



Application Target Review Timeframes*

Application Type	1 st Staff Review	2 nd Staff Review	3 rd and subsequent Staff Reviews	Applicant Resubmittal Deadline for Hearing
Special Exception	4 weeks	3 weeks	2 weeks	6 weeks
Preliminary/Final/Ownership Plat	3 weeks	2 weeks	2 weeks	6 weeks
Mylar (Plat)**	2 weeks	1 week	1 week	N/A
PAM	4 weeks	N/A	N/A	N/A
Minor Site Plan Amendment	3 weeks	2 weeks	2 weeks	N/A
Major Site Plan Amendment	4 weeks	3 weeks	2 weeks	6 weeks
Level I Site Plan	4 weeks	3 weeks	2 weeks	N/A
Level II Site Plan	6 weeks	4 weeks	3 weeks	7 weeks
Signature Set***	1 week	1 week	1 week	N/A
Project Plan	6 weeks	4 weeks	3 weeks	8 weeks
Waiver	2 weeks	1 week	1 week	5 weeks
Alternative Compliance	2 weeks	1 week	1 week	N/A
Administrative Adjustment	2 weeks	1 week	1 week	N/A
Conditional Use (For Attached Accessory Dwelling)	2 weeks	1 week	1 week	N/A

*These are typical timeframes that may be adjusted based on several factors, such as development review committee meetings, area meeting fulfillment, and complexity of application

**Mylar submissions are the final component of a plat application, which includes staff review for compliance with conditions of approval and other minor elements.

*** Signature Set submissions are the final component of site plan approval, which includes staff review for compliance with conditions of approval and other minor elements. For level II site plans they have a 2-week staff review for 1st submittals.

The calendar is based on the following assumptions:

- New Applications are assigned to Case Planners within two (2) days of application processing.
- Applications (new and resubmittals) will be reviewed for completeness by Case Planner and routed to the Development Review Committee (DRC) within five (5) days of processing if deemed complete, at which time, the stipulated review timeframe begins.
- Application must be complete. Incomplete or inaccurate information will result in delays.
- Applicant is making good faith efforts to address comments on each resubmission including providing complete responses to comments.
- NRI/FSD has been approved when applicable
- Pre-Application SWM Concept approval letter has been issued when applicable
- CTR Scoping Intake Form has been received and reviewed when applicable
- Water and Sewer Authorization Form is included in the submission and project does not require consultant modeling
- Plan submissions and comments may include concurrent reviews and approvals including (but not limited to) Stormwater management, Traffic Study, Water/Sewer, & Forest and Tree Preservation. Required approvals (e.g., SWM Concept, CTR, PFCP, etc.) may have alternate timeframes, but must be met prior to hearing date.
- DRC review timeframes do not include outside agency reviews such as WSSC, SHA, WMATA, Montgomery County DOT
- If additional time is needed for a complex review, staff will inform Project Manager who will coordinate with the applicant
- Staff comments are distributed to the applicant within one business day (1) of target due date. Staff comments that are subject to an applicant DRC meeting are distributed no later than the Tuesday (end of day), prior to the DRC meeting.
- Resubmittal Deadlines for Hearings are inclusive of an additional week (1) for application intake, completeness review, and DRC routing.
- If a deadline is missed by applicant, application will be delayed to a subsequent hearing date
- Plat review timeframe assumes 60-day waiver is provided by applicant.