November 2023

The Development Review Process

Montgomery Planning (M-NCPPC)

Montgomery Planning's Development Review Process

- The Development Review Process

- Pre-Application Requirements

- DRC Agencies and their review/lead agency

- Post Approval Process

- Development Dashboard

Development Review Process

DEVELOPING LAND IN MONTGOMERY COUNTY

Montgomery Planning

○ MONTGOMERY PLANNING'S DEVELOPMENT REVIEW PROCESS   ○ MONTGOMERY COUNTY'S PERMITTING PROCESS

NATURAL RESOURCES INVENTORY/FOREST STAND DELINEATION (NRI/FSD) EXISTING CONDITIONS FILED

These plans document existing conditions including historic resources, building sand structures and environmental conditions on the property. Staff review and approve before any application can be submitted.

APPLICANT COMMUNITY MEETING

Applicant provides notice and hosts a pre-submission community meeting.

APPLICATION FORMALLY ACCEPTED

Application accepted by Montgomery Planning's Intake and Regulatory Coordination (IRC) division and distributed via ePlans to county and state agencies that make up the Development Review Committee (DRC). The 90- or 120-day clock starts.

DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING

An inter-agency group of representatives from Montgomery Planning and Parks, Maryland State agencies, Montgomery County departments and utility companies which review plans and meet at regulatory scheduled meetings. These meetings are live streamed and open to the public.

**REVISIONS AND PLAN PREPARATION FOR PLANNING BOARD HEARING**

Montgomery Planning and DRC agencies work with applicant to address issues and comments. Plans are revised by Applicant based on comments from the DRC.

STAFF REPORT POSTED TO PLANNING BOARD AGENDA

At least ten days prior to the Planning Board public hearing, the staff report is finalized and staff also mails notice of the hearing date. This serves as Montgomery Planning's formal recommendation to the Planning Board. The staff report is posted to the Planning Board Agenda webpage at least 10 days before the public hearing and mail notice.

PLANNING BOARD PUBLIC HEARING AND DECISION

The Montgomery Planning Board holds a public hearing on the project. Following the hearing, the Planning Board approves or denies the proposed development application.
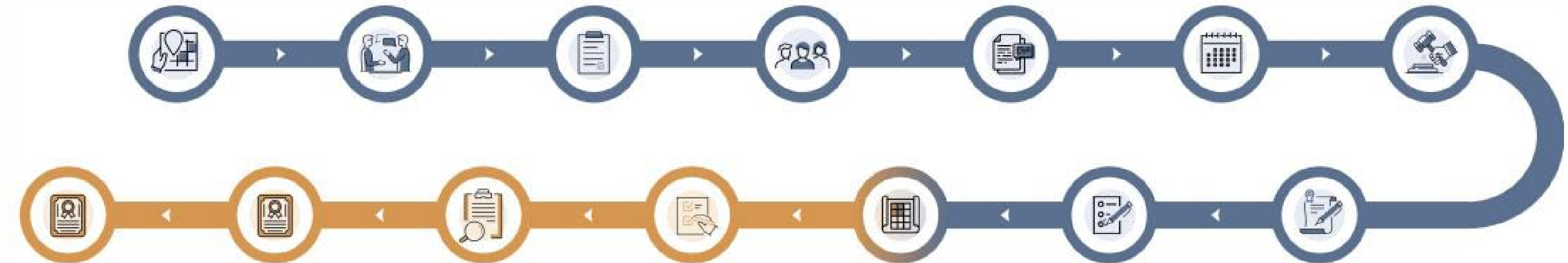
ISSUANCE OF USE AND OCCUPANCY PERMITS BY DPS

ISSUANCE OF PERMITS BY DPS AND POSTING OF BONDS

PERMITTING REVIEW

A variety of technical permits are issued by Montgomery County Department of Permitting Services (DPS) and Department of Transportation (MCDOT). These can include Building, Storm Water Management, Storm Drain, Road Access and Demolition. All conditions of approval from the Planning Board must be satisfied.

APPLICANT SUBMITS FOR PERMITTING REVIEW AND COUNTY APPROVALS

PLATS RECORDED

Applicant submits plats in compliance with certified plans and approvals. County departments and Montgomery Planning review and Planning Board approves and recorded in Land Records.

POST PLANNING BOARD ACTIONS

Applicants must submit the development plans incorporating all conditions of approval for certification by staff. Any accompanying easements and agreements must also be submitted.

PLANNING BOARD ADOPTS RESOLUTION

The Planning Board memorializes the development approval or denial in a resolution that is adopted at a public Planning Board meeting.

