



## **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 DPW&T 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

- k. filed with DPW&T or the municipality with approving authority
- k. Letter addressed to Alan Hirsch 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
- n. 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. Specified number of referral prints required for reviews, folded to 8-1/2"x14" or smaller. (text and other documents, where applicable).
- b. Application form and fee.\*

**\*Note: Check for application fees should not be submitted until requested.**

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.

**ONLY FOLDED PLANS WILL BE ACCEPTED. VERY THICK AND/OR BOUND PLANS SHOULD BE SEPARATED AND FOLDED APPROPRIATELY. ROLLED PLANS ARE NOT ACCEPTABLE AND WILL BE RETURNED**

Applications should be submitted to the Development Review Division located on the Fourth Floor of the County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772. If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.