



Application for

Site Plan Amendment

STP

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

Type of Application:

Major Amendment Minor Amendment

Completion of Site Plan Worksheet to Confirm Type of Amendment (See page 3 below)

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 for each.

Applicant _____

Property Owner _____

Architect _____

Engineer _____

Attorney _____

Project Name _____

STAFF USE ONLY

Application Acceptance:

Application # _____

Application Intake:

Date Received _____

Reviewed by _____

TO BE COMPLETED BY APPLICANT:

Project Description/Scope of Work _____

Proposed Development:

Retail (Sq. Footage)(provide details on type of retail proposed) _____ Parking Spaces _____
_____ Handicapped _____

Office (Sq. Footage)(provide details types of office proposed (medical, research, etc.)) _____ Restaurant (Sq. Footage) _____

_____ Other _____

Detached Units _____ Duplex Units _____

Multi-Family Units _____ Townhouse Units _____

MPDU Units _____ Attached Units _____

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

See Checklist on following pages. Once fully complete, please submit this application form, associated plans and supporting documents to cpds@rockvillemd.gov. All documents must be provided in electronic pdf format.

Application Checklist

A) Process Worksheet

Classification under Sec. 25.05.07. - Amendments to approved development.

Note: CPDS staff will review this section to confirm the application type under the Zoning Ordinance (see attached). Please complete thoroughly and accurately.

1. Does the proposal consist ONLY of the addition or relocation of minor appurtenances such as, but not limited to, bicycle racks, seating benches, pergolas, emergency generators, transformers, refrigeration equipment, trash enclosures, sidewalks and small storage sheds, that do not alter the basic elements of the site plan nor cause a safety hazard.

Yes. No site plan is required. Stop and proceed to permit application

No (Continue to next question)

2. Is the proposal ONLY a change in the types of uses on the site that is in conformance with the findings of the initial approval that does not increase the parking requirement? If yes, skip to the end of this section on the next the page and check Minor Amendment. If additional work is involved, continue to the next question.

Yes, change in use only (Minor Amendment)

No, the project will involve site work or increased parking requirements (Continue to next question)

3. Provide a description of the work proposed. Include the type and extent of changes to site engineering, parking or loading areas, landscaping, sidewalks, recreational facilities, recreational areas, public use space, open area or other changes.

4. Confirm....Are any of the following proposed? If yes to any, check Major Amendment below. If no, continue to the next question.

An increase in the height of any building;

An increase in the floor area of any non-residential portion of a building;

An increase in the number of dwelling units; or

Any other significant change to the site that results in an increase in the parking requirement, and requires the construction of additional parking spaces.

None, continue to next question

5. Do the proposed changes result in a minimal effect on the overall design, layout, quality, or intent of the plan that does not alter basic elements of the site plan or cause a safety hazard?

Yes, check Minor Amendment below

No, check Major Amendment below

BASED ON THE SCOPE THIS PROJECT WILL BE:

Minor Amendment

Major Amendment (will be processed under the procedures for either a Level 1 or a Level 2 site plan, depending on the initial Approving Authority)

B) Checklist Worksheet

All items are required unless otherwise noted. If you believe that an item should not apply to your project, please email cpds@rockvillemd.gov to schedule a pre-submittal meeting. With the request, please provide a project description, any plans or exhibits available, and identify the checklist items you'd like to discuss. During the meeting, staff will evaluate each item with you and provide a determination on whether it can be waived. Following the meeting, staff will provide a summary of the meeting noting which items, if any, may be waived, which you should include with your application.

Comprehensive Transportation Review & [Scoping Intake Form](#)

Scoping Intake Form is required for all development applications; complete and continue to next question

The amount of trips associated with the development application will determine the Transportation Report needed. If you have questions on the CTR and/or Scoping Intake Form, please contact Traffic & Transportation staff at transportationinquiry@rockvillemd.gov or 240-314-8500

Water and Sewer Authorization

Does the project utilize City water and sewer [service](#) and involve any change that affects the connection or capacity, such as for a new use, change of use, or increase in development density?

Yes – Water and Sewer Authorization is required

No – Water and Sewer Authorization is not required

No – Service provider is Washington Suburban Service Commission (WSSC)

Stormwater Management

Does the project involve any of the following?

- Total disturbed area is 5,000 square feet or greater
- Amount of new or replaced impervious area is 250 square feet or greater
- Requires Federal or State authorization for alteration of any floodplain, City waterway, stream buffer, wetlands or wetlands buffer

Yes – stormwater management permit is required

No – stormwater management permit is not required

Sediment Control Permit

Does the project involve any of the following?

