



## **SITE PLAN SUBMISSION REQUIREMENTS**

This document is designed to supplement the Site 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 preliminary plan of subdivision 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](http://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 site plan application with all supporting material and information. The submission requirements include all those listed and described for separate preliminary plan and site 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 the Montgomery County Code. 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](http://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 1.3, 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](http://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 completed.

- 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

#### 3.1. Copy of Proposed or Approved Plans

The following plans and/or documents, if applicable, must be submitted as part of the site 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 Site Plan.

#### 3.2. Copy of Town Sector Zone Supplementary Plan

For the Town Sector zone, the approved supplementary plan must be submitted with a site plan application. If the Supplementary Plan is to be revised under Section 59-D-1.3(g) of the Zoning Ordinance, submit three copies of the amended Supplementary Plan at a scale of 1" = 50'. Applicants must submit a mounted, rendered Supplementary Plan for use as a Planning Board hearing exhibit in cases where a revised Supplementary Plan is required.

#### 3.3. Government Agency Agreement

See Section 59-D-3.21 of the Zoning Ordinance, which authorizes individuals to include certain public land in the application by agency agreement, if applicable.

#### 3.4. Executed Covenants for Optional Method Zoning Application

See Section 59-H-2.54(d) of the Zoning Ordinance concerning an optional method of application for local map amendment, if applicable.

#### 3.5. 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.

#### 3.6. Copy of Approved Natural Resources Inventory/Forest Stand Delineation

The approved NRI/FSD is a basic prerequisite for evaluating the Site Plan layout as well as the Final Forest Conservation Plan.

#### 3.7. 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.

3.8. Digital Image of Plan

The applicant must submit 1 CD containing a PDF image of the proposed composite Site Plan and the proposed composite Landscape/Lighting plan for the Development Review database computer system. Also, submit PDF images of related approved preliminary plans and/or development plans; approved NR/FSD if a preliminary plan is not required for this Site Plan application.

4. Plan Drawings

4.1. Plan of Proposed Development titled "Site Plan"

Show Vicinity Map at the upper right-hand corner of Site 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 Site 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 Development Rights (TDRs) and Modestly Priced Dwelling Units (MPDUs) should be shown on the site 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 (RT-8 Zone)	
	Permitted/ Required	Proposed
<u>Development Standard</u>	<u>Required</u>	<u>Proposed</u>
Min. Tract Area (s.f.):	20,000	354,578
Maximum Density of Development (d.u./ac.)	8	7.25
Number of Dwelling Units	64	59
MPDU	8 (12.5%)	8
Minimum Building Setbacks (ft.)		
from detached homes	30	52
from the street	25	25
from adjoining lots		
rear	20	20
side	10	10
Minimum Building Coverage (%):	40 <sup>1</sup>	17.5
Minimum Green Area (%)	45 <sup>1</sup>	47
Maximum Building Height (ft.):	35	35 (As measured from __st.)
Parking Spaces	118	125

1. Development including MPDU and TDRs

Example 2: PROJECT DATA TABLE

Development Standard	Permitted/ Required	Proposed
<b>TDR Zone</b>		
Development Method		Optional
Min. Area of Development (ac.):	--	3.47
Dwelling Units:		
One-family detached		9
Min. Lot Area (sq. ft.):	9,000	9,000
Min. Lot Width at FBL (ft.):	75	75
Setback from the street (ft.):	30	30
Rear Yard (ft.):	25	25
Side Yard (ft.):	8/25	8/25
Lot Coverage (%):	30	30
Building Height (ft.):	35	35
<b>RNC Zone</b>		
Development Method		Optional
Min. Area of Development (ac.):	10	46.82
Density (dwelling/acre):	1	0.45
Dwelling Units:	46	21
One-family detached		
Min. Lot Area (sq. ft.):	4,000	13,670
Setback from the street (ft.):	15	15
Rear Yard (ft.):	-	20
Side Yard (ft.):	8 <sup>1</sup>	8
Lot Width (ft.):	25	25
Rural Open Space (%):	65 – 85	76.6 (35.88 ac.)
Common Open Space (ac.):		.76
Lot Coverage (%):	35	35
Building Height (ft.):	35	35
Park Land Dedication (ac.):	--	1.2

1. but no less than that required for the abutting lot, which is not developed under the optional method.

Recreation Facilities Table Example:

**RECREATION CALCULATIONS**

	<b>Tots</b>	<b>Children</b>	<b>Teens</b>	<b>Adults</b>	<b>Seniors</b>
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
<b>Total Supply Points</b>	<b>25.0</b>	<b>34.9</b>	<b>44.1</b>	<b>410.3</b>	<b>57.0</b>
<b>% Demand Met On-Site</b>	<b>112.0</b>	<b>122.7</b>	<b>180.9</b>	<b>171.3</b>	<b>175.4</b>

TDR and MPDU Calculations Table Example:

<i>Example 1: (No zone assumed)</i>		<i>Example 2: (No zone assumed)</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 R-200/TDR-4 for a 390-lot subdivision			
R-200 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 Site 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. Site Plan Composite Sheet

The Site Plan composite sheet consists of the site 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 lighting schedule summary should be included along with details of the proposed lighting.

#### 4.5. Grading Feasibility Study of MCPS sites

School sites must be shown to be capable of accommodating the MCPS program of uses for that site. If such a program is unavailable, this requirement is waived.

#### 4.6. Final Forest Conservation Plan and Worksheet

The Forest Conservation Plan is finalized in the course of Site Plan Review, in a process that balances any competing interests.

#### 4.7. Approved Stormwater Management Concept Plan

A copy of the approved Stormwater Management Concept Plan and the concept approval letter by the Department of Permitting Services (MCDPS) must be submitted.

