



PROJECT PLAN SUBMISSION REQUIREMENTS

This document is designed to supplement the Project Plan Review Application Checklist, explaining specific details of the items on the list and providing general procedures for filing, review and final documentation of approvals.

1. REQUIRED GENERAL INFORMATION

1.1 Complete Application Form

The following material describes the checklist information required to complete a project plan application. The checklist must be filled out and signed by the applicant's engineer/surveyor certifying that the application and checklist are complete and ready for processing. Processing of an accepted application shall follow the adopted ***Manual of Development Review Procedures for Montgomery County, Maryland***. Copies of the manual are available at the MNCPPC Information Counter at 8787 Georgia Avenue, Silver Spring, MD and on the web at www.mcparkandplanning.org/development.

Staff will provide an initial review of the application within 10 working days from the date it is submitted. The 10 day review clock will begin the first working day after the application is received. Staff will notify the applicant when the initial application review is complete and ready for pick up. Staff will also schedule an appointment time with the applicant for submission of the final application. **Only final applications will be accepted for review.**

In order to submit for a concurrent review of a preliminary plan and site plan, a pre-preliminary submission of a concept plan must have been submitted and reviewed by the Development Review Committee. When submitting an application for concurrent review, applicants must submit both a preliminary plan application and a project plan application with all supporting material and information. The submission requirements include all those listed and described for separate preliminary plan and project plan applications.

1.2 Complete Fee Schedule and Worksheet

The applicant is required to calculate the initial and final application filing fees using the Fee Schedule on the worksheet. Submit the appropriate fee payment and worksheet with the application.

1.3 Description of Plan

Include a short description of the plan with the number of proposed units, type, MPDUs, etc.

1.4 Statement of Justification

The Applicant must submit with each application, a written statement listing the facts and reasons that, according to the Applicant, would support Planning Board approval of the application. This Statement of Justification must address each major finding required under Chapter 50 of the Montgomery County Code, the Subdivision Regulations. The list of these findings is included on the Statement of Justification example attached to these instructions and also found at www.mcparkandplanning.org/development

If an application includes a request for any waiver of any law or regulation, the statement of justification must detail the facts and legal basis that support the granting of the requested waiver. The application form asks the applicant to identify any waivers of zoning, subdivision and/or road codes requirements that are necessary for the plan to be approved as proposed. The statement of justification must specifically identify the section number(s) for the applicable standards/regulations to be waived with justification for the request.

If a waiver is requested for environmental reasons, the applicant should refer to the approved Planning Board's guidelines for the Environmental Management of Development in Montgomery County, Maryland. If the waiver

involves the approval of a variance of a zoning standard by the County Board of Appeals, M-NCPPC will not process the application until the Board of Appeals acts on the appeal.

1.5 Certificate of Compliance

The applicant must sign and submit written certification with each application attesting that, to the best of the applicant's knowledge, information, and reasonable belief after reasonable investigation, the application and associated plan drawings conform to all applicable federal, state, and county laws and regulations. For a property that has approved or pending plans as described in 1.4, above, the applicant must also certify that the application conforms to these approvals. An example of the Certificate of Compliance is attached to these instructions and can also be found at www.mcparkandplanning.org/development

2. OUTREACH INFORMATION

2.1 Notice List

The applicant must submit a copy of a notice list containing the names and addresses of all persons required to receive notice of the application per Section 4.A. of the **Manual of Development Review Procedures**. The notice list must be submitted as part of the application to the Development Review Division on two sets of printer labels and one paper copy of the labels. In the event an application is pending for more than one year, the applicant must submit an updated notice list and labels prior to the plan being scheduled for Planning Board consideration.

2.2 Application Notice Letter

Within 5 calendar days after the final application is submitted, the applicant must mail the Notice of Application form completed with the assigned M-NCPPC file number, a copy of the preliminary plan drawing and the How to Participate Effectively in the Development Process in Montgomery County brochure to all the individuals on the notice list. A copy of the Notice of Application form must be received by the M-NCPPC Development Review Division prior to the scheduled Development Review Committee (DRC) meeting on the application. Otherwise, the DRC meeting will be postponed until the applicant has provided it.

