



## Comprehensive Design Plan (CDP) and Specific Design Plan (SDP) Application Procedure (For Legacy Comprehensive Design Zones)

All CDP and SDP applications require a pre-acceptance review. A minimum for each application should include the following via CD or direct digital file share link in PDF format:

### **Comprehensive Design Plans (Section 27-518)**

- a. One copy of a signed [Application Form](#)
- b. One copy of Comprehensive Design Plan drawings and texts in quantity to be determined by the project reviewer
- c. One copy of any supporting information required by previous approvals for the site, including copies of the approved Basic Plan and District Council Order of Approval
- d. One copy of a boundary survey, with the subject property outlined in red.
- e. One copy of a Type 1 Tree Conservation Plan or a Standard Letter of Exemption
- f. One copy of boundary survey, with the subject property outlined in red
- g. A statement of justification describing how the proposed design preserves and restores the regulated environmental features to the fullest extent possible
- h. A description of design principles proposed to govern the project, including design guidelines set forth in Section 27-274 of Part 3, Division 9, of Subtitle 27 for the M-A-C, L-A-C, E-I-A, R-U, R-M, and R-S Zones, and in Section 27-514.06 for the V-M and V-L Zones
- i. Traffic Study or letter of exemption from M-NCPPC Transportation Planning
- j. Zoning Sketch Map with subject property outlined in red
- k. Informational Mailing letter, list of addresses, affidavit and Receipt from M-NCPPC Planning Information Services
- l. State Ethics Commission Affidavit(s)

### **Specific Design Plans (Section 27-527)**

- a. A signed [Application Form](#)
- b. One copy of Specific Design Plan
- c. One copy of Landscape Plan
- d. One copy of Type 2 Tree Conservation Plan or a Standard Letter of Exemption
- e. One copy of an approved Natural Resource Inventory (NRI)
- f. One set of Architectural Elevations, if applicable
- g. One copy of a boundary survey, with the subject property outlined in red
- h. A stormwater management concept plan and approval letter
- i. A statement of justification describing how the proposed design preserves and restores the regulated environmental features to the fullest extent possible
- j. A vicinity map on the site plan
- k. Zoning Sketch Map with subject property outlined in red
- l. Informational Mailing letter, list of addresses, affidavit and Receipt from M-NCPPC Planning Information Services
- m. Any other supporting information required by the Zoning Ordinance or by previous approvals for the site
- n. State Ethics Commission Affidavit(s)

Refer to [Subtitle 27](#) and other applicable Sections for more information.

The appropriate scale for Comprehensive Design Plans is determined on a case-by-case basis, with the objectives of clarity and readability for review purposes. The preferred scale for Specific Design Plans is 1"=30'; 1"=50' may be acceptable if justified by the applicant. The maximum acceptable sheet size is 30"x 42". All plans having more than one sheet for the site plan are required to have match lines. Plans should include a cover sheet and an approval sheet. The cover sheet should include an index or composite plan, with a key plan provided on each sheet. Plans requesting approval of more than 100 units should include a staging plan.

Applications will be reviewed for completeness. When an application is judged to be complete and has been pre-accepted by the reviewer, the applicant will be asked to submit the review fee\* (see fee schedule).

**\*Note: No payment for application fees should be submitted until requested by staff.**

**ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED. ALL DOCUMENTS SAVED ON A CD OR DIRECT DIGITAL LINK USING THE [NAMING CONVENTION](#). A COMBINED COPY OF THE PLANS IS ALSO REQUIRED.**

Applications should be submitted to the Development Review Division via email to [DRDApplications@ppd.mncppc.org](mailto:DRDApplications@ppd.mncppc.org). If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.