



8787 Georgia Avenue
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PROJECT PLAN APPLICATION

Initial Application Final Application Revised Application Amendment

M-NCPPC Staff Use Only			
File Number	9 _____	Fee (attach worksheet)	_____
Date Application Received	_____	Fee Received by	_____
MCPB Hearing Date	_____	DRC Meeting Date	_____
Reviewer's Name	_____	NRI/FSD Number	_____

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.

Project 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 C, if located within a recorded subdivision, or D)

C. Lot _____ Block _____ Subdivision _____

D. Parcel _____ Liber _____ Folio _____; Parcel _____ Liber _____ Folio _____; Parcel _____ Liber _____ Folio _____

Planning Area: _____ # _____

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

Name *Contact Person*

Street Address

City *State* *Zip Code*

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

Architect

Name *Contact Person*

Street Address

City *State* *Zip Code*

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

Landscape Architect

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*

Data Summary Table		<u>Acres</u>	<u>Square Feet</u>
Site Area:			
Gross Site Area		_____	_____
Area Dedicated to Public Use		_____	_____
Area Previously Dedicated to Public Use		_____	_____
Total Net area of Project 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>MPDU'S</u>	<u>TOTAL UNITS</u>
Efficiency	_____	_____
1 Bedroom	_____	_____
2 Bedroom	_____	_____
3 + Bedroom	_____	_____
Total	_____	_____
<u>Density</u>		
Floor Area Ratio (FAR)	_____ (max.)	_____
Dwelling Units Per Acre	_____ (max.)	_____
Building Height (Feet)	_____ (max.)	_____
<u>Parking Spaces</u>		
Retail	_____ (min.)	_____
Office	_____ (min.)	_____
Residential	_____ (min.)	_____
Loading Spaces/Zones	_____ (min.)	_____
Other _____	_____ (min.)	_____
Total	_____ (min.)	_____
Is the property located within a parking lot district?		Yes No

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 Short description of plan, including current conditions and what is being proposing. Description should include acreage of total site, coverage, number of square feet and/or units.....
- 1.4 Justification statement for plan, plan amendments, revisions stating the reasons the plan should be approved, including waiver(s) or variance of zoning, subdivision or road code requirements for plan approval.
- 1.5 Certificate of Compliance attesting that the application conforms to all applicable federal, state and county laws and regulations.

2. Outreach Information:

- 2.1 Notice List prepared in conformance with the Manual of Development Review Procedures on printer labels and paper copy of labels.....
- 2.2 Copy of the application notice letter.....
- 2.3 Pre-submission Meeting information, including:
 - 2.3.1 Affidavit with meeting time, date and location.....
 - 2.3.2 Copy of invitation letter
 - 2.3.3 List of meeting participants and copy of attendee sign-in sheet.....
 - 2.3.4 Copy of meeting minutes.....
- 2.4 Site Posting Information, including:
 - 2.4.1 Notarized affidavit with location and date of sign posting.....
 - 2.4.2 Plan drawing with location of sign(s) (8"x11").....
 - 2.4.3 Photograph of posted sign with date stamp.....

3. Supporting Information for Project Plan

- 3.1 Copy of approved Preliminary Plan and/or previous Site Plan and their opinions (59-D-3.21), Certified Development Plan, County Council resolutions for rezoning cases and Development Plans; Board of Appeals resolutions for Special Exceptions and variance, if applicable.....
- 3.2 Project Plan Booklets containing all the information submitted as part of the application.....
- 3.3 Local Area Map, at 1" = 200', showing area within 1,000' of site....
 - a. Topography at five-foot contour intervals, including landfills.
 - b. All existing buildings and structures.
 - c. Highways, streets, and private roads including grades, median breaks, and curb cuts.
 - d. Master-planned ROWs and easements affecting the site.
 - e. Any natural features, e.g. rock outcroppings or scenic views not included in the NRI/FSD.
- 3.4 Documents required by prior approval conditions (i.e. noise study, traffic study, traffic mitigation agreements, etc.....

No. Copies	Engineer/ Surveyor	M-NCPPC Staff
	Submitted or Waived By	Accepted or Not Accepted
1		
1		
2		
8		
2		
2 sets of labels & 1 paper copy		
1		
1		
1		
1		
1		
1		
1		
1		
1		
7		
1		
2		

The engineer or surveyor hereby certifies that all required information for the submission of a project 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

Signature

Date

Name (Type or Print)