



Application for

Pre-Application Meeting

Community Planning & Development Services

Received

April 26, 2022

PAM

1/15

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 • Website: www.rockvillemd.gov

Please Print Clearly or Type

Property Address information: 1117 Highwood Rd Rockville MD 20851

Subdivision Warrens 2nd Addition to Rockcrest Lot(s) 1 Block 0

Zoning Residential / R-60 Tax Account(s) 8017393508 , ,

Applicant Information:

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

Applicant Joshua Schroeder, 704-350-5674, baltimore4ravens@gmail.com

Property Owner Joshua Schroeder, 704-350-5674, baltimore4ravens@gmail.com

Architect

Engineer

Attorney

LEED AP

Project Name: Occupancy Request for 1117 Highwood Road - Accessory Apartment

Project Description: Requesting special exception for 1117 Rockville Road Accessory Apartment to allow owners to rent 450 sq ft with separate entrance, one bedroom, half bath and kitchen to tenant. Also request to furnish kitchen with microwave and gas stove.

STAFF USE ONLY

Application Acceptance

Application # PAM2022-00138

Pre-Application:

Date Accepted:

Staff Contact:

Application Intake

OR Date Received: 26 April 2022

Reviewed by:

Date of Checklist Review:

Deemed Complete: Yes ☐ No ☐

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 .25 acres, # Dwelling Units Total 1 Other 0

Square Footage of Non-Residential 0

Percentage of Single-family homes within Residential Area Impact (1/4 mile) 73%

Traffic Impact (net new peak hour trips) 2

Proposed:

Retail: <u>N/A</u>	Sq. Footage	Detached Unit: _____	Parking Spaces: _____
Office: <u>N/A</u>	Sq. Footage	Duplex: _____	Handicapped: _____
Restaurant: <u>N/A</u>	Sq. Footage	Townhouse: _____	Bicycle Parking: _____
Other: <u>N/A</u>	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.) residential

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	1
Dwelling Units	5 or fewer	6 to 50	51 to 150	151 or greater	1
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	0
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	3
Traffic Impact - Net new peak hour trips	Fewer than 30 trips	30-74 trips	75-149 trips	150 or more trips	1
Points Total*					6
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)

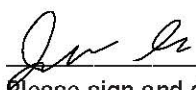
- ☐ Project Plan (16 pts or more)
- ☐ Project Plan Amendment
- ☐ Site Plan Level 1 (6 or fewer pts)
- ☐ Site Plan Level 2 (7-15 pts)
- ☐ Site Plan Amendment Major (notification radius is 750 or 1,250 feet, depending on original approving authority)
- ☐ Site Plan Amendment Minor (notification not required)
- ☐ 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
S-209-93	06/17/93	Pass
_____	_____	_____

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.



04/22/2022

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. 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

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 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

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. 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.