Pre- Application Requirements

- **Traffic impact/Well and Septic and other preliminary matters**
  - Traffic scoping/study (submittal required with application)
  - Perc tests (require concept plan)
- **NRI/FSD approval** (30 day review) or exemption
  - Required for all plan types
- **Concept Plan**
  - Speed to Market/combined plans
  - Complicated plans recommended
- **Community Meetings**
  - Required in all large applications, not in administrative or smaller applications.
- **Intake**
  - 10 days per review until the application is deemed complete.
  - Looks for numerous technical and administrative requirements.
  - Includes fees and public noticing.

Development Review Committee

Development Review Committee

Planning Department

DPS

Parks

DOT

WSSC

SHA

Historic Preservation

City of Takoma Park

DEP

DHCA

Utilities

Planning Board Action

- Findings
  - Required for Planning Board approval
  - Include conformance with the zoning & subdivision code and applicable master plans
  - Adequate public facilities
  - Compatibility with surrounding development
  - Access and circulation
- Conditions
  - Document what is approved
  - Can require specific changes to proposal or commitment to certain action
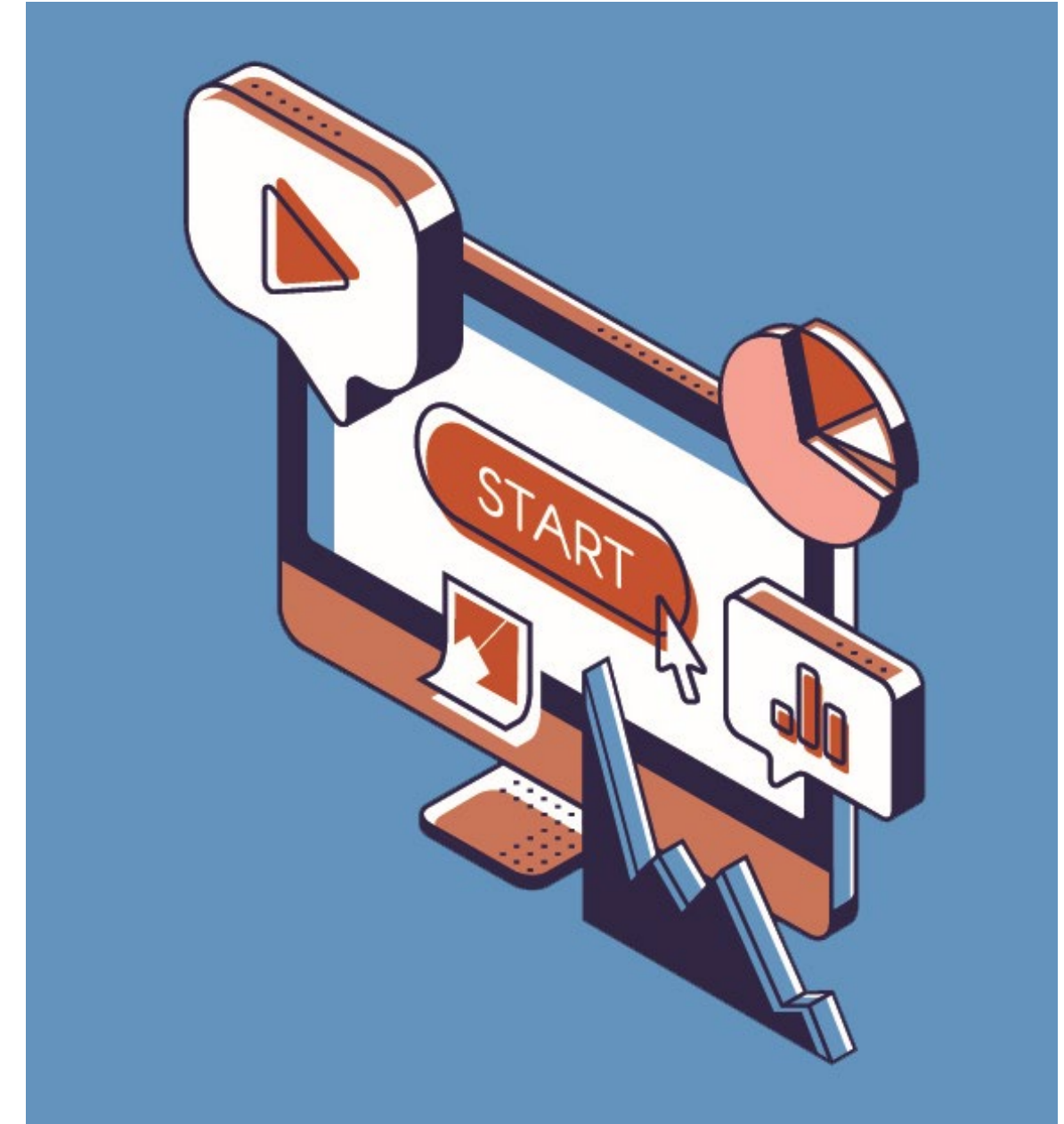
Development Review Process Timelines
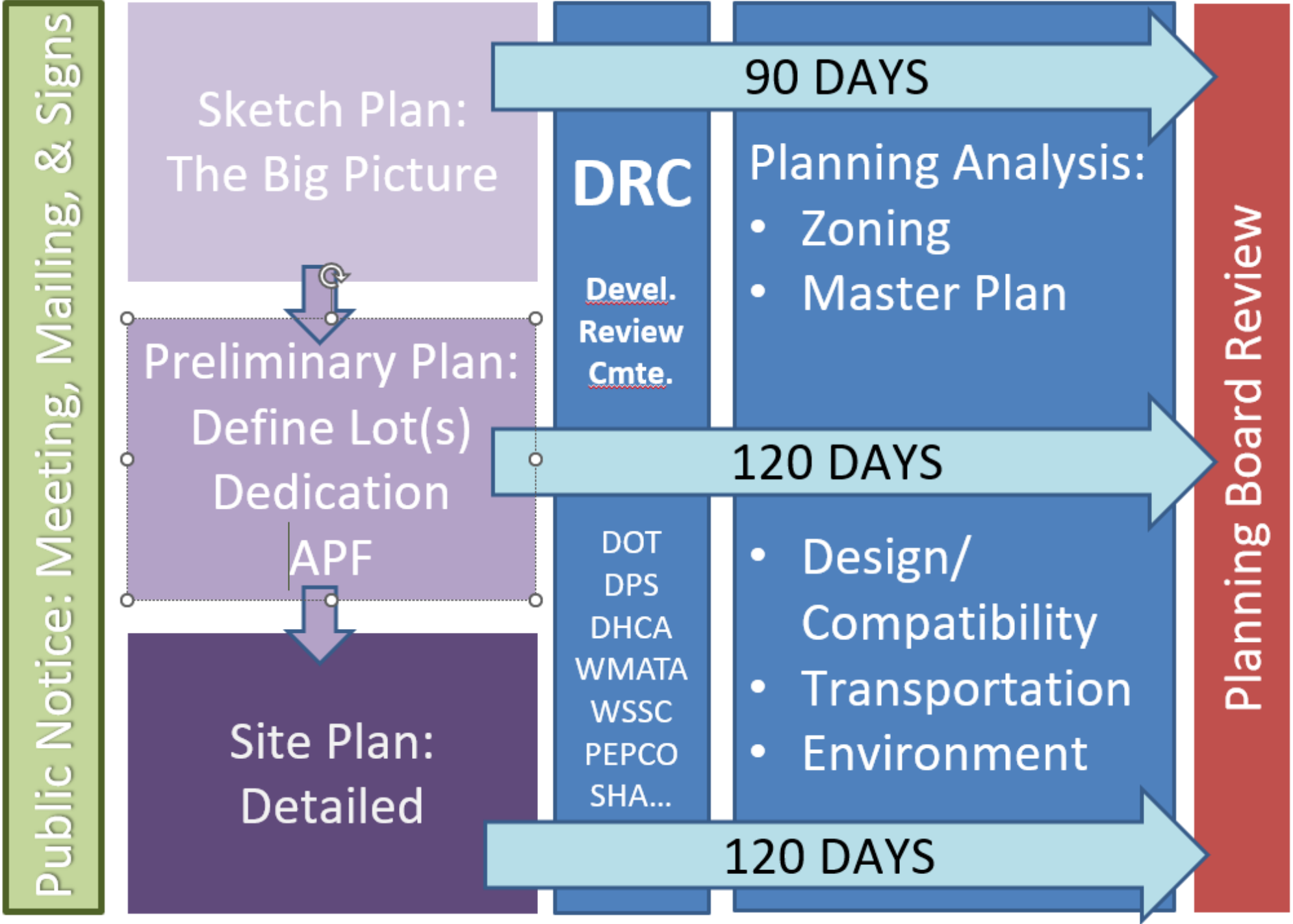
ePlans

- Development application reviews are conducted electronically through ePlans and allow all agencies to use the same software.

- Applicants upload their plans to ePlans, all comments are received and addressed through ePlans, and final certification is done electronically.

Post Approval Process

- Planning Board Resolutions
  - Typically within a few weeks of Board approval of a plan.
- Certified Plans
  - Address Planning Board conditions before certification.
- Bonding/Easement Agreements/TMAG's and other legal documents.
  - Most bonds and agreements are required to be complete prior to record plat. Easements must be shown on the record plat.
- Record Plats
  - Must go to the Planning Board for final approval.
- Permits- Issued by DPS

Questions + Comments