



Preparing your Application

To further assist in providing complete and adequate application submissions, please see below for additional guidance in preparing your application. If you have any questions, please contact cpds@rockvillemd.gov. The application must be fully completed as presented. Any deficiencies in the application may be returned by staff for updates upon review.

Combined PDF Plan Documents

Plan sets which include multiple sheets must be provided in a single combined pdf rather than submitting each plan sheet individually. For example, if a Site Plan includes three plan sheets, the three sheets must be combined and submitted as a single Site Plan file pdf.

Site Plan Cover Sheet

All site plan documents must include a cover sheet with a sheet index identifying the included plan sheets.

Example:

SHEET INDEX

SP-1	LEVEL 2 SITE PLAN COVER SHEET
SP-2	LEVEL 2 EXISTING SITE PLAN
SP-3	LEVEL 2 SITE PLAN
SP-4	LEVEL 2 OPEN SPACE SITE PLAN
SP-5	LEVEL 2 BUS CIRCULATION PLAN
SP-6	FIRE DEPARTMENT ACCESS PLAN

Reduce File Size

To allow for efficient transmission and review of plans, all plan documents must be reduced in file size to the maximum extent possible.

No Electronic Signatures

All Electronic Signatures and security restrictions must be removed from plan submission documents in order to allow for efficient processing and review of documents. Please check your documents settings to ensure security restrictions are removed prior to submittal.

File Naming Convention

Application Documents must follow the following naming convention: **[street number]** [add a space] **[street name with abbreviated suffix]** (i.e Ave not Avenue) [add a space] **[document type]** (site plan, landscape plan, etc.) [add a space] **[revision]** (where applicable) [add a space] **[number of the revision]** (where applicable)

Example: **111** **Maryland Ave** **Site Plan** **Rev 1**