



Application for
Site Plan Application

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

Type of Application:

- Site Plan Level 1
 Site Plan Level 2
 Site Plan Amendment (major)
 Site 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 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

TO BE COMPLETED BY APPLICANT:

Proposed Post Submission Area Meeting Date _____

Location _____

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. Point calculations are not required for applications that qualify as major or minor site plan amendments, per sec. 25.05.07 of the zoning ordinance.

Tract Size _____ acres, # Dwelling Units Total _____ Square Footage of Non-Residential _____

Residential Area Impact _____ %

Traffic/ Impact/trips _____

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 25,000 square feet	25,001 to 100,000 square feet	100,001 or greater square feet	
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	
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 POINTS TOTAL YOUR PROJECT WILL BE:

- Site Plan Level 1 (6 or fewer pts) Site Plan Level 2 (7-15 pts)

Proposed Development:

Retail _____ Sq. Footage Detached Unit _____ MPDU _____

Office _____ Sq. Footage Duplex _____ Parking Spaces _____

Restaurant _____ Sq. Footage Townhouse _____ Handicapped _____

Other _____ Sq. Footage Attached _____ Estimated LEED or LEED-equivalent points. (As provided on LEED checklist.)

Multi-Family _____

Live-work _____

Bicycle Parking: # Long Term _____ # Short Term _____ Total # Provided _____

Existing Site Use(s) (to include office, industrial, residential, commercial, medical etc.) _____

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

Application Checklist:

Submitted:

- Completed Application
- Application Filing fee (to include sign fee)
- Pre-Application Area meeting number _____ documentation (Notes From Area Meeting)
- Proposed Post Application area meeting date _____ including location _____
- A detailed site development plan prepared and certified by a professional engineer. (12) copies - (15) if on a state highway: Plan sheet size maximum 24" x 36" folded to 8 1/2" X 11"
- Preliminary building elevations and floor plans (3 copies), plan sheet size maximum 24" X 36" folded to 8 1/2" X 11"
- CTR (Comprehensive Transportation Review) report with fee via separate check (one copy to CPDS and one copy to DPW with fee)
- Landscape plan (6 copies, Plan Sheet size maximum 24" X 36" folded to 8 1/2" X 11")
- Preliminary Forest Conservation Plan (FCP)
- Copy of approved Pre-application stormwater management concept letter
- Development Stormwater Management Concept Package with fee via separate check
- Preliminary Sediment Control Plan with Fee via Separate Check
- Water and Sewer Authorization Application
- Copy of approved NRI/FSD (Natural Resources Inventory/Forest Stand Delineation) Plan. Approval is from the City Forestry Department)
- Project narrative to include a statement of justification that addresses compliance with:
 - Comprehensive Master Plan and other plan regulations
 - Mixed Use Development Standards, including Layback slope and shadow study (Section 25.13)
 - Landscaping, Screening and Lighting manual (Resolution No. 14-09)
 - Adequate Public Facilities (Section 25.20)
 - Parking (Section 25.16)
 - Signs (Section 25.18)
 - Public Use Space (Section 25.17.01)
 - Green Building Regulations (Chapter 5 of the City Code: Building & Building Regulations, Article XIV)
- Fire Protection Site Plan
- HDC Review and Action (if demolition is proposed) 240-314-8220
- Additional Information as requested by Planning Staff/Project Manager
- One CD of Application Materials (PDF)
- ELEED or LEED-equivalent credit checklist and supporting documentation.

Comments on Submittal: (For Staff Use Only)
