



Application for

# Project Plan Application/Amendment

## City of Rockville

*Department of Planning and Development Services*

111 Maryland Avenue, Rockville, Maryland 20850

Phone: 240-314-8200 • Fax: 240-314-8210 • E-mail: pds@rockvillemd.gov • Web site: www.rockvillemd.gov

### Type of Application:

- Project Plan     
  Project Plan Amendment (major)     
  Project Plan Amendment (minor)

***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*

Applicant \_\_\_\_\_

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

Architect \_\_\_\_\_

Engineer \_\_\_\_\_

Attorney \_\_\_\_\_

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

**Application Information:**

**Level of review and project impact:**

This information will be used to determine your projects impact, per section 25.07.02 of the Zoning Ordinance for Project Plan and Site Plan applications only.

Tract Size \_\_\_\_\_ acres, # Dwelling Units Total \_\_\_\_\_ Square Footage of Non-Residential \_\_\_\_\_  
 Residential Area Impact \_\_\_\_\_ %  
 Traffic/ Impact/trips \_\_\_\_\_

**Proposed Development:**

Retail \_\_\_\_\_ Sq. Footage Detached Unit \_\_\_\_\_ Parking Spaces \_\_\_\_\_  
 Office \_\_\_\_\_ Sq. Footage Duplex \_\_\_\_\_ Handicapped \_\_\_\_\_  
 Restaurant \_\_\_\_\_ Sq. Footage Townhouse \_\_\_\_\_ # of Long Term \_\_\_\_\_  
 Other \_\_\_\_\_ Sq. Footage Attached \_\_\_\_\_ # of Short Term \_\_\_\_\_  
 Multi-Family \_\_\_\_\_  
 Live \_\_\_\_\_  
 MPDU \_\_\_\_\_

Existing Site Use(s) (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 10,000 square feet	10,001 to 50,000 square feet	50,001 or greater square feet	
Residential Area Impact	No residential development in a residential zone within 1/4 mile of the project	35% of area within 1/4 mile of the project area is comprised of single-unit detached residential units	65% 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 .

**Based on The Impact Total Your Project will be:**

- Project Plan Amendment
- Project Plan Amendment (major)
- Project Plan Amendment (Minor)

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<b>Previous Approvals: (if any)</b>		
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

**Application Checklist:**

**The following items are to be furnished as part of this application:**

- Completed Application
- Filing Fee (to include Sign Fee)
- Pre-Application Meeting Number \_\_\_\_\_ and Documentation (Development Review Committee Mtg. notes)
- Proposed Area Meeting Date \_\_\_\_\_ including location \_\_\_\_\_
- Concept Site development plan, prepared and certified by a professional engineer. (Twelve (12) copies - Fifteen (15) if on a state highway: (size 24 x 36)(folded to 8 1/2 X 11)
- Approved NRI/FSD (Natural Resources Inventory/Forest Stand Delineation Plan)
- Conceptual Building Elevations & Floor Plan (3 copies)
- CTR (Comprehensive Transportation Review) Report –with fee acceptable to Public Works (copy to CPDS).
- Concept Landscape Plan (6 copies) (size 24” X 36”) (folded to 8/1/2” X 11”).
- Preliminary Forest Conservation Plan (FCP)
- Pre-Application Storm Water Management Concept Package with Fee via Separate Check (Unless Previously Submitted with the Pre-application Materials)
- Water and Sewer Authorization Application
- Project narrative to include statement of justification that addresses compliance with all relevant Sections of the Zoning Ordinance, including but not limited to:
  - Comprehensive Master Plan and other plan regulations
  - Master Plan other Plans and Regulations
  - Mixed Use Development Standards, including Layback slope and shadow study (Section 25.13)
  - Landscape, Screening and Lighting Manual
  - Adequate Public Facilities (Section 25.20)
  - Parking (Section 25.16)
  - Signs (Section 25.18)
  - Public use space (Section 25.17)
- Additional information as requested by staff
- Electronic Version of all materials (pdf format acceptable)
- Fire protection site plan

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**Comments on Submittal: (For Staff Use Only)**

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