- Total disturbed area is 5,000 square feet or greater
- Grading is 100 cubic yards or greater
- Land disturbing activity within a stream buffer

- Construction of a new single-unit detached dwelling, townhouse, or semi-detached dwelling unit

- Yes – sediment control permit is required
- No – sediment control permit is not required

If you have question on the Water & Sewer, Stormwater Management or Sediment Control Permits requirements, please contact DPW staff at pw@rockvillemd.gov or 240-314-8500.

Natural Resources Inventory/Forest Stand Delineation (NRI/FSD)

If the project requires a covered permit or approval, the applicant shall submit a Forest Stand Delineation as part of, or in connection with, the application (notwithstanding applicable exemptions in [Chapter 10.5](#)).

Covered approval means approval of a subdivision (preliminary or final), site plan or project plan or amendment thereto, or of an amendment to a planned development, as defined herein.

Covered permit means a sediment control permit issued by the City. A sediment control permit (see above) is required by [chapter 19](#) before any grading can be performed.

- Yes – NRI is required
- No – NRI is not required

Forest Conservation Plan (FCP)

If the project requires a covered permit or approval (see above), the applicant shall submit a Forest Conservation Plan as part of, or in connection with, the application (notwithstanding applicable exemptions in [Chapter 10.5](#)).

- Yes – FCP is required
- No – FCP is not required

If you have questions on requirements for an NRI/FSD or FCP, please contact Forestry staff: Shayda Musavi (smusavi@rockvillemd.gov) or Shaun Ryan (sryan@rockvillemd.gov)

Historic District Commission (HDC) Action

Are any buildings proposed to be demolished?

- Yes – HDC review is required prior to demolition approval. Contact Sheila Bashiri, Preservation Planner at history@rockvillemd.gov for more information
- No – No HDC review is required

C) Supporting Materials

- Project narrative to include a statement of justification that addresses compliance with:
 - Comprehensive Master Plan and other applicable city plans
 - Applicable findings of Section 25.05.07 and applicable zoning development standards Required findings of Section 25.07.01.a.3. and applicable zoning development standards such as:
 - Sec. 25.10.05 (Single Unit Residential),
 - Sec. 25.11.04 (Residential Medium Density)
 - Sec. 25.12.04 (Industrial)

- Sec. 25.13.05 (Mixed-Use)
- Landscaping, Screening and Lighting Manual (Resolution No. 1409)
- Adequate Public Facilities (Section 25.20)
- Parking and Loading (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)
- Publicly Accessible Art in Private Development (Chapter 4 of City Code, Article IV)
- Moderately Priced Housing Units (MPDU) (if applicable; Chapter 13.5 of City Code)

- Copy of approved Natural Resource Inventory (NRI)/Forest Stand Delineation (FSD)
- Copy of approved Pre-Application Stormwater Management Concept Letter
- Letter of Authorization (If Applicant is different from owner)

D) Plans

- A detailed site development plan prepared and certified by a professional engineer including:
 - a. **Required Plan Sheets for Approval**
 - 1. Site Plan sheet, showing the following:
 - i. Development Use Table (zoning, parking requirements, use, open space requirements)
 - ii. Existing Conditions/Previously Approved Plan
 - iii. Easement Exhibit with plat references
 - iv. Topography
 - v. Streets, sidewalks, bicycle lanes, and other transportation improvements (on-site and right-of-way, including description and widths)
 - vi. Property lines, adjacent property owners, and legal descriptions
 - vii. Building Footprints with entry grades and locations
 - viii. Parking and loading location and dimensions
 - ix. Driveways, drive aisles, and dimensions
 - x. Setbacks, screening and buffering
 - xi. Moderately Priced Dwelling Unit (MPDU) locations (If proposing 50 or more residential units)
 - xii. Water, sewer and storm drain utilities
 - xiii. Stormwater facilities
 - xiv. Clearly defined Limit of Disturbance (LOD)
 - b. **Additional Plan Sheets & Exhibits (Applicable by Project)**
 - 1. Fire protection site plan (required for applications that include construction of or modification to roadways and building access)

2. Landscape and lighting plans
3. Public Use Space, Parks and open space
4. Phasing plan
5. Preliminary building elevations and floor plans
6. On-site vehicle and pedestrian circulation plan with truck turning templates
7. Private pavement marking and signage plan
8. Impervious area exhibit
9. Other exhibits as necessary to show compliance with the items in the project narrative

Once fully complete, please submit this application form, associated plans and supporting documents to cpds@rockvillemd.gov. All documents must be provided in electronic pdf format.

