



Major and Minor Departures (MJD/MND) Application Procedure

Departures allow for changes from certain dimensional or development standards in specific circumstances, subject to specific limitations and standards in order to allow development that is consistent with the context in which it is located. Major Departures are decided by the Planning Board, while Minor Departures are decided by the Planning Director. Major Departures may be requested for the standards identified in [Table 27-3614\(b\)\(2\)](#) and Minor Departures may be requested for the standards identified in [Table 27-3614\(b\)\(1\)](#). A Variance may not be requested for a deviation for which a Departure may be requested. Major Departures may not be granted to make changes to approved Planned Development Basic Plans.

A Major Departure must follow the process for both the Pre-Application Conference as well as the Pre-Application Neighborhood Meeting. Please follow process guidelines:

- a. Pre-Application Conference ([Section 27-3401](#))
- b. Pre-Application Neighborhood Meeting ([Section 27-3402](#))

Each applicant should complete the following actions and include at a minimum the following documents via CD or direct digital file share link with files in PDF format:

- a. Typed application form signed by all owners of record.
- b. Statement of Justification - A typewritten Statement of Justification must demonstrate how the request satisfies the required findings of [Section 27-3614\(b\)\(1\)](#) for Minor Departures or [Section 27-3614\(b\)\(2\)](#) for Major Departures. The statement must be signed by the applicant or the designated correspondent.
- c. Map or Plat - One (1) copy of an accurate plat prepared, signed and sealed by a registered engineer or land surveyor, with the subject property outlined in red.
- d. Site Plan - One (1) copy of a site plan (drawn to scale) showing all existing and proposed improvements and uses with the subject property outlined in red. The site plan shall be of sufficient detail so that a determination can be made that the proposal complies with the Zoning Ordinance.
- e. Landscape Plan - One (1) copy of a detailed landscape plan with the subject property outlined in red. Landscape plans need not be separately prepared drawings, but may be superimposed on the site plan.
- f. Zoning Sketch Map - One (1) copy of a zoning sketch map with the property outlined in red.
- g. Informational Mailing letter, list of addresses, affidavit and Receipt from M-NCPPC Planning Information Services
- h. Documentation on Previous Approvals for the Site.
- i. State Ethics Commission Affidavit(s)

***Note: No payment for application fees should be submitted until requested by staff.**

ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED. ALL DOCUMENTS SAVED ON A CD OR DIRECT DIGITAL LINK USING THE [NAMING CONVENTION](#).

Applications should be submitted to the Development Review Division via email to DRDApplications@ppd.mncppc.org. If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.



**Figure 27-3614(c): Minor Departure
Procedure (Illustrative)**

↓	27-3401	Pre-Application Conference	Optional
↓	27-3402	Pre-Application Neighborhood Meeting	Optional
↓	27-3403	Application Submittal	To Planning Director
↓	27-3404	Determination of Completeness	Planning Director makes determination
↓	27-3406	Staff Review and Action	Planning Director makes decision (conditions allowed)
↓	27-3416	Notification	Planning Director notifies
→	27-3417	Appeal	Optional (to Planning Board)

**Figure 27-3614(e): Major Departure
Procedure (Illustrative)**

↓	27-3401	Pre-Application Conference	Required
↓	27-3402	Pre-Application Neighborhood Meeting	Required
↓	27-3403	Application Submittal	To Planning Director
↓	27-3404	Determination of Completeness	Planning Director makes determination
↓	27-3406	Staff Review and Action	Planning Director prepares Technical Staff Report
↓	27-3407	Scheduling of Public Hearing and Public Notice	Planning Board schedules hearing, provides notice
↓	27-3409	Review and Decision by Decision-Making Body or Officer	Planning Board hold public hearing, makes decision (conditions allowed)
↓	27-3416	Notification	Planning Director notifies
→	27-3417	Appeal	Optional (to Circuit Court)