



# M-NCPPC Development Review Division Comprehensive Design Plan Submittal Checklist

Submittal Date: \_\_\_\_\_

Project Name and Number: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Technician /Review Date: \_\_\_\_\_ Date to Supervisor: \_\_\_\_\_

Date to Reviewer: \_\_\_\_\_ Date Returned to Technician for Coordinator Assignment: \_\_\_\_\_

Date to Coordinator: \_\_\_\_\_ Date to Technician: \_\_\_\_\_

Date to Environmental Planning: \_\_\_\_\_ Date Returned to Technician: \_\_\_\_\_

Date Comments Transmitted to Applicant: \_\_\_\_\_

Revised Plans/Documents Received: \_\_\_\_\_

## A. DOCUMENTS REQUIRED:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 signed application forms</li> <li><input type="checkbox"/> 2 copies comprehensive design plan and texts</li> <li><input type="checkbox"/> 2 copies of staging plan</li> <li><input type="checkbox"/> 2 copies of circulation plan</li> <li><input type="checkbox"/> 2 copies of existing conditions and environmental plan</li> <li><input type="checkbox"/> 2 copies of illustrative plan</li> <li><input type="checkbox"/> 2 copies of conceptual signage plans</li> <li><input type="checkbox"/> 2 copies of approved basic plan, certified by ZHE</li> <li><input type="checkbox"/> 2 copies of TCP 1 or Standard Letter of Exemption</li> <li><input type="checkbox"/> 2 copies Approved Natural Resource Inventory (NRI)</li> <li><input type="checkbox"/> 1 zoning sketch map</li> <li><input type="checkbox"/> Traffic Study or letter of exemption from M-NCPPC Transportation Planning; Study on disc /and one print copy</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 copies of typed and signed statement of justification addressing all specific and general requirements</li> <li><input type="checkbox"/> 2 copies of all previous approval(s); Resolutions, District Council Decisions</li> <li><input type="checkbox"/> Letter of justification re: existing/proposed impacts to environmental regulated features</li> <li><input type="checkbox"/> Informational mailing letter, affidavit, receipt and list of addressees</li> <li><input type="checkbox"/> E-copy of mail list: Municipalities and Associations</li> <li><input type="checkbox"/> Signed State Ethics Commission Affidavit(s)</li> <li><input type="checkbox"/> Application fee made payable to M-NCPPC:</li> </ul> <p style="text-align: center;"><u><b>(Do not submit the fee until it is requested)</b></u></p> |
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- Point-by-point response addressing comments on application deficiencies (**due after initial review comments have been provided**)

## B. PROPERTY SURVEY REQUIREMENTS:

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|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional signed and sealed by engineer/land surveyor</li> <li><input type="checkbox"/> Boundaries of property in bearings and distances</li> <li><input type="checkbox"/> Zoning of subject property</li> <li><input type="checkbox"/> Adjoining property - zoning, owner's names and/or lot and block</li> <li><input type="checkbox"/> Abutting streets - name, location, center line and right-of-way width</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Distance to nearest intersecting street</li> <li><input type="checkbox"/> North arrow and scale</li> <li><input type="checkbox"/> Total area calculation in square feet or acres</li> <li><input type="checkbox"/> Existing buildings - location, area, dimensions and height</li> <li><input type="checkbox"/> Entire property outlined in <b>red</b> on one sheet</li> </ul> |
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## C. DRAWING REQUIREMENTS:

### General Notes:

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|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Subdivision name</li> <li><input type="checkbox"/> Total acreage (<b>broken down by all zones</b>)</li> <li><input type="checkbox"/> Existing zoning</li> <li><input type="checkbox"/> Proposed use of property</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Number of lot, parcels, outlots &amp; outparcels</li> <li><input type="checkbox"/> Breakdown of proposed dwelling units by type</li> <li><input type="checkbox"/> Gross floor area (commercial/industrial only)</li> <li><input type="checkbox"/> 200 foot map reference (Washington Suburban Sanitary Commission)</li> <li><input type="checkbox"/> Tax map number and grid</li> <li><input type="checkbox"/> Aviation policy area (airport name and APA number)</li> <li><input type="checkbox"/> Water/sewer designation (existing)</li> </ul> |
|--|---|

