



Detailed Site Plan (DET) Application Procedure

All Detailed Site Plans (DET) applications require a pre-acceptance review, a Pre-Application Conference, and Pre-Application Neighborhood Meeting.

A minimum for each application should include the following via CD or direct digital file share link with files in PDF format:

- 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 and floor plans, if applicable
- 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 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)
- i. A vicinity map on the site plan
- j. A zoning sketch map with subject property outlined in red
- k. A copy of Informational Mailing letter, list of addresses, affidavit, and receipt from M-NCPPC Planning Information Services
- l. State Ethics Commission Affidavit(s)
- m. Any other supporting information required by the Zoning Ordinance or by previous approvals for the site

Refer to [Section 27-3605](#) and other applicable Sections for more information.

The preferred scale for Detailed Site 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 payment for application fees should be submitted until requested by staff.**

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](#). A COMBINED COPY OF THE PLANS IS ALSO REQUIRED.

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.

**Figure 27-3605(d): Detailed Site Plan
 Procedure (Illustrative)**

↓	27-3401	Pre-Application Conference	Required
↓	27-3402	Pre-Application Neighborhood Meeting	Required
↓	27-3403	Application Submittal	To Planning Director
↓	27-3404	Determination of Completeness	Planning Director makes determination
↓	27-3406	Staff Review and Action	Planning Director prepares Technical Staff Report
↓	27-3407	Scheduling Public Hearing and Public Notice	Planning Board schedules hearing, provides notice
↓	27-3409	Review and Decision by Decision-Making Body or Official	District Council holds public hearing, makes decision (conditions allowed)
↓	27-3416	Notification	Planning Board notifies
↓	27-3417	Appeal	Optional (to District Council)
→		Election	Optional. District Council may elect to review Planning Board's decision