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:

- 2 signed application forms
- 2 copies comprehensive design plan and texts
- 2 copies of staging plan
- 2 copies of circulation plan
- 2 copies of existing conditions and environmental plan
- 2 copies of illustrative plan
- 2 copies of conceptual signage plans
- 2 copies of approved basic plan, certified by ZHE
- 2 copies of TCP 1 or Standard Letter of Exemption
- 2 copies Approved Natural Resource Inventory (NRI)
- 1 zoning sketch map
- Traffic Study or letter of exemption from M-NCPPC
  Transportation Planning; Study on disc /and one print copy

- 2 copies of typed and signed statement of justification
  addressing all specific and general requirements
- 2 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
  application 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 lot, parcels, outlots & 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)

Revised 02-2012
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

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

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
APPLICATION DEFICIENCIES:

Technician Comments:

Supervisor Comments:

Reviewer Comments:

Coordinator Comments:

Environmental Planning Supervisor Comments:

☐ SCHEDULE FOR SDRC