

Intake Staff: Ema Perez
 Date: _____

Montgomery County Planning Department

Local Map Amendment Checklist

Applicant Information:

Current Zone: _____

Proposed Zone: _____

Item	Description	Intake	Intake Comments	Staff
Application	Completed Application includes: <ul style="list-style-type: none"> • Applicant name & address • Address, lot & block or parcel no. and election district • Size of property with present & proposed zoning • Name & address of Property Owner • List of all persons have at least 5% interest in property • Notarized statement listing rezoning details in the past three years 		EP	
Statement of the Case	Statement of the Case should include: <ul style="list-style-type: none"> • = • Reference and consistency with the applicable Master Plan 		EP	
Certified Copy of Zoning Map	Showing the area within at least 1,000 ft. surrounding the subject property. Needs certification stamp and property highlighted.		EP	
Notice List	Applicant should list owner names and addresses of adjoining and confronting properties as listed in the records of the Maryland State Department of Assessments and Taxation. If an adjoining or confronting property is a condominium, the applicant must provide the name and address of the Council of Unit Owners. List should also include any civic and homeowners associations within a ½ mile radius.		EP	
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Certified Plat	Certified by surveyor, plat acreage must match the application exactly, and the property should be highlighted.		EP	
Traffic Study	If the incremental increase in vehicular peak-hour trips between the density of the base zoning and the density of the requested floating zone meets the minimum applicability requirement in the LATR Guidelines		EP	

Item	Description	Intake	Intake Comments	Staff
Legal Description	A description by metes and bounds, courses and distances of land or, if the boundaries conform to lot boundaries within a subdivision for which a plat is recorded in the land records of the County, then the lot, block and subdivision designations with appropriate plat reference.		<i>EP</i>	
Floating Zone Plan	Plan depicting: <ul style="list-style-type: none"> • building location, density, massing, height and anticipated use; • locations of open spaces and preliminary storm water management strategy; • pedestrian, bicycle, and vehicular circulation, parking and loading; and • any binding element on the application. An applicant who proposes a binding element must submit an unexecuted covenant suitable for filing in the land records reflecting any restriction on the development standards, development program, or use that will be applicable to the property if the District Council approves the application *Plans completed by a licensed professional should be signed and certified.		<i>EP</i>	
Euclidean Zone Plan	Plan depicting: <ul style="list-style-type: none"> • the subject property and the proposed neighborhood, identifying uses and zoning; and • an explanation of the changes that have occurred in the neighborhood since the original zoning or previous comprehensive rezoning, or evidence of the alleged mistake made by the District Council in the previous Sectional or District Map Amendment, in support of the requested Euclidean Zone. 			
Additional Plan Information	To be shown on plans: <ul style="list-style-type: none"> • current and proposed zone; • a plan certified (signed and sealed) by a licensed professional showing existing site condition and vicinity within 100 ft. including total tract area; existing topography, watershed; SPA/PMA; any floodplain, wetland, or perennial or intermittent stream and any associated buffers where or not rare, threatened or endangered species were observed on the property; whether the property is on a Historic Site; the aerial extent of forest and tree cover on the property and dates field work was conducted; and • general phasing of structures, uses, rights-of-way, sidewalks, dedications, and future preliminary and site plan applications 		<i>EP</i>	
Additional Exhibits	Additional exhibits can be but not limited to, photographs of property, existing structures, abutting streets, etc.			
Hard Copies	In addition to the four paper copies, applicants must include 2 electronic copies on a compact disc or DVD of all final materials above.			