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CONCEPT PLAN APPLICATION

Stage I Concept Stage II Concept Amendment

M-NCPPC Staff Use Only

File Number	_____	
Date Application Received	_____	
Date Application Complete	_____	
Application Completed By	_____	
DRC Meeting Date	_____	

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

Name of Plan: _____

Gross size of property tract: _____ Acres _____ SF

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

A. _____ B. _____ C. _____ D. _____ E. _____
F. _____ G. _____ H. _____ I. _____ J. _____

Location:

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

Property Identifiers: (List all record plats/lots/blocks or parcel number and tax maps for tax accounts above)

A. _____ B. _____ C. _____ D. _____ E. _____
F. _____ G. _____ H. _____ I. _____ J. _____

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

A. Lot(s) _____ Block(s) _____ Subdivision _____ Plat(s) _____
B. Parcel _____ Liber _____ Folio _____; Parcel _____ Liber _____ Folio _____; Parcel _____ Liber _____ Folio _____

Applicant Team: (Enter all that apply. Submit separate supporting documentation as necessary.)

Primary Contact (Person who will be the primary contact and point person for all communications)

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ ext. _____ Fax Number _____ E-mail _____

Owner

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ ext. _____ Fax Number _____ E-mail _____

Engineer

Name

Street Address

City State Zip Code

Telephone Number ext. Fax Number E-mail

Architect

Name

Street Address

City State Zip Code

Telephone Number ext. Fax Number E-mail

Attorney

Name

Street Address

City State Zip Code

Telephone Number ext. Fax Number E-mail

Other: _____

Name

Street Address

City State Zip Code

Telephone Number ext. Fax Number E-mail

Previous Plan Submittals (enter information, if applicable)

Preliminary Plan Name	_____	File Number	1 _____
Sketch Plan	_____	File Number	3 _____
NRI/FSD Submission Name	_____	File Number	4 _____
Concept Plan	_____	File Number	5 _____
Pre-Application Submission Name	_____	File Number	7 _____
Site Plan	_____	File Number	8 _____
Project Plan	_____	File Number	9 _____
Conditional Use/Special Exception	_____	File Number	_____
Mandatory Referral	_____	File Number	MR _____
Sediment Control Plan Name	_____	File Number	SC _____
Other Plan	_____	File Number	_____

<u>Data Summary Table</u>		<u>Acres</u>	<u>Square Feet</u>
Site Area:		_____	_____
Area Dedicated to Public Use		_____	_____
Area Previously Dedicated to Public Use		_____	_____
Total Net Area of Concept Plan		_____	_____
Area by Zone	Zone 1: _____	_____	_____
	Zone 2: _____	_____	_____
	Zone 3: _____	_____	_____

<u>Gross Floor Area (Sq. Ft.)</u>	<u>Required/Allowed</u>	<u>Proposed</u>
Retail	_____	_____
Office	_____	_____
Residential	_____	_____
Other	_____	_____
Total	_____ (max)	_____
<u>Dwelling Units</u>	_____	_____
<u>Density</u>		
Floor Area Ratio (FAR)	_____ (max)	_____
Dwelling Units per Acres	_____ (max)	_____
Building Height (feet)	_____ (max)	_____
<u>Parking Spaces</u>		
Non- Residential	_____ (min)	_____
Residential	_____ (min)	_____
Total	_____ (min)	_____
Is the property located within a parking lot district? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Applicant hereby notifies 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 concept plan by the property owner (written verification provided).

Signature of Owner/Applicant

Signature

Date

Name (Type or Print)

January 14, 2015

Stage II Concept Plan Submission Requirements

Once consensus has been reached on the general building location and site layout, a Stage II Concept Plan submission should be filed. The Stage II Concept Plan submission should include all the information required in the Stage I submission as well as the information identified below.

1. Narrative Requirements

- a. A narrative response that addresses comments from each development review agency.
- b. Clearly identify the revised location/configuration of the building and changes to the site design as a result of Stage I review
- c. Brief narrative describing the environmentally sensitive site design, green building and/or low impact development techniques considered in this proposal
- d. Identification and acknowledgement of applicable master plan design guidelines
- e. Identification of any anticipated requests for Planning Board/Agency waivers and/or design exceptions, etc.

2. Cover Sheet

- a. Name and address of developer, property owner, engineers, attorney and others on the development team
- b. A narrative description of the project

3. Existing Conditions

- a. All items shown in the Stage I Concept Submission

4. Zoning Tabulations

- a. Existing zone(s)
- b. Existing uses
- c. Proposed uses (identified for each zone in split zoned properties)
- d. Property size in acres before and after proposed roadway dedication
- e. Refined tabulations of lot area(s), density, gross square footage of buildings, FAR, building height, parking lot layout, open space, and proposed parking compared to parking per the zoning code
- f. Number of dwelling units and unit types
- g. Units/acre for residential uses
- h. Gross floor area and net floor area
- i. Open space with square footage, percentage and location.

5. Concept Plan:

- a. Public utility locations (existing and proposed)
- b. Proposed project site labeled (vicinity map)
- c. Building sections to scale, with dimensions showing setbacks
- d. Existing property lines, buildings, streets of proposed site and adjacent areas
- e. Building footprints and pedestrian entrances
- f. Open space locations
- g. Retaining walls and steep slopes
- h. Existing and Proposed Trip Generation (using LATR guidelines)
- i. Driveways and intersections adjacent and opposite the site (delineated and dimensioned on the plan).

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- j. Existing public and privately maintained storm drain systems
- 6. **Environment:**
 - a. Narrative description on how the project will comply with the stormwater management requirements of Chapter 19 of the County Code
 - b. Narrative description on how the project will comply with the forest conservation requirements of Chapter 22A of the County Code
 - c. Preliminary limits of disturbance
- 7. **Transportation and Parking**
 - a. Proposed intersections and/or driveways on existing public roads
 - b. Show full right-of-way on both sides of street
 - c. Public and private streets and alleys labeled
 - d. Circulation patterns and lane widths
 - e. Driveways, parking areas, access aisles, and loading areas
 - f. Emergency vehicle access to the site and buildings
 - g. Parking spaces (handicap and total)
 - h. Loading spaces (number and dimensions required under the zoning ordinance)
 - i. Existing and proposed trip generation (using LATR guidelines)
- 8. **Formatting Requirements**
 - a. Vicinity map
 - b. North arrow on all plans
 - c. Concept Plan at a 1" = 30" scale (other sizes may be acceptable)
 - d. PDF images of all materials submitted. Each sheet/drawing must be separate PDFs. Each narrative document is a separate PDF.
 - e. 30 paper copies of each document

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