



Development Review Division
Montgomery County Planning Department
Maryland-National Capital Park and Planning Commission

1 of 4

Effective: April 2, 2008

8787 Georgia Avenue
Silver Spring, Maryland 20910-3760

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Phone 301.495.4595
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PRE-APPLICATION

Initial Application

Final Application

M-NCPPC Staff Use Only			
File Number	7 _____	Fee (attach worksheet)	_____
Date Application Received	_____	Fee Received by	_____
NRI/FSD File No., if applicable	4 _____	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.

Proposed Subdivision 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

Engineer or Surveyor (if applicable)

Name				Contact Person			
Street Address							
City				State		Zip Code	
Telephone Number	ext.	Fax Number	E-mail				

Attorney

Name				Contact Person			
Street Address							
City				State		Zip Code	
Telephone Number	ext.	Fax Number	E-mail				

Development Information: (See attached Submission Requirements, section 4)

Method of Development: ☐ Standard ☐ Cluster ☐ MPDU ☐ TDRs _____ ☐ Other _____

Zoning	Overlay Zone	Acres	Development Type Code	Existing/ Previously Approved Resid'l du/ Comm'l sf	Retained Resid'l du/ Comm'l sf	Proposed Resid'l du/ Comm'l sf	*	MPDU	Other Affordable Housing	# of Lots	# of Out-lots
Total plan acres			Total Resid'l								
			Total Comm'l								
* Maximum number of dwelling units allowed by zoning ↑											

Areas Dedicated to Public Use:

Road ROWs	Other ROWs	Schools	Parks	Other	Total

Supplementary Information:

Are you requesting a hearing by the Planning Board? ☐ Yes ☐ No ☐ To be determined at DRC

Are you requesting alternative review procedures for preapplication plan submission? ☐ Yes ☐ No

(50-33A, see Submission Requirements Section 2.1(f))

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):

*NOTE: MNCPPC does not enforce private easements or any other private legal agreements, but they should be noted in the application.

Previous Plan Submittals: *(enter file numbers, if applicable)*

Special Exception	S- _____	Local Map Amendment/ Zoning case	G- _____	Development Plan Amendment	DPA _____
Pre-preliminary plan	7- _____	Project plan	9- _____		
Preliminary plan	1- _____	Site plan	8- _____		

If application includes any previously recorded lots, enter M-NCPPC record plat book & page: _____ - _____

Is this pre-preliminary submitted in anticipation of future submittal of concurrent applications? ☐ Yes ☐ No

If yes, list the type of applications: _____

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 either advice, or action regarding a waiver or variance of any zoning and/or subdivision 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). Applicant hereby acknowledges that the 60-day time allotted for review by the Planning Board, as set forth in Section 50-35(f) of the Subdivision Regulation, will not commence until final plan drawings and all supporting information necessary for a decision on the subject application is provided to the Montgomery County Department of Planning so that it can be referred to the appropriate agencies for final comment.

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:

Initial Applications: submit only 2 copies of relevant items below

1. General Information

- 1.1 Complete application form and checklist.....
- 1.2 Complete fee schedule and worksheet
- 1.3 Approved development plan, special exception, project plan application numbers and opinion, if applicable.....
- 1.4 Notice List prepared in conformance with the Manual of Development Review Procedures on printer labels and paper copy of labels.....
- 1.5 Certificate of Compliance attesting that the application conforms to all applicable federal, state and local laws and regulations.....

2. Pre-Application Concept Plan Submission

- 2.1 Concept drawings (folded copies).....
- 2.2 Statement identifying the nature of the application and the issues to be addressed by staff and/or the Planning Board
- 2.3 PDF image of concept drawing and other approved plans

3. Supporting Functional Information/Drawings (May be submitted with any Pre-Application Submission, but must be submitted in the circumstances noted):

- 3.1 Supporting information for proposed lots using septic systems and wells:
 - 3.1.1 Details for proposed wells and septic per section 3.1 of the Submission Requirements must be shown on the concept plan
 - 3.1.2 Proposed Natural Resources Inventory/Forest Stand Delineation (NRI/FSD).....
- 3.2 Proposed Lots in the RDT Zone:
 - 3.2.1 In the RDT Zone, a map showing prime agricultural soils and existing farm fields.....
- 3.3 Proposed Resubdivision:
 - 3.3.1 For a proposed residential resubdivision, existing lot layout with delineation of neighborhood with associated data table demonstrating compliance with the resubdivision criteria contained in Section 50-29(b) of the Subdivision Regulations.....
 - 3.4.0 If seeking future concurrent Preliminary/Site Plan review:
 - 3.4.1 Approved Natural Resources Inventory/Forest Stand Delineation.....
 - 3.4.2 Traffic impact study or statement.....
 - 3.4.3 Proposed Stormwater Management Concept Plan.....
 - 3.4.4 Existing Features on Adjoining Properties.....
 - 3.5 Statement of Justification to support approval of the subject application and for waiver(s) or variance of zoning, subdivision or road code requirements necessary for plan to be approved, if any.....
 - 3.6 Legal Restrictions Information

No. Copies	Engineer/ Surveyor	M-NCPPC Staff
	Submitted or Waived By	Accepted or Not Accepted
1		
1		
3		
2 sets of labels & 1 paper copy		
2		
40		
20		
1		
3		
8		
6		
2		
8		
8		
10		
2		
8		
2		

The engineer, surveyor or plan preparer hereby certifies that all required information for the submission of a pre-application concept plan 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 (check applicable)

Signature

Date

Name (Type or Print)