

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:

- signed application forms
- A comprehensive design plan and texts
- A staging plan
- A circulation plan
- An existing conditions and environmental plan
- An illustrative plan
- A conceptual signage plans
- Copy of approved basic plan, certified by ZHE
- Copy of TCP 1 or Standard Letter of Exemption
- Approved Natural Resource Inventory (NRI)
- Zoning sketch map (no older than 6 months)
- Traffic Study or letter of exemptions from M-NCPPC
Transportation Planning Study on disk/and one print copy
- Typed and signed statement of justification addressing all specific and general requirements
- Copies of all previous approval(s); Resolutions, District Council Decisions
- Letter of justification re: existing/proposed impacts to environmental regulated features
- Informational mailing letter, affidavit, receipt and list of addressees
- E-copy of mail list: Municipalities and Associations
- Signed State Ethics Commission Affidavit(s)
- Application fee made payable to M-NCPPC:

(Do not submit the fee until it is requested)

- Point-by-point response addressing comments on applicant deficiencies (**due after initial review comments have been provided**)

B. PROPERTY SURVEY REQUIREMENTS:

- Professional signed and sealed by engineer/land surveyor
- Boundaries of property in bearings and distances
- Zoning of subject property
- Adjoining property - zoning, owner's names and/or lot and block
- Abutting streets - name, location, center line and right-of-way width
- Distance to nearest intersecting street
- North arrow and scale
- Total area calculation in square feet or acres
- Existing buildings - location, area, dimensions and height
- Entire property outlined in **red** on one sheet

C. DRAWING REQUIREMENTS:

General Notes:

- Subdivision name
- Total acreage (**broken down by all zones**)
- Existing zoning
- Proposed use of property
- Number of lots, parcels, outlots and outparcels
- Breakdown of proposed dwelling units by type
- Gross floor area (commercial/industrial only)
- 200 foot map reference (Washington Suburban Sanitary Commission)
- Tax map number and grid
- Aviation policy area (airport name and APA number)
- Water/sewer designation (existing)

- 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)

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

- 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

APPLICATION DEFICIENCIES:

Technician Comments:

Supervisor Comments:

SCHEDULE FOR SDRC

Reviewer Comments:

Coordinator Comments:

Environmental Planning Supervisor Comments:

