

# Special Exception and Revision to Special Exception Application Procedure

At the time of filing, the applicant shall submit:

1. Application - One (1) **typed** application form signed by **all** owners of record.
2. Statement of Justification - A **typewritten** Statement of Justification must demonstrate how the request satisfies the required findings of Section 27-317 of the Zoning Ordinance, and the specific requirements for the requested special exception. The statement must be **signed** by the applicant or the designated correspondent.
3. Disclosure Statement - Fill out the required information on page 3 of the [attached application form](#).
4. Map or Plat - One (1) copy of an accurate plat prepared, signed and sealed by a **registered engineer or land surveyor**, with the subject property outlined in red.
5. Site Plan - One (1) copy of a site plan (drawn to scale) showing **all** existing and proposed improvements and uses with the subject property outlined in red. The site plan shall be of sufficient detail so that a determination can be made that the proposal complies with **all** the requirements of the Zoning Ordinance.
6. Landscape Plan - One (1) copy of a detailed landscape plan with the subject property outlined in red. **Landscape plans need not be separately prepared drawings, but may be superimposed on the site plan.**
7. Zoning Sketch Map - One (1) copy of a zoning sketch map with the property outlined in red.
8. Informational Mailing letter, list of addresses, affidavit and Receipt from the M-NCPPC Information Counter
9. Documentation on Previous Approvals for the Site.
10. State Ethics Commission Affidavit(s)

***\*Note: No check for application fees should be submitted until it has been requested.***

**PRE-REVIEW APPLICATION PACKAGES SHALL CONTINUE TO USE THE PHYSICAL DROP BOX FOR FIRST SUBMISSIONS, TO INCLUDE ONE 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](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.