Site Plan Amendment Application Review Timeframes*

Application	1 st Review	1 st Resubmission	2 nd Resubmission & Subsequent	Resubmittal Deadline for Hearing*
Minor Site Plan Amendment	3 Weeks	2 Weeks	2 Weeks	N/A
Signature Set	1 Week	1 Week	1 Week	N/A
Major Site Plan Amendment	4 Weeks	3 Weeks	2 Weeks	6 weeks
Signature Set	2 Weeks	1 Week	1 Week	N/A

*The noted reviews above are general timeframes for review and are dependent on numerous factors such as staff receiving complete submittals, the applicant providing all necessary associated applications and the applicant fully addressing all comments. Specific applications reviews may differ from the timeframes shown here. Signature Set plans are final site plan sets which will be stamped approved and are normally provided once all initial reviews have been completed.

Preparing your Application

To further assist in providing complete and adequate application submissions, please see below for additional guidance in preparing your application. If you have any questions, please contact cpds@rockvillemd.gov. The application must be fully completed as presented. Any deficiencies in the application may be returned by staff for updates upon review.

Combined PDF Plan Documents

Plan sets which include multiple sheets must be provided in a single combined pdf rather than submitting each plan sheet individually. For example, if a Site Plan includes three plan sheets, the three sheets must be combined and submitted as a single Site Plan file pdf.

Site Plan Cover Sheet

All site plan documents must include a cover sheet with a sheet index identifying the included plan sheets.

Example:

SHEET INDEX

SP-1	LEVEL 2 SITE PLAN COVER SHEET
SP-2	LEVEL 2 EXISTING SITE PLAN
SP-3	LEVEL 2 SITE PLAN
SP-4	LEVEL 2 OPEN SPACE SITE PLAN
SP-5	LEVEL 2 BUS CIRCULATION PLAN
SP-6	FIRE DEPARTMENT ACCESS PLAN

Reduce File Size

To allow for efficient transmission and review of plans, all plan documents must be reduced in file size to the maximum extent possible.

No Electronic Signatures

All Electronic Signatures and security restrictions must be removed from plan submission documents in order to allow for efficient processing and review of documents. Please check your documents settings to ensure security restrictions are removed prior to submittal.

File Naming Convention

Application Documents must follow the following naming convention: **[street number]** [add a space] **[street name with abbreviated suffix]** (i.e Ave not Avenue) **[application type]** (i.e STP, PJT, PAM, etc.) [add a space] **[document type]** (site plan, landscape plan, etc.) [add a space] **[revision]** (where applicable) [add a space] **[number of the revision]** (where applicable)

Example: **111 Maryland Ave PJT Site Plan Rev 1**

Acknowledgement

As the applicant, I hereby acknowledge the above items in preparation of this application.

Signature of applicant _____

Date _____



Inspection Services Division

FIRE PROTECTION SITE PLAN

The Fire Protection site plan shall be an accurate, to-scale representation of all structures on the project site, including pools, retaining walls, and fences. This site plan shall be separate from other submitted plans and shall include:

- ❑ **Project name, address, property lines, and grade lines.**
- ❑ **Name(s) for all roadways on/or immediately adjacent to the project area.**
- ❑ **Proposed Fire Lanes.**
- ❑ **Drawn to scale with compass (North Arrow) graphic representation.**
- ❑ **Legend identifying all symbols.**
- ❑ **Fire Department Access Box Location.**
- ❑ **Water Supply (Fire Flow Calculations).**

Building Code Summary Requirements

- ❑ **Use Group** – Use Group per International Building Code (IBC)
- ❑ **Construction Type** – Type of construction per the International Building Code (IBC)
- ❑ **Fire Protection Systems** – Provide a summary of Fire Protection Systems that will be installed.
- ❑ **Height Calculations** – Provide calculations for allowable height per IBC. The designed height of the proposed building(s) shall be shown on the Fire Protection Site Plan.
- ❑ **Area Calculations** – Provide allowable area calculations per IBC. The designed area of the proposed building(s) shall be shown on the Fire Protection Site Plan.
- ❑ **Frontage Perimeter** – If frontage is used for an area increase, all portions of the building(s) exterior, including width, used in the frontage increase calculation, must be indicated on the fire protection site plan. Overhead obstructions to fire department operations (e.g., power lines and trees) should be minimized within the 20' open area used for frontage calculations.

