



Application for

SPECIAL EXCEPTION APPLICATION

SPX

2/09

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@ockvillemd.gov • Web site: www.rockvillemd.gov

TYPE OF APPLICATION:

- Special Exception
- Special Exception Modification - Major
- Special Exception Modification - 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

Applicant _____

Property Owner _____

Architect _____

Engineer _____

Attorney _____

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

Level of review and project impact:

This information will be used to determine your project 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 _____

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 Level of Notification Will Be:

- 0-6 pts. - mailed to 750 ft. of a project area
- 7-9 pts. - mailed to 1,000 ft. of project area
- 10-12 pts. - mailed to 1,250 ft of project area
- 13+ pts. - mailed to 1,500 ft. of project area

Proposed Development:

Retail _____ Sq. Footage # of Required Parking Spaces _____
 Office _____ Sq. Footage # of Provided Spaces _____
 Restaurant _____ Sq. Footage # of Required Handicap Parking Spaces _____
 Other _____ Sq. Footage # of Provided Handicap Parking Spaces _____

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:

- Complete Application
- Filing Fee (to include Sign Fee)
- Pre-Application Number _____ Documentation (Development Review Committee Meeting Notes)
- Proposed Area Meeting Date _____ including location _____
- A copy of the either a subdivision plat or an identification plat
- A copy of the official zoning map (should have purchased when PAM application was applied for.)
- An explanation of how this proposed use will meet the general requirements for granting a special exception and the special requirements, if any.
- A site plan that includes all existing and proposed site improvements.
- Plans and specifications for any signs that may be required in residential zones.
- A detailed site development plan prepared and certified by a professional engineer. (Eleven (12) copies- Fifteen (15) if on a state highway: (size 24' x 36')(folded to 81/2' X 11').
- Submittal of CTR (Comprehensive Transportation Review) Report- with Fee (copy to CPDS) (if applicable).
- Approved NRI/FSD (if required)
- Landscape Plan (if required) (6 copies)
- Approved Stormwater Concept Plan
- A preliminary schedule of development including time specific staging and phasing of:
 - Residential area to be developed in order of priority of type of dwelling unit
 - The construction of streets, utilities, and other improvements necessary to serve the project are;
 - The dedication of land to public use; and
 - The construction of nonresidential facilities
- Scope of work narrative to include statement of justification that address compliance with:
 - Mixed Use design Standards
 - Layback slope
 - LSL manual
 - APFO
 - Parking
 - Shadows
 - Signs
 - Public use per Zoning
 - Impervious surface
- Additional Information Required by Planning Staff
- Electronic Version (PDF format)

Comments on Submittal: (For Staff Use Only)
