

Preliminary Plan of Subdivision Conservation Sketch Plan Application Procedure

All applications are submitted for pre-acceptance review. Documents required for each application type includes:

Preliminary Plans (Major)

- a. One signed Application Form
- b. One copy of the Preliminary Plan
- c. One copy of the Type 1 Tree Conservation Plan or Standard Letter of Exemption
- d. One copy of the approved Natural Resources Inventory(NRI)
- e. One Environmental Review Package Submission Checklist
- f. One copy of the signed Transportation Pre-Submittal Checklist
- g. One copy of the signed Bicycle and Pedestrian Impact Statement Scoping Agreement if location in center or corridor
- h. One copy of the signed Historic/Archeology Pre-Submittal Checklist
- i. Two copies of an accurate property boundary survey prepared, signed and sealed by a registered engineer or land surveyor, with the subject property outlined in red.
- j. Approved Stormwater Management Concept Plan or indication that application has been filed with DPIE or the municipality with approving authority
- k. Vicinity Map on the preliminary plan
- l. Zoning Sketch Map with subject property outlined in red.
- m. Informational Mailing letter, Affidavit and Receipt from the M-NCPPC Information Counter with list of addresses
- n. Any supporting information required by previous approvals for the site or a statement that there are no submission requirements for previous applications
- o. One copy of WSSC, M-NCPPC Gov't Referred Plan Payment Receipt and Checklist

Preliminary Plans (Minor)

- a. One signed Application Form
- b. One copy of the Preliminary Plan
- c. One copy of the Type 1 Tree Conservation Plan or Standard Letter of Exemption
- d. One copy of the approved Natural Resources Inventory(NRI)
- e. One Environmental Review Package Submission Checklist
- f. One copy of the signed Transportation Pre-Submittal Checklist
- g. One copy of the signed Bicycle and Pedestrian Impact Statement Scoping Agreement if location in center or corridor
- h. One copy of the signed Historic/Archeology Pre-Submittal Checklist
- i. Two copies of an accurate property boundary survey prepared, signed and sealed by a registered engineer or land surveyor, with the subject property outlined in red
- j. Approved Stormwater Management Concept Plan or indication that application has been filed with DPIE or the municipality with approving authority
- k. Letter addressed to Planning Director stating justification for a Planning Director review.

- l. Vicinity Map on the preliminary plan.
- m. Zoning Sketch Map with subject property outlined in red
- n. Any supporting information required by previous approvals for the site or a statement that there are no submission requirements for previous applications
- o. One copy of WSSC, M-NCPPC Gov't Referred Plan Payment Receipt and Checklist

Conservation Sketch Plans

- a. One signed Application Form
- b. One copy of the Conservation Sketch Plan
- c. One copy of the approved Natural Resources Inventory(NRI)
- d. One Environmental Review Package Submission Checklist
- e. One copy of a woodland and wildlife habitat conservation plan
- f. One copy of the signed Transportation Pre-Submittal Checklist
- g. One copy of the signed Bicycle and Pedestrian Impact Statement Scoping Agreement if location in center or corridor
- h. One copy of the signed Historic/Archeology Pre-Submittal Checklist
- i. Two copies of an accurate property boundary survey prepared, signed and sealed by a registered engineer or land surveyor, with the subject property outlined in red.
- j. Vicinity Map on site plan or 8-1/2" x 11"
- k. Zoning Sketch Map with subject property outlined in red.
- l. Informational Mailing letter, Affidavit and Receipt from the M-NCPPC Information Counter with list of addresses
- m. Any supporting information required by previous approvals for the site or a statement that there are no submission requirements for previous applications.
- n. One copy of WSSC, M-NCPPC Gov't Referred Plan Payment Receipt and Checklist

Applications will be reviewed for completeness. When an application is judged to be complete and has been pre-accepted, the applicant will be asked to submit the following:

- a. Application form and fee (application fees should not be submitted until requested)
- b. Text and other documents, where applicable

The case will be accepted and the review period will begin when the items listed above are received by the Subdivision Section. An acceptance letter will be mailed to the contact person named on the application form.

PRE-REVIEW APPLICATION PACKAGES SHALL CONTINUE TO USE THE PHYSICAL DROP BOX FOR FIRST SUBMISSIONS, TO INCLUDE A COMPLETE PRINT SET OF ALL REQUIRED DOCUMENTS, WITH ALL DOCUMENTS SAVED ON A CD USING THE [NAMING CONVENTION](#).

AFTER PRE-REVIEW APPLICATION, ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED.

Applications should be submitted to the Development Review Division via email to 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.