Fire Department Access Summary Requirements

- ❑ **Fire Department Access Roads** - Fire department access roads shall consist of roadways (where speeds do not exceed 35 mph), fire lanes, parking lot lanes, or a combination thereof. The fire department access road shall extend to within 50 ft of at least one exterior door that can be opened from the outside and provides access to the interior of the building. Sprinklered one- or two-family dwellings or townhouses are permitted within 150 ft of the fire department access road(s).
- ❑ **20'-0 width** – Fire department access roads shall have an unobstructed width of 20 ft.
- ❑ **16'-0 height** – For portions of the fire department access road with overhead obstructions, provide callouts with the obstruction's height measured from the driving surface
- ❑ **Exterior Perimeter Access** – Any portion of the building(s) or any portion of the exterior wall of the first story of the building(s) shall be no further from a fire department access road(s) than the distances indicated below. Distances shall be measured from the fire department access road along the path walked by fire department personnel.
 - **Non-sprinklered Building** – Not more than 150 ft
 - **Sprinklered Building** – Not more than 450 ft
- ❑ **Surface** – Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all-weather driving surface. Materials and systems other than asphalt or concrete will require additional information subject to approval by Permit and Inspection Services.

- ❑ **Curb Cuts** – Fire Department Access Roads connecting to roadways shall be provided with curb cuts extending at least 2' beyond each edge of the fire department access road.
- ❑ **Turning Radii** - Turning radii for the fire department access road shall comply with the following:
 - (1) The minimum interior turning radius for a fire department access road is 25 ft
 - (2) The minimum exterior turning radius for a fire department access road is 50 ft
 - (3) Performance-based approval of alternative turning radii may be permitted if apparatus movement into opposing lanes of traffic is minimized and an unrestricted fire department access road is maintained.
- ❑ **Multiple Access Roads** – More than one fire department access road shall be provided if access by a single access road could be impaired by vehicle congestion, condition of the terrain, climatic conditions, or other factors. Inspection Services shall make the final determination for the necessity of additional Fire department Access Roads.
- ❑ **Turnarounds** – All Fire Department Access Roads in excess of 150' must be provided with an approved means for fire department apparatus to turn around. Cul-de-sacs used to provide a dead-end apparatus turnaround shall not be less than 90 ft in diameter at the closed end. ref. COR, 18.2.3.5.3.1.
 - Hammerhead or T-turnarounds used to provide a dead-end apparatus turnaround shall have legs not less than 60 ft long and all portions of the hammerhead or T-turnaround not less than 20 ft wide. ref. COR, 18.2.3.5.3.2.
- ❑ **Obstructions to Fire Department Access** – Fire Protection Site Plan shall indicate gates, bollards, or other obstructions to Fire Department Access on the roads. If these obstructions are designed to permit Fire Department Access, information regarding the access method shall be provided.
- ❑ **Marking** – Provide any proposed signage about the Fire Department Access and Fire Lanes.
- ❑ **Fire Hydrants** – Show the location of all fire hydrants on the project site. Fire hydrants shall be spaced not greater than 300 ft from all exterior points of the structure where the fire hose would lay on the ground and within 400 ft from any dead-ends in a fire department access road. ref. COR, 18.5.1.7.
 - Fire hydrant spacing may be increased to 500 ft for structures protected throughout by an approved automatic sprinkler system, in accordance with Section 9.7 of NFPA 101, Life Safety Code, 2018 Edition. ref. COR, 18.5.1.7.1.
- ❑ **Fire Department Connection** – The location of the Fire Department Connection (FDC or Siamese connection) should be shown if the location of the FDC is known or anticipated. A fire hydrant is required to be within 100' of the FDC.
- ❑ **Fire Flow Data** – Provide calculations showing the required fire flows, per NFPA 1, Section 18.4. and documentation providing the anticipated fire flow on-site.

Means of Egress Summary Requirements

- ❑ **Exit Termination** – Show all exit points on the building(s), providing emergency egress for building occupants.
- ❑ **Exit Discharge** – Beginning at the exterior of the building(s), provide the following information for the exit discharge.
 - ❑ **Width** - The width of the walking surface shall be indicated and shall not reduce to less than is required based upon the occupant load.
 - ❑ **Surface** – Walking surface materials must be stable, level, slip-resistant, and free of tripping hazards.
 - ❑ **Path to a Public Way** –Provide the path of exit discharge from the exterior of the building(s) to a public way.
 - ❑ **Special Provisions** – Provide special egressing arrangements (e.g., discharging into a secured, outside enclosure or courtyard) for consideration by the Inspection Services Division.

Reference Codes: International Building Code, NFPA 1, *Fire Code*, NFPA 101, *Life Safety Code*, and City of Rockville Building and Fire Codes should be used in developing the Fire Protection Site Plan.