



**Montgomery County Planning Department**  
 Maryland-National Capital Park and Planning Commission

Effective: June 1, 2012

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**REQUEST FOR ADEQUATE PUBLIC FACILITIES APPROVAL**

M-NCPPC Staff Use Only			
File Number	APF - _____	Fee (attach worksheet)	_____
Date Application Received	_____	Fee Received by	_____
DRC Meeting Date	_____	MCPB Hearing Date	_____

*An application will not be accepted for review unless all required information and fees are provided. If an item requires more space, attach a separate sheet.*

**Plan Name:** \_\_\_\_\_ Acres \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

200 scale Base Map # \_\_\_\_\_ Tax Map # \_\_\_\_\_ Special Protection Area \_\_\_\_\_

Property Tax Account Number(s) associated with the plan (8 digits)

- A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_ E. \_\_\_\_\_  
 F. \_\_\_\_\_ G. \_\_\_\_\_ H. \_\_\_\_\_ I. \_\_\_\_\_ J. \_\_\_\_\_

**Location:** (Complete either A or B)

A. On \_\_\_\_\_, \_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
Street Name (N,S,E,W etc.) Nearest Intersecting Street

B. \_\_\_\_\_ quadrant, intersection of \_\_\_\_\_ and \_\_\_\_\_  
(N,S,E,W etc.) Street Name Street Name

**Subdivision Information:** (Complete either A, if located within a recorded subdivision, or B)

C. Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

D. Parcel \_\_\_\_\_ Liber \_\_\_\_\_ Folio \_\_\_\_\_; Parcel \_\_\_\_\_ Liber \_\_\_\_\_ Folio \_\_\_\_\_; Parcel \_\_\_\_\_ Liber \_\_\_\_\_ Folio \_\_\_\_\_

**Applicant** ( Owner, Owner's Representative, or Contract Purchaser – check applicable; written verification required if not the owner.)

\_\_\_\_\_  
Name Contact Person

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone Number ext. Fax Number E-mail

**Owner** (If Applicant is a representative or contract purchaser, list owner here)

\_\_\_\_\_  
Name Contact Person

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone Number ext. Fax Number E-mail

**Supplementary Information:**

Justification statement for the requested approval:  Attached

Are there any legal restrictions applicable to this property other than those shown on this plan?\*  Yes  No

If yes, please describe (attach supplemental information, if needed): \_\_\_\_\_

\*MNCPPC does not enforce easements and any other private legal agreements.

Has the applicant had any pre-submission meetings with M-NCPPC staff?  Yes  No

Name of Staff: \_\_\_\_\_ Date of meeting(s): \_\_\_\_\_ (Submit minutes)

Is the property in the Locational Atlas and Index of Historic Sites?  Yes  No

Is the property in the Master Plan for Historic Preservation?  Yes  No

Is the property in an incorporated municipality?  Yes, \_\_\_\_\_  No

Is the property in a special taxing district?  Yes, \_\_\_\_\_  No

**Existing Sewer and Water Categories:**

Existing Service Category: Sewer \_\_\_\_\_ Water \_\_\_\_\_ Pending Service Category: Sewer \_\_\_\_\_ Water \_\_\_\_\_

**Proposed Sanitary Systems:**  Public Water  Public Sewer  Well  Septic

Are you requesting action or advice regarding a waiver or variance of any subdivision or zoning standards?

Yes  No (If yes, application must include a Statement of Justification)

Applicant hereby certifies that he/she  is the sole owner of the subject property,  is otherwise legally authorized to represent the owner(s) (written verification provided), or  is a contract purchaser authorized to submit this application by the property owner (written verification provided).

**Signature of Applicant (Owner, Owner's Representative or Contract Purchaser)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Type or Print)

**Checklist**

See Submission Requirements for more details about the items below. Complete application package may be submitted without appointment to the Development Applications and Regulatory Coordination Division (sign in at the information counter and drop in the marked box).

**1. General Information**

- 1.1 Complete application form and checklist.....
- 1.2 Notice List prepared in conformance with the Manual of Development Review Procedures on printer labels and paper copy of labels.....
- 1.3 Copy of written application notice with the date sent to all individuals on the notice list.
- 1.4 Statement of Justification to support approval of the subject application including analysis of adequacy for both transportation and other public facilities including schools.

**2. Plan Drawings and Supporting Information**

- 2.1 Plan drawing(s) showing the proposed development, including vicinity map, location of property, north arrow, scale (folded copies).....

No. Copies	Engineer/Surveyor	M-NCPPC Staff
	Submitted or Waived By	Accepted or Not Accepted
1		
2 sets of labels & 1 paper copy		
1		
5		
5		

- 2.2 Traffic Study or Statement, as applicable (*Contact Area Team Transportation reviewer for a determination of exactly what should be included prior to making this submittal. Additional copies will be required for transmittal to other agencies after MNCPPC staff approval.*).....
- 2.3 CD with PDF of plan drawings and Supporting Information.....

2		
1		

*The engineer, surveyor or plan preparer hereby certifies that all required information for this request for building permit-related Adequate Public Facilities review has been included in this application, and that to the best of his/her knowledge, information, and reasonable belief, the information and data are accurate.*

**Signature of Engineer, Surveyor or Plan Preparer**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Name (Type or Print)