



# 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, provide [signed owner authorization](#). If Project touches multiple private properties, provide owner authorization for each property

## PRE-SUBMITTAL MEETING WITH STAFF

Provide documentation of Applicant's pre-submittal meeting with Planning Staff

## 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)
- Pedestrian and Bicycle Safety Impact Statement
- Whether the proposed typical roadway section meets the applicable standards
- Whether project is consistent with and supports Countywide policies
- 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

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

**SITE PLAN**

Provide a Site Plan 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 an approved 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: \_\_\_\_\_