



Pre-Application Conference Submission Requirements

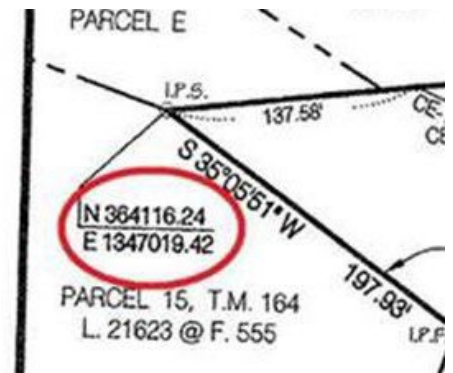
The Pre-Application Conference ([Sections 27-3401](#) and [24-3302](#)) provides an opportunity for the applicant to determine the submission requirements, procedures, and standards applicable to an application; and staff to become familiar with, and offer the applicant preliminary comments about the scope, features, and impacts of the proposed development. To facilitate this, the Planning Department has developed these baseline submission requirements for the applicant to provide in advance of the Pre-Application Conference. The following requirements will allow staff to provide the appropriate level of feedback for the proposal to move to the next step in the pre-application process. The applicant must provide the following with an online [pre-application form](#):

Project Narrative For all applications, provide or address the following in the Project Narrative:

- a. Property address(es) and tax account number(s)
- b. Residential type and number of units proposed (as applicable)
- c. Nonresidential use(s) and square-footages proposed (as applicable)
- d. Will the site require grading? Will the site be disturbed 5,000 square feet or greater?
- e. List any Historic Sites or Resources listed in the Historic Sites and District Plan that are on or adjacent to the property
- f. Active master/sector plan and recommended land use

Property Boundary Survey For all applications, include the following in the Property Boundary Survey:

- a. For applications that include lots and parcels in their entirety as reflected on a record plat, the record plat may be submitted with the boundary of the application outlined in red. The record plat must be submitted in its entirety, reflect bearings and distances, and be legible.
- b. For all other applications, a boundary survey or other plan of development which includes the limit of the application with bearings and distance outlined in red and the seal of the licensed professional who prepared the plan, may be submitted.
- c. Complete line and curve tables
- d. At least three property corners shall be labeled with their respective horizontal coordinate in the Maryland State Plane Coordinate System (in feet) on the North American Datum of 1983, 1991 adjustment (NAD 83/91). Example:



Concept Plan For all applications, provide or address the following in the Concept Plan:

- a. Current base zone(s), overlay zone(s), existing structures and their square footage, and site acreage
 - b. Proposed base zone(s) and overlay zone(s) (as applicable)
 - c. Proposed land use(s), structure(s), and residential type mix (as applicable)
 - d. Proposed conceptual grading, lotting pattern, on-site vehicular circulation and access, on-site parking, and master planned streets and trails
 - e. Open space and existing environmental features
- (Applicant should apply for an NRI before submitting a Pre-Application)**