

## Appendix A

# Zoning Ordinance and Guidelines Applicable to the Development Review Process

1. Zoning Ordinance: [www.rockvillemd.gov/zoning](http://www.rockvillemd.gov/zoning)
2. Comprehensive Master Plan: [www.rockvillemd.gov/government/cpds/long-range/plans.html](http://www.rockvillemd.gov/government/cpds/long-range/plans.html)
3. Town Center Master Plan: [www.rockvillemd.gov/government/cpds/long-range/plans.html](http://www.rockvillemd.gov/government/cpds/long-range/plans.html)
4. East Rockville Neighborhood Plan, Hungerford Stoneridge New Mark Commons Neighborhood Plan; Lincoln Park Neighborhood Plan; West-End Woodley Gardens East/West Neighborhood Plan; Westmont-Tower Oaks Neighborhood Plan: [www.rockvillemd.gov/government/cpds/long-range/plans.html](http://www.rockvillemd.gov/government/cpds/long-range/plans.html)
5. Landscaping, Screening and Lighting Manual: [www.rockvillemd.gov/government/planning-zoning](http://www.rockvillemd.gov/government/planning-zoning)
6. Adequate Public Facilities Zoning Ordinance (APFO): [www.rockvillemd.gov/government/cpds/apfo.htm](http://www.rockvillemd.gov/government/cpds/apfo.htm)
7. Comprehensive Transportation Review (CTR): [www.rockvillemd.gov/residents/traffic/ctr.htm](http://www.rockvillemd.gov/residents/traffic/ctr.htm)
8. Forest and Tree Preservation Zoning Ordinance (FTPO): [www.rockvillemd.gov/environment/regulations/](http://www.rockvillemd.gov/environment/regulations/)
9. Publicly Accessible Art in Private Development Zoning Ordinance: [www.rockvillemd.gov/arts/aipd](http://www.rockvillemd.gov/arts/aipd)
10. Environmental Guidelines: [www.rockvillemd.gov/environment/regulations](http://www.rockvillemd.gov/environment/regulations)
11. Sediment Control and Stormwater Management Ordinance: [www.rockvillemd.gov](http://www.rockvillemd.gov)



## Appendix B

# Project Impact Points System (PIPS)

The level of review for each application is based on a Project Impact Points System (PIPS), provided in the chart below. Each application must be evaluated on the acreage of the site, the number of dwelling units proposed, the square footage of non-residential space, the residential impact area, and the traffic impact of the development proposed.

Each of these items is allocated a number of project impact points which are added together to determine the complete point valuation for the project. The Residential Area Impact is determined by the amount of land area that is comprised of single-unit detached homes within a ¼ mile (1,320 feet) radius of a development proposal.

<b>POINTS/ELEMENTS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Tract Size (Acres)</b>	1 or fewer	1.1 to 2.5	2.6 to 5	5.1 or greater
<b>Dwelling Units</b>	5 or fewer	6 to 50	51 to 150	151 or greater
<b>Square Footage of Non-residential Space</b>	5,000 or fewer sq. ft.	5,001 to 25,000 sq. ft.	25,001 to 100,000 sq. ft.	100,001 or greater sq. ft.
<b>Residential Area Impact</b>	Up to 10% residential development in a single dwelling unit residential zone within ¼ mile of the project	Up to 50% of area within ¼ mile of the project area is comprised of single-unit detached residential units.	Up to 75% of area within ¼ mile of the project area is comprised of single-unit detached residential units.	Development is within single-unit detached unit area.
<b>Traffic Impact – Net New Peak Hour Trips</b>	Fewer than 30 trips	30 -74 trips	75 - 149 trips	150 or more trips



# Appendix C

## Traffic Estimates for PIPS Determination

As part of the application review process, the applicant is required to provide information on the potential traffic impact the proposed project may produce. The following information is intended to provide the applicant with a way to estimate the amount of traffic that will be generated, depending on the type of use or uses proposed.

Please note that these are general guidelines for initial estimates and not inclusive of all types of uses. All applicants for development other than individual single-family houses are required to attend a transportation scoping meeting with the Traffic and Transportation staff to determine the information that will be required to process the application.

