DEVELOPMENT REVIEW BULLETIN

Bulletin No. 2-2016 (update)

Subject: Electronic Submission of Applications for Natural Resource Inventory Equivalency Letters (NRI-EL) and Woodland Conservation Exemption Letters (WCO-EX) and New Approval Process

Resource: Countywide Planning Division, Environmental Planning Section

Date: May 15, 2018

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Effective immediately, applications for Natural Resource Inventory Equivalency Letters (NRI-EL), Standard Letters of Exemption; and Numbered Letters of Exemption shall be submitted electronically to the Environmental Planning Section (EPS) via **e-mail**, **compact disc, or USB thumb drive**.

As previously with all hard copy submissions, the electronic application package shall include all required documents as stated on the new NRI-EL and Woodland Conservation Exemption (WCO-EX) applications.

a) All application materials shall be submitted in portable document format (pdf).
b) The application shall include a cover/transmittal letter **detailing the proposed activity.**
c) The application information that is required to be completed by the applicant shall be filled in completely.
d) For e-mail submissions, the subject line shall state the application type(s) and project name.
e) Incomplete applications will not be accepted and **no application will be accepted without the completed General Information Table on the proposed site plan (see page 2).**
f) All incomplete applications, or applications that will require a plan-based NRI will be returned to the contact listed on the application.
g) One copy of each document shall be in a separate electronic file using the appropriate file naming conventions specifying the document type (see Page 2).
h) EPS reserves the right to request paper copies if needed for scaling or clarity.
i) If applying for an exemption with the NRI-EL, both applications shall be included in the same electronic submission.
j) Returned applications will include a list of the missing information or any other reason(s) the application cannot be accepted.
k) If resubmission is required due to an incomplete package, the applicant must resubmit all required information. N**o applications will be held for missing information, and no piecemeal information will be accepted electronically.**
l) All WCO-EX applications, submitted with or without a NRI-EL application, shall require a $50 fee ([see fee schedule](#)) to be submitted to the Environmental Planning Section. All payments shall be in the form of a check or money order made payable to M-NCPPC. For a WCO-EX submitted with a NRI-EL review, the fee must be received prior to acceptance of the NRI-EL. For a WCO-EX submitted as a stand-alone (without NRI review), the fee must be received prior to the issuance of the exemption letter.
m) All e-mail submittals shall be sent to **PPD-Envplanning@ppd.mncppc.org**.
n) All approvals will be sent to the listed contact via e-mail, unless paper copies are requested**.**

The official NRI-EL and WCO-EX applications have been revised to include the approval section (to be completed by EPS) in the document. If approved, the approval will be placed on the application itself. This bulletin only applies to the NRI-EL and exemption letters.

Please note, due to this process, there will be four types of environmental applications that can be obtained from the [M-NCPPC EPS webpage](#). Specifically, the application for the NRI-EL is now separate from the NRI Plan application.:

• [NRI-EL application](#)
• [NRI Plan application](#)
• [TCP2 (stand-alone) application](#)
• [Woodland Conservation Exemption (Standard or Numbered) application](#)

If you have any questions, please contact at 301-952-3650 or ppd-envplanning@ppd.mncppc.org. Development Review Bulletin, May 15, 2018

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Naming Conventions for Electronic Document Files

For electronic submissions, the name of each file attached to an e-mail, or saved to a disc or thumb drive, must be associated with the document type. Below are the naming conventions for each required electronic document/file.

NRI-EL DOCUMENT TYPE	FILE NAME
Natural Resource Inventory Equivalency Letter Application	NRI-EL
Proposed Site Plan[1]	Site Plan
Approved Exemption letter or Application for Letter of Exemption	WCO-EX
Approved Type 2 or Type II Tree Conservation Plan	TCP2
Approved CBCA Conservation Plan	CP
Plat	Plat
Deed	Deed
Other	Other

[1]*For the purposes of NRI-EL and WCO-EX reviews, a proposed site plan consists of a development plan prepared to scale and prepared by a licensed engineer that shows the proposed development and proposed limits of disturbance for the project.*

GENERAL INFORMATION TABLE

The General Information table is required to be shown on the proposed site plan that is to be reviewed with the NRI-EL or WCO-EX application. If submitting an 8.5 x 11-inch proposed site plan, the General Information table may be submitted as a separate document. The information can be found on the PGAtlas.com website. The table below provides the PGAtlas.com layer category, where each specific layer containing the required information can be found.

General Information Table		
Layer Category	**Layer Name**	**Value**
Zone	Zoning (Zone)	
Zone	Aviation Policy Area (APA) [1]	
Administrative	Tax Grid (TMG)	
Administrative	WSSC Grid (Sheet 20)	
Administrative	Planning Area (Plan Area)	
Administrative	Election District (ED)	
Administrative	Councilmanic District (CD)	
Administrative	General Plan 2002 Tier (Tier)	
Administrative	Traffic Analysis Zone (COG) (TAZ-COG)	
Administrative	PG Traffic Analysis Zone (TAZ-PG)	

[1] *If the site is within an APA, enter the name of the airport. If the site is not within an APA, enter "N/A"*

The template for the General Information Table may be found on the M-NCPPC website, under **"Other Tools &Templates."**