2.3 Pre-submission Meeting Information

The applicant must conduct a pre-submission meeting as described in Section 4.B. of the **Manual of Development Review Procedures** and submit the following items with the final application:

- 2.3.1 An affidavit signed by the applicant attesting to the time, date and location of the meeting.
- 2.3.2 A copy of the invitation letter and typed list of invitees.
- 2.3.3 A typed list of the individuals who attended the meeting attached to a copy of the sign-in sheet. The list must include the addresses of any individuals who requested to be included as parties of record to obtain future notice.
- 2.3.4 A copy of the meeting minutes, including the name and contact information for the individual who prepared them.

2.4 Verification of Site Posting

The applicant must post one or more signs at the development site indicating that an application for preliminary plan or amendment thereto, has been filed. The specific requirements for sign posting are included in Section 4.C. of the **Manual of Development Review Procedures**. The applicant must submit the following items with the final application to verify that site posting has been done.

- 2.4.1 An affidavit signed by the applicant attesting to the location of all posted signs and the date they were posted.
- 2.4.2 A plan drawing (can be an 8 ½" x 11" reduction of the plan) showing the location of posted signs.
- 2.4.3 A date-stamped photograph showing the posted sign(s).

3. SUPPORTING INFORMATION FOR PROJECT PLANS

3.1 Copy of Proposed or Approved Plans

The following plans and/or documents, if applicable, must be submitted as part of the project plan application:

- a. A copy of the certified Development Plan or Schematic Development Plan, County Council resolutions and recorded covenants must accompany Site Plans that are submitted for land reclassified under Division 59-D-1 or Section 59-H-2.5 of the Zoning Ordinance.
- b. A copy of certified Special Exception plans and the Board of Appeals resolutions for uses approved under Article G of the Zoning Ordinance.
- c. A copy of Approved Preliminary Plan and Planning Board Opinion.
- d. A copy of the proposed Preliminary Plan if filing for concurrent review of Preliminary Plan and Project Plan

3.2 Project Booklets

Submit bound 8 X 11 booklets containing all submitted information in the application as per Sec. 59-D-2.12 of the Montgomery County Zoning Ordinance.

Below is an example of the contents of a typical project plan booklet.

1. Table of Contents:
2. Application and Fee Schedule
3. Statement in Support of Project Plan Amendment
4. Notice list and pre submission meeting information.
5. Architectural Project Description
6. Architectural Plans (1 1 x 17)
7. Landscape Plans (1 1x 17)
8. Public Use Space and Amenities Plan (1 1 XI 7)
9. Civil Plans (1 1 x 17)
 - a. Local Vicinity Map
 - b. Approved NRI/FSD
 - c. Preliminary Forest Conservation Plan
 - d. Concept Stormwater Management Plan
 - e. Project Plan
10. Project Plan (full scale)
11. Traffic Impact Study
12. Draft Traffic Mitigation Agreement
13. Previously Approved resolutions.
14. Art Concept (Optional)

3.3 Local Area Map

Submit a GIS map at 1" = 200' scale. The information shown includes topography; existing, planned and proposed streets serving the site; buildings; major tree stands; any other built features; zoning classifications; property lines, and subdivision names.

3.4 Documents Required by Prior Approval Conditions

The applicant must submit documents required by prior approval conditions, such as a noise or traffic study required by Preliminary Plan approval.

3.5 Digital Image of Plan

The applicant must submit CD containing PDF images of all the documents in the project booklets.

4.0 PLAN DRAWINGS

4.1 Plan of Proposed Development titled "Project Plan"

Show Vicinity Map at the upper right-hand corner of Project Plan. Area covered should be one square mile. Show street names, major features of the area within the map boundary, and the site boundary.

Plans are to be submitted at 1" = 30' scale. In rare circumstances, plans may be submitted at a different scale with the approval of staff prior to preparation of the application.

The Project Plan should include, items a. through m., if applicable, on the plan. A separate map should be included showing the off-site recreation facilities, if any, for which partial credit is being sought. This map should illustrate the walking routes from the site to the off-site facilities, a description of the off-site facilities and a verification of their availability.

In many cases it is preferable to provide a separate plan for existing and proposed utilities, for clarity's sake. In this event, provide only twelve (12) copies of the separate sheet.