In general, the traffic generation rates must be based on the highest peak hour for the use and the area of the project. Projects generating less than 30 peak hour trips must evaluate on-site vehicle and non-vehicle circulation. Projects generating more than 30 peak hour trips will be required to submit a traffic report derived from tables in Appendix A of the Local Area Transportation Review (LATR) provisions provided by the County. The chart below includes the highest peak hour factor, which is normally the afternoon (p.m.) peak.

### Residential (Table A-4)

Single Unit Detached Residential (1 to 74 units)	1.1 per unit
Single Unit Detached Residential (75 units or more)	0.82 per unit +21
Townhouses (up to 99 units)	0.83 per unit
Townhouses (100 units and up)	0.48 per unit + 35
Multi-unit Residential (up to 74 units)	0.48 per unit
Multi-unit Residential (75 units or more)	0.47 per unit + 1

### General Retail (Table A-2)

Buildings less than 50,000 sq. ft. gross leasable area	12.36 per 1,000 s.f.
Buildings 50,000 to 200,000 sq. ft. gross leasable area	7.43 + 247 per 1,000 s.f.

**General Office (Table A-1)**

Buildings less than 25,000 square feet	2.24 per 1,000 s.f. GFA
Buildings 25,000 square feet to less than 300,000 s.f.	1.44 per 1,000 s.f. GFA + 20
Buildings 300,000 square feet or more	1.44 per 1,000 s.f. GFA + 127

## Appendix D

# Planning Division Fee Schedule

*As of July 1, 2011*

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### Administrative Adjustment (VAR)

Application	\$1,500
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### Annexation (ANX)

Annexation Petition	\$10,000 plus \$200/acre or part thereof
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### Historic District Application (HDC)

Certificate of Approval*	No Charge
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### Map Amendments (MAP)

Local Map Amendment – Residentially Zoned*	\$1,500 + \$100/acre or part thereof
Local Map Amendment – All Others*	\$3,000 + \$200 per acre or part thereof

### Non-Conforming Alterations

Chief of Planning Review*	\$1,500
Planning Commission Review*	\$3,000

### Notification Signs

Site Plans, Special Exceptions, Project Plans	\$250
All Others (when required)	\$50

### Other Fees

Zoning Compliance Verification Letter	\$300
Application Resubmission Fee - 3rd and Subsequent	\$500
Project Plan Resubmission Fee - 3rd and Subsequent	\$2,000

**Appendix D****Plats (PLT)**

Preliminary Plan	\$2,000 plus \$50 per lot
Final Record Plat - Existing Single Unit Detached Lot	\$200
Final Record Plat – All Others	\$770 plus \$50 per lot
Ownership Plat	\$3,300 plus \$110 per lot

**Project Plan (PJT)**

New Application*	\$10,000 plus \$110 per acre or part thereof
Minor Modification	\$2,200
Major Modification*	Same as Initial Fee

**Pre-Application (PAM)**

PAM Submittal	\$500
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**Sign Permits (SGN)**

Non-illuminated	\$1.65 per square foot
Illuminated	\$2.20 per square foot
Freestanding	\$55 plus \$2.20 per square foot
Minimum Fee	\$85
Sign Variance	\$500

**Site Plan (STP)**

Level 1*	\$2,500 plus \$20 for each 1,000 sq. ft. (GFA) of non-residential use or portion thereof and \$20 for each dwelling unit
Level 2*	\$3,000 plus \$20 for each 1,000 sq. ft. of non-residential use or portion thereof and \$20 for each dwelling unit
Minor Amendment	\$1,500
Major Amendment*	Same as Initial Fee
Mobile Use	\$300
Renew Mobile Use	\$300

**Special Exception (SPX)**

Minor Amendment to Existing SPX	½ of Initial Fee
Major Amendment to Existing SPX*	Same as Initial Fee
Tier 1*: Accessory Apartment; Swimming Pool (non-accessory); Home based business (major); Taxicab Service; Charitable and philanthropic institutions; Veterinarian office; Bed and breakfast lodging; Child care center (9 – 12 children).	\$3,000

Tier 2\*: \$5,000  
 Adult day care; Personal living quarters; Pawnbroker; Child care center (more than 12 children); Group home (large); housing for senior adults with disabilities; Life care facility; Nursing home; Outdoor and Indoor recreational establishment (commercial, except shooting gallery or range); Restaurant in the I-L zone; Shooting gallery or range; Sports facility (Multi-purpose, indoor commercial); Private club; Animal hospital.

