



## Certificate of Adequacy (ADQ) Application Procedure and Checklist

The Certificate of Adequacy (ADQ) confirms that necessary infrastructure is built at the same time or prior to the proposed development. An ADQ may only be obtained along with, and must be approved prior to, the approval of preliminary plan of subdivision or final plat. Adequacy must be found for the following public facilities, as applicable and described in Section 24-4502:

- Transportation (vehicular)
- Pedestrian and Bikeway
- Parks and Recreation
- Police
- Fire and Rescue
- Schools

**CERTIFICATE OF ADEQUACY SUBMITTAL REQUIREMENTS – the ADQ submittal requirements are included on the preliminary plan of subdivision checklist which includes the following:**

- Signed [application form](#) (may be same form as used for the associated preliminary plan of subdivision or final plat)
- [Preliminary Plan of Subdivision](#) or [final plat](#) must meet all drawing requirements as provided on the associated checklist
- Signed Bicycle and Pedestrian Impact Statement Scoping and any required study
- Signed Transportation checklist package & required study or counts
- Other items deemed necessary to determine adequacy

**Applications will be reviewed for completeness. An application will be accepted once it is determined to be complete.**

Once the items listed above are confirmed received by the Applications Section and the case is formally accepted, the review period will begin. Written acceptance notification will be sent to the contact person named on the application form.

Refer to [Section 24-4503](#) and other applicable Sections for more information.

**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](#).**

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.