Calculation of Transferable Density Rights (TDRs) and Moderately Priced Dwelling Units (MPDUs) should be shown on the project plan. If not, a standard worksheet is available from the Development Review Division; the worksheet should be attached to the application.

Development Data Table Examples:

<i>Example 1:</i> PROJECT DATA TABLE (CBD-1 Zone)		
Development Standard	Permitted/ Required	Proposed
Min. Tract Area (s.f.):	18,000	354,578
Maximum Density of Development (d.u./ac.)	8	7.25
Number of Dwelling Units	64	59
FAR (Residential/Non-Residential)		
MPDU	8 (12.5%)	8
Minimum Building Setbacks (ft.)		
front	0	52
rear	0	25
side(s)	10	10
Public Use/Public Amenity Space (%)	45 ¹	47
Max Building Height (ft.):	35	35
Parking Spaces	118	125

1. Development including moderately priced dwelling units

RECREATION CALCULATIONS

	Tots	Children	Teens	Adults	Seniors
Demand Points					
For 203 garden apartment units	22.3	28.4	24.4	239.5	32.5
Supply Points					
Nature Trails	1.1	2.8	3.7	35.4	4.9
Natural Areas	0.0	1.4	2.4	24.4	1.6
Swimming Pool	1.2	5.8	5.0	59.9	4.9
Indoor Community Space	2.2	4.3	2.3	71.9	13.0
Indoor Exercise Room	2.2	2.8	7.3	71.9	13.0
Tot Lot (1)	9.00	2.00	0.00	4.00	1.00
Pedestrian System	2.2	5.7	4.9	107.8	14.6
Picnic/Sitting Area	1.00	1.00	1.50	5.00	2.00
Open Play Area (1)	6.00	9.00	12.00	30.00	2.00
Total Supply Points	25.0	34.9	44.1	410.3	57.0
% Demand Met On-Site	112.0	122.7	180.9	171.3	175.4

TDR and MPDU Calculations Table Example:

<i>Example 1:</i>		<i>Example 2:</i>	
Base Density:	420 d.u.	Base Density:	79 d.u.
(15 ac. x 28 d.u./ac.)		(13.3 ac. x 6 d.u./ac.)	
Total proposed residential units	473 d.u.	Total density with max. bonus:	97 d.u.
Bonus units	53	(79.8 x 1.22 = 97.35)	
Density bonus over the base	12.6%	Required MPDUs:	15 d.u.
Required MPDUs	66	(97 x 15%)	
(473 x 13.8% [based on sliding scale])			
<i>Example 3:</i>			
A 100-acre property zoned RMX/TDR-4 for a 390-lot subdivision			
RMX Base Density: 100 x 2 = 200			
Max. TDR-4 Density: 100 x 4 = 400			
a. Required MPDUs			
390 x 12.5% = 49 d.u.			
b. Required TDRs			
390 – 200 – 49 = 141*			
* Number of TDRs must be at least 2/3 of maximum permitted			
(200) or a waiver is required.			

Drawing Set Organization

1. Index - Multiple-sheet plans must contain a cover composite index sheet and a key map on each sheet.
2. Folding - Drawings must be folded by the applicant in accordion folds so that the maximum folded dimensions does not exceed 9" x 14".
3. Title Block - Drawings must be designed so that the name of the Project Plan and the sheet title appear in the lower right hand corner, and sheets must be folded so this information is still visible after folding.

4.2 Project Plan Composite Sheet

If a project plan is for a large site with, the Project Plan composite sheet consists of the project plan, vicinity map and development data.

4.3 Landscape Plan

The Landscape Plan is customarily combined with the Lighting Plan. For intensively developed pedestrian areas, staff may require detailed Landscape/Lighting plans at $1/8" = 1'$ scale to be submitted during the review process.

4.4 An Exterior Lighting Plan

The Lighting Plan is customarily combined with the Landscape Plan. A separate photometric plan with a numeric summary should be included.

4.5 Architectural Schematic Plans and Elevations

Reviews are greatly facilitated by the general knowledge gained from the architectural plans and elevations.

4.6 Half size sets of plans

Half size sets of all the plans submitted must also be submitted with the application.