



Application for
Pre-Application Meeting

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: _____

Subdivision _____ Lot(s) _____ Block _____

Zoning _____ Tax Account(s) _____ , _____ , _____

Applicant Information:

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

Applicant _____

Property Owner _____

Architect _____

Engineer _____

Attorney _____

LEED AP _____

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

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 |
|--------------------|-------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

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.