Tier 3\*: \$10,000  
 Automobile filling station (Class I and II); Educational institutions (private); Hospital; Hotel; Public utility buildings and structures; Restaurant with drive-through; Wireless communication (freestanding ground mount antenna support structure).

Tier 4\*: \$15,000  
 Adult oriented establishments

**Temporary Uses**

Construction Trailers; Real Estate Offices; Christmas Tree Lots; and Sales of Produce \$150

**Text Amendments (TXT)**

Text Amendment – Existing Text \$3,000  
 Text Amendment – New Zone / Procedure \$6,000

**Time Extensions**

Single Dwelling Unit \$50  
 All Others \$300

**Variance (VAR)**

Variance and Appeals Application\* – Single unit detached, semi-detached, attached and townhouse \$350  
 Variance and Appeals Application\* - All others \$2,500

\* Notification Sign Required



## Appendix E

# Development Review Committee (DRC) Contact List

### Community Planning & Development Services (CPDS)

- Development Review Committee (DRC) Coordinator: Bobby Ray, Principal Planner, 240-314-8228
- Project Planners: Cas Chasten, Planner III, 240-314-8223, Jeremy Hurlbutt, Planner III, 240-314-8227, Margaret Hall, Planner II, 240-314-8226, Nicole Walter, Planner II, 240-314-8215
- Application Intake: Punam Thukral, Secretary II, 240-314-8231
- Zoning Administration: Deane Mellander, Zoning Administrator, 240-314-8224
- Board of Appeals Liaison: Cas Chasten, Planner III, 240-314-8223
- Historic District Commission Liaison: Robin Ziek, Planner II, 240-314-8236
- Planning Commission Liaison: Andrew Gunning, Assistant Director of CPDS 240-314-8206
- Master Plan Compliance: Ann Wallas, Planner III, 240-314-8205
- Fire: Matthew Shanks, Fire Marshal, 240-314-8263, Keith Heckler, Fire Protection Engineer, 240-314-8246
- Sign Review: Tamara Dietrich, Zoning Inspector, 240-314-8254

### Department of Public Works (DPW)

- Engineering/Stormwater Utilities: Mark Wessel, Engineering Supervisor, 240-314-8525, Mary Fertig, Civil Engineer III, 240-314-8535
- Traffic and Transportation: Peter Campanides, Civil Engineer II, 240-314-8506, Rebecca Torma, Transportation Planner II, 240-314-8527
- Environmental Management: Lise Soukup, 240-314-8874

### Department of Recreation and Parks (DRP)

- Recreation and Parks: Steve Mader, Superintendent of Parks and Facilities, 240-314-8702

- Forestry: Wayne Noll, City Forester, 240-314-8705, Elise Cary, Assistant City Forester, 240-314-8710
- Cultural Arts: Christine Henry, Recreation and Parks Administrative Manager, 240-314-8603

# Appendix F

# Pre-application Meeting Checklist and Application Form



Application for

## Pre-Application Meeting

# PAM

6/11

### City of Rockville

Department of Community Planning and Development Services

111 Maryland Avenue, Rockville, Maryland 20850

Phone: 240-314-8200 • Fax: 240-314-8210 • E-mail: cpds@rockvillemd.gov • Website: www.rockvillemd.gov

*Please Print Clearly or Type*

Property Address information: \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block \_\_\_\_\_

Zoning \_\_\_\_\_ Tax Account(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

#### Applicant Information:

*Please supply name, address, phone number and e-mail Address for each.*

Applicant \_\_\_\_\_

Property Owner \_\_\_\_\_

Architect \_\_\_\_\_

Engineer \_\_\_\_\_

Attorney \_\_\_\_\_

LEED AP \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

#### STAFF USE ONLY

##### Application Acceptance

Application # \_\_\_\_\_

Pre-Application: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Staff Contact: \_\_\_\_\_

OR

##### Application Intake

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date of Checklist Review: \_\_\_\_\_

Deemed Complete: Yes  No

**Appendix F**

**Level of review and project impact**

This information will be used to determine your project impact, per sec. 25.07.02 of the Zoning Ordinance for Project Plan and Site Plan applications only. For Special Exceptions, it will be used to determine the notification area. (see table below)

Tract Size \_\_\_\_\_ acres, # Dwelling Units Total \_\_\_\_\_ Other \_\_\_\_\_  
 Square Footage of Non-Residential \_\_\_\_\_  
 Percentage of Single-family homes within Residential Area Impact (1/4 mile) \_\_\_\_\_  
 Traffic Impact (net new peak hour trips) \_\_\_\_\_

**Proposed:**

Retail: \_\_\_\_\_ Sq. Footage Detached Unit: \_\_\_\_\_ Parking Spaces: \_\_\_\_\_  
 Office: \_\_\_\_\_ Sq. Footage Duplex: \_\_\_\_\_ Handicapped: \_\_\_\_\_  
 Restaurant: \_\_\_\_\_ Sq. Footage Townhouse: \_\_\_\_\_ Bicycle Parking: \_\_\_\_\_  
 Other: \_\_\_\_\_ Sq. Footage Attached: \_\_\_\_\_ # of Long Term: \_\_\_\_\_  
 Multi-Family: \_\_\_\_\_ # of Short Term: \_\_\_\_\_  
 Live/work: \_\_\_\_\_ Estimated LEED or LEED-equivalent points. (As provided on LEED checklist)  
 MPDU: \_\_\_\_\_

Existing Site Use (to include office, industrial, residential, commercial, medical etc.) \_\_\_\_\_

**Estimated Points Total:**

To complete the table below, use the information that you provided above to calculate your total points from the chart below.

Points/Elements	1	2	3	4	Points
Tract size - Acres	1 or fewer	1.1 to 2.5	2.6 to 5	5.1 or greater	
Dwelling Units	5 or fewer	6 to 50	51 to 150	151 or greater	
Square Footage of Non-Residential Space	5,000 or fewer square feet	5,001 to 25,000 square feet	25,001 to 100,000 square feet	100,001 or greater square feet	
Residential Area Impact	Up to 10% residential development in a residential zone within 1/4 mile of the project	Up to 50% of area within 1/4 mile of the project area is comprised of single-unit detached residential units	Up to 75% of area within 1/4 mile of the project area is comprised of single-unit detached residential units	Development is within single-unit detached unit area	
Traffic Impact - Net new peak hour trips	Fewer than 30 trips	30-74 trips	75-149 trips	150 or more trips	
<b>Points Total*</b>					
The total of the points determine the level of notification and the approving authority .					

**Example:**

- If your tract size is **2 acres = 2 pts**
- If you will have **45 dwelling units = 2 pts**
- If your square footage of non-residential space is **5,006 square feet = 2 pts**
- If your residential area impact is within a single unit detached area = **4 pts**
- If your traffic impact/net new peak hour trips is **32 trips = 2 pts**

**Projected Impact Total = 12**

*\* Project Impact total points are non-binding until application has been filed. Where no dwelling units, no non-residential square footage or no increase in peak hour trips are proposed, and where there is no single unit residential development within 1/4 mile, no points are assigned to these categories.*

**Estimated Application Type: (please check box that applies)**

- Project Plan (16 pts or more)
- Project Plan Amendment
- Site Plan Level 1 (6 or fewer pts)
- Site Plan Level 2 (7-15 pts)
- Site Plan Amendment Major (notification radius is 750 or 1,250 feet, depending on original approving authority)
- Site Plan Amendment Minor (notification not required)
- Special Exception (Notification Radius-750, 1250, 1500 feet - circle one)
- Special Exception Modification-Major (Notification Radius-750, 1250, 1500 feet - circle one)
- Special Exception Modification-Minor (Notification Radius-750 feet)
- Other \_\_\_\_\_

**Previous Approvals: (if any)**

Application Number	Date	Action Taken
_____	_____	_____
_____	_____	_____

**A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner.**  
 I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this application.

\_\_\_\_\_  
 Please sign and date

**PRE-APPLICATION SUBMITTAL REQUIREMENTS:** (Submit and check what is applicable to your project type).

**Please complete this checklist and include it as part of the application packet submittal. Each item on the checklist must be included in the application packet. If items are missing, the application cannot be accepted and will be returned.**

**Level 1 Site Plan Application Submittal Requirements**

- Completed application
- Application Filing Fee
- A preliminary site plan (Plan sheet size: maximum 24" x 36", Scale 1"=30"). Include adjoining/abutting properties within 100-feet, showing all existing and proposed site improvements. (12 copies and 1 CD with PDF Version)
- Project description and scope of work narrative (12 copies)
- Transportation Scoping Intake Form (12 copies) with fee via separate check
- Pre-Application Stormwater Management Concept package with fee via separate check
- NRI/FSD per Forest and Tree Preservation Ordinance (FTPO) with fee via separate check

**Project Plan or Site Plan: (Level 2) Application Submittal Requirements**

- Completed application
- Application Filing Fee
- A preliminary site plan. Prepared by surveyor or engineer. (Plan sheet size: maximum 24" x 36", Scale 1"=30'). Include adjoining/abutting properties within 100-feet, showing all existing and proposed site improvements. (12 copies) and 1 CD with PDF Version
- Project description and scope of work narrative (12 copies)
- Transportation Scoping Intake Form (12 copies) with fee via separate check
- Pre-Application Stormwater Management concept package (12 copies) with fee via separate check
- NRI/FSD per FTPO as submitted to Forestry with fee via separate check

**Special Exception Pre-Application Submittal Requirements:**

- Completed application
- Application Filing Fee
- A preliminary site plan prepared (plan sheet size: maximum 24" x 36", Scale 1"=30'). Include adjoining/abutting properties within 100-feet, showing all existing and proposed site improvements. (12 copies and one CD with PDF)
- Project description and scope of work narrative (12 copies)
- Transportation Scoping Intake Form (12 copies) with fee via separate check
- NRI/FSD per FTPO (12 copies) with fee via separate check
- Pre-Application Stormwater Management Concept package with fee via separate check\*

**Pre-Application Meeting Date:**

All meetings are held on Thursday. A date and time of the meeting will be assigned once workload and project lead times are considered, generally is three weeks after PAM has been accepted for processing.

# Appendix G

## Comprehensive Transportation Review (CTR) Scoping Intake Form



City of Rockville

Comprehensive Transportation Review  
SCOPING INTAKE FORM

Project Name:				
Permit No. (if available):				
Subject Property Address:				
Contact Person:				
Contact Phone Number:				
Contact Email Address:				
Proposed Land Use Density:	Use	Square Footage/ Dwelling Units		
Trip Generation	<b>Peak Hour Site Trips</b>			
	<i>Peak Period</i>	IN	OUT	TOTAL
	AM			
	PM			
SAT				
Proposed Study Area (Boundaries and Intersections)				
Proposed Access Points:				
Projected Horizon (Build Out) Date:				
Statement of Operations				



# Appendix H

## Area Meeting Guidelines

### A. Time and Location of the Meeting

The meeting shall begin no earlier than 6:00 p.m. and no later than 8:00 p.m. on a weekday or no earlier than 10:00 a.m. and no later than 7:00 p.m. on a weekend. The meeting shall not be on a holiday. A holiday is defined as any legal holiday recognized by the City.

