

Urban Design Project Application Procedure

The Urban Design Section is responsible for the review of four types of project applications: Conceptual Site Plans, Detailed Site Plans, Comprehensive Design Plans and Specific Design Plans.

ALL APPLICATIONS ARE SUBMITTED FOR PRE-ACCEPTANCE REVIEW. A MINIMUM FOR EACH APPLICATION SHOULD INCLUDE:

Conceptual Site Plans (Section 27-273)

- a. A signed Application Form
- b. One copy of Conceptual Site Plan
- c. One copy of Conceptual Landscape Plan
- d. One copy of Type 1 Tree Conservation Plan or a Standard Letter of Exemption
- e. One copy of a boundary survey, with the subject property outlined in red
- f. A stormwater management concept plan and approval letter
- g. One copy of an approved Natural Resource Inventory (NRI)
- h. A statement of justification describing how the proposed design preserves and restores the regulated environmental features to the fullest extent possible
- i. A vicinity Map on the site plan
- j. Zoning Sketch Map with subject property outlined in red
- k. Informational Mailing letter, list of addresses, affidavit and Receipt from the M-NCPPC Information Counter
- l. Any other supporting information required by the Zoning Ordinance or by previous approvals for the site
- m. State Ethics Commission Affidavit(s)

Detailed Site Plans (Section 27-282)

- a. A signed Application Form
- b. One copy of Detailed Site Plan
- c. One copy of Landscape Plan
- d. One copy of Type 2 Tree Conservation Plan or Standard Letter of Exemption
- e. One set of Architectural Elevations, if applicable
- f. One copy of boundary survey, with the subject property outlined in red
- g. A stormwater management concept plan and approval letter
- h. A statement of justification describing how the proposed design preserves and restores the regulated environmental features to the fullest extent possible
- i. A detailed statement indicating the manner in which any land intended for public use, but not proposed to be in public ownership, will be held, owned, and maintained for the indicated purpose (including any proposed covenants or other documents)
- 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 the M-NCPPC Information Counter
- m. Any other supporting information required by the Zoning Ordinance or by previous approvals for the site
- n. State Ethics Commission Affidavit(s)

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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 guide- lines set forth in Section 27-274 of Part 3, Division 9, of this Subtitle 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 the M-NCPPC Information Counter
- 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 the M-NCPPC Information Counter
- 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 applicable Section for information.

The appropriate scale for Conceptual Site Plans and 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 Detailed Site Plans and 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 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. If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.