



City of Rockville

Department of Planning and Development Services

	Please Print	Clea	rly or Type	
Property Address information	1:			
Subdivision	Lot(s)		Block	(
Zoning	, , , ,			
Applicant Information: Please supply name, address	s, phone number and e-mail Addre	ess for	reach.	
Applicant				
Property Owner				
Architect				
Engineer				
Attorney				
FEN AP				
Project Name:				
Project Description:				
STAFF USE ONLY				
Application Acceptance			Application Intake	
• •		OR	Date Received:	
			Reviewed by:	
Date Accepted:			Date of Checklist Review:	

Level of review and project impact This information will be used to determ

ract Size	acres, # Dwel	ling Units Total	Other
Square Footage of I	Non-Residential		
Percentage of Singl	e-family homes within Re	esidential Area Impact (1/4 mil	e)
Fraffic Impact (net r	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
		MPDU:	points. (As provided on LEED checklist.)

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-Residental 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 residental 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 residental 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	

Points Total*

The total of the points determine the level of notification and the approving authority .

Eva	mple:
LAG	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
Pro	jected Impact Total = 12
otage o	Impact total points are non-binding until application has been filed. Where no or no increase in peak hour trips are proposed, and where there is no single unit points are assigned to these categories.

Estimated Application Type: (please cl	neck 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)					
□ 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-Mino	r (Notification Radius-750 feet)				
□ Other					
	Previous Approvals: (if any)				
Application Number	Date	Action Taken			
A letter of authorization from the owner not hereby certify that I have the authority to make and understand all procedures for filing	ake this application, that the applica	ion is filed by anyone other than the owner. tion is complete and correct and that I have			
Please sign and date					

o dwelling units, no non-residential square unit residential development within 1/4 * P foc mile, no points are assigned to these categories.

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. 2 copies of the package are required unless submitted directly to the Department of Public Works
	NRI/FSD per Forest and Tree Preservation Ordinance (FTPO) with fee via separate check
Projec	t 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 Managment concept package with fee via separate check. 2 copies of the package are required unless submitted directly to the Department of Public Works. Not required for project plan-PAM submittal
	NRI/FSD per FTPO as submitted to Forestry with fee via separate check
Specia	l 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. 2 copies of the package are required unless submitted directly to the Department of Public Works

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.