The meeting shall be held:

- On, or in close proximity to the subject property; and
- At a location and room suitable to accommodate the number of attendees.
- If no attendees arrive 30 minutes following the start time, the meeting may be adjourned

### B. General Procedures

The applicant shall conduct the meeting and provide necessary information and materials to attendees including, but not limited to:

- Details about the proposed project, e.g., location, uses, heights, building sizes, parking, access, site design, natural resources, etc;
- The type of approval process that is involved with the proposal; and
- How the neighborhood will be kept informed during the process.
- The applicant shall provide an opportunity for each attendee to ask questions and voice concerns about the proposal.
- The applicant will provide for minutes of the meeting to be taken by an objective, outside source paid for by the applicant.
- The Project Manager will attend the Post-Application Area Meeting as a resource for process information.

### C. Post Meeting

The applicant shall provide the following materials to the Department of Community Planning and Development Services with the submitted application (provide in electronic format):

- A list of names and addresses of attendees as provided on sign-up sheets from the meeting;

- A copy of the minutes from the meeting;
- A copy of the meeting notification letter;
- A copy of the mailing list used for notification; and
- A copy of all materials distributed at the meeting.

## Appendix I

# Sample Letter for Notification of Area Meeting

Mailing Address  
Phone Number, FAX #  
E-mail Address  
(or Company Letterhead if Available)

Date  
Name  
Address  
City, State Zip

Dear Property Owner or Resident:

Please be advised that application **[enter case #]** has been submitted to the City of Rockville seeking approval of a **[enter type of application]** for the following described property: **[Description: address, distance from nearest intersection, fronting street or access road. Verify with project planner]**

In compliance with the City's Zoning Ordinance, an Area Meeting will be held to provide you an opportunity to become fully aware of our development intentions and to give you an opportunity to provide input into the proposed development. A description of the project is enclosed.

### Notice of Area Meeting

**Date:**

**Time:**

**Location:**

At this meeting the applicant will make every effort to illustrate how the property will be developed and answer any questions. Additionally a meeting with the City's Development Review Committee (DRC) is scheduled for Thursday, **Month/Day/Time** at City Hall. Members of the public are invited to attend these meetings to observe, however these are not public hearings and no testimony will be received.

*continued...*

Should you have any questions, please contact **[insert preference]**

Sincerely,

**[Agent/Applicant's name signed and printed]**

Enclosures:

- Project Description
- Location Map
- Site Plan (if appropriate / applicable)
- Anticipated Timeline of the Project
- A copy of "A Citizen's Guide to Development Review in Rockville"

Additional information regarding the City's development review process may be found on the City's website at: [www.rockvillemd.gov/government/cpds/development-manual.html](http://www.rockvillemd.gov/government/cpds/development-manual.html)

You may track the status of the project on the City's website at: [www.rockvillemd.gov/zoning/development/index.html](http://www.rockvillemd.gov/zoning/development/index.html)

## Appendix J

# Sample Letter for Notification of Public Meeting/Hearing

Mailing Address  
Phone Number, FAX #  
E-mail Address  
(or Company Letterhead if Available)

Date  
Name  
Address  
City, State Zip

Dear Property Owner or Resident:

Please be advised that application **[enter case #]** has been submitted to the City of Rockville seeking approval of a **[enter type of application]** for the following described property: **[Description: address, distance from nearest intersection, fronting street or access road. Verify with project planner]**

A description of the project is enclosed. In compliance with the City's Zoning Ordinance the applicant is providing the following notification:

**Notice of Public Hearing / Meeting before the (Hearing Body)**

**Date:**

**Time:**

**Location:** Mayor and Council Chambers  
Rockville City Hall  
111 Maryland Avenue

**[Verify date and location with project planner].**

Should you have any questions prior to the meeting, please contact **[insert name and contact of assigned City project planner]**

*continued...*

Sincerely,

**Agent/Applicant's name signed and printed]**

**Enclosures:**

- Project Description
- Location Map
- Site Plan (if appropriate / applicable)
- Anticipated Timeline of the Project
- A copy of "A Citizen's Guide to Development Review in Rockville"

Additional information regarding the City's development review process may be found on the City's website at: [www.rockvillemd.gov/government/cpds/development-manual.html](http://www.rockvillemd.gov/government/cpds/development-manual.html)