- Water/sewer designation (proposed)
- Stormwater management concept plan number
- 10-foot public utility easement along all rights-of-way
- Mandatory park dedication (if applicable, how to be provided)
- Cemeteries on or contiguous to the property (indicate yes or no)
- Historic sites on or in the vicinity of the property (indicate yes or no)
- Wetlands (indicate yes or no)
- 100-year floodplain (indicate yes or no)
- Within Chesapeake Bay Critical Area (indicate yes or no)
- Source of topography
- Applicant (indicate either owner or contract purchaser)

**Technical data for all plans:**

- Table of required site data
- North arrow
- Title block
- Revision box
- Approvals block
- Approval sheet for Certificate of approval
- Cover sheet, if 3 or more sheets total
- Seal or signature of land surveyor or engineer and property line surveyor (as applicable)
- Location/vicinity map
- Scale (1"=100')
- Graphic scale
- Composite plan for entire site, if 3 or more sheets
- Key plan on each sheet, if 3 or more sheets
- Match lines for each sheet
- Boundaries of property with bearings and distances
- Description of land uses on adjacent properties
- Names of owners of record of adjacent properties
- Subdivision, lot and block of adjacent properties
- Zoning categories of adjacent properties
- Existing uses of adjacent properties
- Proposed use(s) of property
- Parcel, lot, outlot, or outparcel designation
- Area of each lot, parcel, outlot or outparcel
- Aviation Policy Area
- Location and type of major improvements within 50 feet of the property line

**D. TEXT REQUIREMENTS:**

- Signature of the Urban Planner (AICP), Architect (AIA), Landscape Architect (RLA), Professional Engineer (PE with specialty in civil engineering), and Traffic Engineer (PE with specialty in traffic impact statements)
- Site analysis
- Design principles
- Public benefit features
- Staging
- Recreational facilities
- Transportation study (separate document)
- Economic study (separate document) (for commercial development only)
- Compliance with the Master Plan
- Compliance with the Basic Plan
- Compliance with standards for public facilities
- Adaptive use of an Historic Site

**Comprehensive Design Plan:**

- Land uses/development pods
- Open space/ recreation areas and facilities
- Proposed vehicular access points and circulation patterns
- Conceptual building and parking envelopes
- Development data
- Density, intensity, floor area ratio of development
- Conceptual landscape elements

**Staging Plan:**

- Number and type of dwelling units in each phase
- Commercial/ industrial square footage for each phase
- Recreational facilities for each phase (residential only)

**Circulation Plan:**

- Interchanges within and adjacent to the site
- Right-of-way and pavement widths of existing streets
- Existing and proposed utility rights-of-way and easements
- Proposed system of internal streets and right-of-way widths

**Existing Conditions & Environmental Plan:**

- Existing vegetation or tree cover
- Tidal and nontidal wetlands
- Location of proposed stormwater management facilities
- Steep slopes (greater or equal to 15% and less than 25%)
- Limits of existing 100-year floodplain
- Limits of proposed 100-year floodplain
- Perennial streams
- Existing topography (5 feet or less)
- Proposed topography (5 feet or less)
- Historic sites or cemeteries

**Illustrative Plan:**

- General location and configuration of proposed buildings
- General location and configuration of parking facilities
- Recreational facilities and pedestrian systems
- Proposed lot lines and lot numbers

**APPLICATION DEFICIENCIES:**

Technician Comments:

Supervisor Comments:

**SCHEDULE FOR SDRC**

Reviewer Comments:

Coordinator Comments:

Environmental Planning Supervisor Comments:

