if applicable
- Compliance with any applicable federal laws or regulations
- Description of potential impacts to any Burial Sites, if applicable
- Phasing schedule or plan, if applicable
- Description of how any land intended for common or quasi-public use will be held, owned, and maintained
- Funding sources for the project, public and/or private
- A description of the potential impacts to public parkland or county-owned land
- Whether or not project will seek environmental certifications

FOREST CONSERVATION

Associated NRI:

Associated FCP Exemption:

Associated FCP:

Provide an approved NRI/FSD or Forest Conservation Exemption. If new NRI/FSD or FCE is required, this must be submitted prior to intake acceptance of the Mandatory Referral

Identify any FCPs within the Project area not on land owned by the Applicant

Submit a concurrent Forest Conservation Plan if not already exempted.

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](#)
- [Engineer certificate](#)
- [Building footprints](#)
- [Grading/topography w/ labels](#)
- [Property lines](#)
- [Limits of disturbance](#)

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

LOCATION MAP

Provide a general location map showing the Subject Property in relation to:

- Existing and proposed development
- Land uses and zoning
- Park property
- Relevant traffic network
- Public amenities and community facilities
- Historic properties
- All future transportation projects planned for the site vicinity

MANDATORY REFERRAL PLAN

Provide a Mandatory Referral showing:
Location of all new and existing uses and structures
The size of the subject property
Existing land uses of subject and surrounding properties
Park property lines
Location of historic properties
Limits of disturbance
All public and private open spaces
Number of existing and proposed parking spaces
Building coverage
Number and type of dwelling units
Square footage and height of proposed buildings

Provide a Utilities and Right-of-Way map showing:
Tract boundaries
Any utility or pipelines traversing the site
Any and all easements
Any and all rights-of-way

Provide a pedestrian and vehicular circulation plan identifying:
Existing roadways
Site ingress and egress
Loading and service operations
Sidewalks, trails, bikeways, transit facilities, and all on- and off-site connections to those facilities
Paving widths and median breaks
Accessible routes along property frontage
Existing and proposed signage
All ADA pedestrian features

Provide a plan or letter addressing the requirements of any SPA or WQP

Provide a topographic map showing physical geography and label topography contours

Provide a SWM Concept Plan

Provide a landscape and lighting plan showing:
Any existing vegetation retained
New and supplemental planting
Paving
Seating
Street furniture
Lighting
Existing trees
Limits of disturbance
Plant schedule

Provide a phasing plan if project is proposed to be developed over multiple phases

Provide a statement of compliance with Montgomery County's Noise Ordinance

Provide architectural schematics, elevations and sections of all proposed buildings

Provide a transportation impact statement for projects which generate new person trips in accordance with LATR

Provide a school-capacity analysis reflecting the current student enrollment, prior enrollment caps, and proposed capacity increases

Provide any project-specific plan drawings, such as a safe fall plan for a telecommunications tower or a street lighting plan for a transportation project.

APPLICANT STATEMENT OF COMPLETION

I, _____, the Plan Preparer, 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: _____