



Application for

Project Plan Application/Amendment

PJT

10/23

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 • Web site: www.rockvillemd.gov

Type of Application:

- Project Plan
 Project Plan Amendment (major)
 Project Plan Amendment (minor)

Please Fully Complete

Property Address information _____

Subdivision _____ Lot (S) _____ Block _____

Zoning _____ Tax Account (S) _____ , _____ , _____

Applicant Information:

Please supply Name, Address, Phone Number and E-mail Address

Applicant _____

Property Owner _____

Architect _____

Engineer _____

Attorney _____

Project Name _____

Project Description _____

STAFF USE ONLY	
Application Acceptance:	Application Intake:
Application # _____	Date Received _____
	Reviewed by _____

Application Information:

Level of review and project impact:

This information will be used to determine your projects impact, per section 25.07.02 of the Zoning Ordinance for Project Plan and Site Plan applications only.

Tract Size _____ acres, # Dwelling Units Total _____ Square Footage of Non-Residential _____
 Residential Area Impact _____ %
 Traffic/ Impact/trips _____

Proposed Development:

Retail _____ Sq. Footage Detached Unit _____ Parking Spaces _____
 Office _____ Sq. Footage Duplex _____ Handicapped _____
 Restaurant _____ Sq. Footage Townhouse _____ # of Long Term _____
 Other _____ Sq. Footage Attached _____ # of Short Term _____
 Multi-Family _____
 Live _____
 MPDU _____

Existing Site Use(s) (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 10,000 square feet	10,001 to 50,000 square feet	50,001 or greater square feet	
Residential Area Impact	No residential development in a residential zone within 1/4 mile of the project	35% of area within 1/4 mile of the project area is comprised of single-unit detached residential units	65% 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 Impact Total Your Project will be:

- Project Plan Amendment
- Project Plan Amendment (major)
- Project Plan Amendment (Minor)

Waiver of Equivalent Zone Development Standards

The Approving Authority for a Project Plan being reviewed with a floating zone map amendment application may waive one (1) or more of the development standards of the designated equivalent zone.

Are you applying for a waiver of equivalent zone development standards?

- Yes (If yes, continue below) No (If no, continue to next section "Previous Approvals")

Such waiver request must provide a statement of justification demonstrating good cause for waiving the equivalent zone development standards based on the following criteria:

1. Whether the waiver of the development standard of the equivalent zone permits the application to meet the intent of the Plan
2. Whether the waiver of the development standard results in development that is compatible with development on adjacent properties;
3. Whether applying the development standard of the equivalent zone is consistent with good planning and design principles;
4. Such other factors as the Approving Authority reasonably deems appropriate.

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:

The following items are to be furnished as part of this application:

- Completed Application
- Filing Fee (to include Sign Fee)
- Pre-Application Meeting Number _____ and Documentation (Development Review Committee Mtg. notes)
- Proposed Area Meeting Date _____ including location _____
- Concept Site development plan, prepared and certified by a professional engineer. (Twelve (12) copies - Fifteen (15) if on a state highway: (size 24 x 36)(folded to 8 1/2 X 11)
- Approved NRI/FSD (Natural Resources Inventory/Forest Stand Delineation Plan)
- Conceptual Building Elevations & Floor Plan (3 copies)
- CTR (Comprehensive Transportation Review) Report –with fee acceptable to Public Works (copy to CPDS).
- Concept Landscape Plan (6 copies) (size 24" X 36") (folded to 8 1/2" X 11").
- Preliminary Forest Conservation Plan (FCP)
- Pre-Application Storm Water Management Concept Package with Fee via Separate Check (Unless Previously Submitted with the Pre-application Materials)
- Water and Sewer Authorization Application
- Project narrative to include statement of justification that addresses compliance with all relevant Sections of the Zoning Ordinance, including but not limited to:
 - Comprehensive Master Plan and other plan regulations
 - Master Plan other Plans and Regulations
 - Mixed Use Development Standards, including Layback slope and shadow study (Section 25.13)
 - Landscape, Screening and Lighting Manual
 - Adequate Public Facilities (Section 25.20)
 - Parking (Section 25.16)
 - Signs (Section 25.18)
 - Public use space (Section 25.17)
- Additional information as requested by staff
- Electronic Version of all materials (pdf format acceptable)
- Fire protection site plan
- Statement addressing criteria for waiver of equivalent zone development standards (if applicable)

Comments on Submittal: (For Staff Use Only)