#### 4.8. Proposed Storm Drainage Area

A conceptual submission that cannot be approved by MCDPS prior to Site Plan approval.

#### 4.9. Proposed Sediment Control Plan

A conceptual submission that cannot be approved by MCDPS prior to Site Plan approval.

#### 4.10. Architectural Schematic Plans and Elevations

Site Plan reviews are greatly facilitated by the general knowledge gained from the architectural plans and elevations. Site Plan applications may be subject to conformance with the architectural plans.

**5. EXAMPLE FOR COMPLETING THE DEVELOPMENT INFORMATION GRID**

Method of Development:  Standard  Cluster  MPDU  TDRs, # 20  Other \_\_\_\_\_

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Zoning	Overlay Zone	Acres	Dev. 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	Workforce Affordable Housing	# of Lots	# of Out-lots
R-200		24.17	SF	1	1	30	44	5	0	10	30	1
		2.37	TW	0	0	20		12	8	0	20	2
C-1		5.13	RT	1000	500	2000	0	0	0	0	1	0
		7.63	OF	0	0	2000		0	0	0	0	0
PD-8		2.00	NO	0	0	0	16	0	0	0	0	0
Total plan acres		41.30	Total Resid'l	1	1	50	60	17	8	10	50	3
			Total Comm'l	1000	500	4000					1	0
* Maximum number of dwelling units allowed by zoning (make only 1 entry per zone) ↑												

**Acres Dedicated to Public Use: (n)**

Road ROWs	Other ROWs	Schools	Parks	Other	Total
2.17					2.17

- Zoning as specified on zoning maps. List each zone once.
- Overlay Zone as specified on zoning maps.
- List acres for each development type, rounded to two decimal places.
- See Development Type codes below for commercial and residential types.
- List existing commercial in square feet, existing residential in dwelling units.
- List retained commercial in square feet, retained residential in dwelling units.
- The proposed commercial square footage or residential dwelling units is the retained plus the additional square footage or dwelling units.
- List the maximum number of dwelling units allowed by the zoning. Each zoning type needs the maximum dwelling units calculated as part of an effort to gather information for the Affordable Housing Impact Statement.
- List MPDU's by development type.
- List the number of other affordable housing dwelling units, such as HOC, HUD, HIF, CRA, etc.
- List the number of Workforce Affordable Housing dwelling units. For more information, visit M-NCPPC's Affordable Housing website: [www.mc-mncppc.org/development/affordhouse](http://www.mc-mncppc.org/development/affordhouse).
- List the proposed number of lots separately for commercial and residential.
- List the proposed number of outlots separately for commercial and residential.
- Show acreage of areas dedicated to public use in categories shown above.

Overlay Zones:

ARD	Arlington Road District of Bethesda CBD	RVC	Rural Village Center
BEA	Burtonsville Employment Area	SSA	Sandy Spring/Ashton Rural Village
CCC	Chevy Chase Comparison Retail	TSS	Takoma Park/E. Silver Spring Comm'l Revital.
CCN	Chevy Chase Neighborhood Retail	TGP	Town of Garrett Park
FNV	Fenton Village	UPB	Upper Paint Branch Special Protection
NRT	Neighborhood Retail	CHR	US29/Cherry Hill Road Employment Area
RSS	Ripley/South Silver Spring	WCB	Wheaton Central Business District

Development Types:

<b>RESIDENTIAL</b>		OFFICE, VETERINARY	OV
DORMITORY	DM	PARKING FACILITY	PK
DUPLEX, SEMI DETACHED	DP	PLACE OF RELIGIOUS WORSHIP	HW
MULTI-FAMILY, APT/CONDO	GR	PRIVATE CLUB	PV
MULTI-FAMILY, HIGH RISE APT/CONDO	HI	PUBLIC USE SPACE	PU
PIGGYBACK	PB	RELIGIOUS/INSTITUTIONAL	RI
QUADRIplex	QP	RESEARCH & DEVELOPMENT	RD
ONE FAMILY, ATTACHED	TW	TRANSIT ORIENTED FACILITY	TO
ONE FAMILY, DETACHED	SF	AUTO RELATED	AU
<b>COMMERCIAL</b>		AUTOMOBILE FILLING STATION	AS
AIRPORT	AP	CHILD DAY CARE RELATED	DC
AMBULANCE SERVICE/RESCUE SQUAD	ER	COMMERCIAL, AGRICULTURAL	AC
ANIMAL HOSPITAL & BOARDING	AH	COMMERCIAL RETAIL - 1 STORE	CM
ASSISTED LIVING	AL	COMMERCIAL, NURSING HOME	NH
AUDITORIUM/STADIUM	AD	CULTURAL ENTERTAIN/RECREATION	ET
CHARITABLE/PHILANTHROPIC INST	CP	INDUSTRIAL	IN
HEALTH CLUB	HL	REGIONAL SHOPPING CENTER	SC
HOSPITAL	HP	RESTAURANT	RS
HOTEL/MOTEL	HT	RETAIL CENTER - 2+ STORES	RT
INDUSTRIAL/WAREHOUSE	ID	RETAIL ESTABLISHMENT, AUXILIARY	RA
LIVE/WORK UNITS	LW		
MINI WAREHOUSE	MW	<b>SCHOOLS</b>	
MORTUARY/FUNERAL PARLOR	FH	EDUCATIONAL INSTITUTE, PRIVATE	ED
OFFICE	OF	ELEMENTARY SCHOOL	ES
OTHER, GENERAL & PROFESSIONAL	OT	MIDDLE SCHOOL	MS
OFFICE, MEDICAL/DENTAL	OM	HIGH SCHOOL	HS
OFFICE, PROFESSIONAL/RESIDENTIAL	OP	<b>NO DEVELOPMENT TYPE PROPOSED</b>	<b>NO</b>