You may track the status of the project on the City's website at: [www.rockvillemd.gov/zoning/development/index.html](http://www.rockvillemd.gov/zoning/development/index.html)

# Appendix K

  

## Affidavit of Mail Notice

City of Rockville  
Department of Community Planning and Development Services

**AFFIDAVIT OF PUBLIC NOTICE**

I hereby certify and affirm that, pursuant to the City of Rockville Zoning Ordinance No. 19-08, I did give notice by mail of the subject application for development approval to the owners and residents of property that may be affected by the application as reflected on the attached mailing list. The names and mailing addresses of the property owners were obtained from the most current tax assessment records.

I further affirm that the said notice contains the address and/or other readily identifiable description of the property location of the proposed development and the date, time and place of the meeting to be held on the proposed development.

\_\_\_\_\_  
Application # Applicant

Subscribed and sworn to before me, a Notary Public in and for the  
State of \_\_\_\_\_, County of \_\_\_\_\_,  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:\_\_\_\_\_

- 1. AFFIDAVIT TO BE SIGNED BY THE APPLICANT
- 2. ATTACH COPY OF THE NOTIFICATION LETTER, MAILING LIST AND NOTIFICATION AREA MAP (PROVIDE IN ELECTRONIC FORMAT)
- 3. PLEASE CALL THE PLANNING DIVISION AT (240) 314-8200 FOR ANY QUESTIONS ABOUT THE REQUIREMENTS



## Appendix L

# Affidavit of Area Meeting Compliance

City of Rockville  
Department of Community Planning and Development Services

### AFFIDAVIT OF AREA MEETING COMPLIANCE

I hereby certify that, pursuant to the City of Rockville Zoning Ordinance 19-08, I did hold the required Area Meeting on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. I solemnly affirm that the said Area Meeting was held in accordance with the aforementioned Zoning Ordinance and that all Area Meeting guidelines, as set forth in City's Development Review Manual, were followed and that the meeting minutes were prepared by an objective outside source.

\_\_\_\_\_  
Application # Applicant

Subscribed and sworn to before me, a Notary Public in and for the  
State of \_\_\_\_\_, County of \_\_\_\_\_,  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

1. AFFIDAVIT TO BE SIGNED BY THE APPLICANT
2. PROVIDE A COPY OF THE MEETING NOTIFICATION LETTER, MAILING LIST USED FOR NOTIFICATION, AND A COPY OF ALL MATERIALS DISTRIBUTED AT THE MEETING (PROVIDE IN ELECTRONIC FORMAT)
3. PLEASE CALL THE PLANNING DIVISION AT 240-314-8200 IF YOU HAVE QUESTIONS ABOUT THE REQUIREMENTS



# Appendix M

## Affidavit of Sign Posting

City of Rockville  
Department of Community Planning and Development Services

### AFFIDAVIT OF SIGN POSTING

I hereby certify that I placed or caused to be placed upon the property, which is the subject of Case # \_\_\_\_\_ the sign furnished by the Planning Division of Rockville; that the sign was posted for filing of said application, within ten feet of the boundary line, which abuts the most traveled public road, or if no road abuts thereon, then facing in such a manner as may be most readily seen by the public; that I inspected the property at least once a week and that on each and every occasion through the date of public hearing, the sign was in place, or if the sign was damaged, destroyed, or removed, that such sign was repaired or replaced within five days of the inspection, which resulted in the discovery of the damage to, or destruction or removal of the sign. I understand that the sign is to be maintained in the same condition until a final decision has been made on the subject application.

\_\_\_\_\_  
Application # Applicant

Subscribed and sworn to before me, a Notary Public in and for the  
State of \_\_\_\_\_, County of \_\_\_\_\_,  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

- 1. AFFIDAVIT TO BE SIGNED BY THE APPLICANT.
- 2. PLEASE CALL THE PLANNING DIVISION AT 240-314-8200 IF YOU HAVE QUESTIONS ABOUT THE REQUIREMENTS.

