



Application for
Pre-Application Meeting

City of Rockville

Department of Community Planning and Development Services

111 Maryland Avenue, Rockville, Maryland 20850

Phone: 240-314-8200 • **Fax:** 240-314-8210 • **E-mail:** cpds@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 Intake
Application # _____	OR Date Received: _____
Pre-Application: _____	Reviewed by: _____
Date Accepted: _____	Date of Checklist Review: _____
Staff Contact: _____	Deemed Complete: Yes <input type="checkbox"/> No <input type="checkbox"/>

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 _____ acres, # Dwelling Units Total _____ Other _____

Square Footage of Non-Residential _____

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

Traffic Impact (net new peak hour trips) _____

Proposed:

Retail: _____ Sq. Footage Detached Unit: _____ Parking Spaces: _____
 Office: _____ Sq. Footage Duplex: _____ Handicapped: _____
 Restaurant: _____ Sq. Footage Townhouse: _____ Bicycle Parking: _____
 Other: _____ 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.) _____

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	
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 .

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.