

Montgomery County Planning Department

Local Map Amendment Checklist

Applicant Information: Foundation for Advanced Education in the Sciences (F.A.E.S) 9101 Old Georgetown Rd, Bethesda		Local Map Amendment: H-160 From the R60/TDR8 to CRTF 1.25	
Item	Description	I	S ¹
Application <i>item #1</i>	Completed application includes: -Name and address of applicant ² , -Address, election district, lot & block or parcel No., -Size of property, the present zoning, & proposed zoning, -Name and address of owner, if not applicant, -List of all persons have at least 5% interest in property ³ , -Notarized statement listing rezoning details in the past three years Source: http://www.montgomerycountymd.gov/OZAH	MKF	
Disclosure Statement <i>item #2</i>	A notarized statement disclosing political contributions to the treasurer or political committee of any candidate for County Council or County Executive, or slate that contributes to County Council or County Executive, under State Law. Applicant must submit the disclosure statement on a form approved by the District Council.	MKF	
Statement of the Case <i>item #5</i>	A statement of how the proposed development satisfies the criteria to grant the application, which includes: -How the general and specific use standards and Necessary Findings will be met; spelled out in Section 7.2.1.E and Articles 59-5 of the new Zoning Ordinance, -Reference and showing consistency with the applicable Master Plan, Source: http://www.amlegal.com/nxt/gateway.dll?f=templates&fn=default.htm&vid=amlegal:montgomeryco_md_mc Or link to code	MKF	
Certified Copy of Zoning Map <i>item #7</i>	Showing the area within at least 1,000 ft. surrounding the subject property. Needs certification stamp and property highlighted. Source: MNCPPC Information Counter	MKF	
List of Adjoining and Confronting Property Owners <i>item #6</i>	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. Source: http://sdat.resiusa.org/RealProperty/Pages/default.aspx	MKF	
Civic and Homeowners Associations <i>item #6</i>	A list of any civic and homeowners' associations within a ½ mile of the subject site. Source: http://www.montgomeryplanning.org/gis/interactive/hoaca.shtm	MKF	
Certified Identification Plat <i>item #8</i>	Certified by surveyor, plat acreage must match the application exactly, and the property should be highlighted.	MKF	
Legal Description <i>item #9</i>	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.	MKF	

¹ I= Intake check S=Staff check

² The applicant must be a government agency, own the subject property, or be authorized by the owner to file the application. If any land or right-of-way is owned or controlled by the State, County, or any other entity or agency, the applicant must submit written authorization from that entity or agency with the application.

³ This includes any person with a share in the property amounting to 5% or more (whether individual or corporate capacity) of the full cash value of the property after subtracting all mortgages, deeds of trusts, liens, or encumbrances. The application must contain the names of any contract purchaser or person holding the mortgage, deed of trust or option to buy the property.

<p>Floating Zone Plan</p> <p><i>item #10</i></p>	<p>Plan depicting:</p> <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; -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; <p>Plans completed by a licensed professional should be signed and certified.</p>	MKF	
<p>Additional Information:</p> <p><i>items #11-27</i></p>	<p>To be shown on plans:</p> <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; -existing or approved adjacent land uses, buildings and rights-of-way; -a Traffic Study under the Planning Board's LATR Guidelines 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; and -general phasing of structures, uses, rights-of-way, sidewalks, dedications, and future preliminary and site plan applications 	MKF	
<p>For Euclidean zone where change or mistake is alleged:</p> <p><i>N/A</i></p>	<p>Plans depicting:</p> <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. 		
<p>Forest Conservation Plan</p> <p><i>Application F20260270 is concurrent</i></p>	<p>The FCP should be ready for acceptance, BUT NOT OFFICIALLY ACCEPTED, until the LMA is also accepted. Once the FCP is accepted, the consultant needs to coordinate with the area team to determine the tentative Planning Board date that should be included with the FCP notice letter.</p>	MKF	
<p>Floating Zone Plan Amendment</p> <p><i>N/A</i></p>	<p>A major amendment to an approved floating zone plan follows the same procedures as an original application. A major amendment includes any request to increase density or height, add a previously disallowed use, decrease a setback or make a change to any binding element of approval.</p> <p>At site plan, the Planning Board may approve an amendment to an approved floating zone plan that does not increase density or height, add a previously disallowed use, decrease a setback, or change any binding element.</p> <p>Application should include:</p> <ul style="list-style-type: none"> -Currently approved FZP, Development Plan or Schematic Development Plan. -A redline version of the proposed amended FZP (or proposed amended DP or SDP if applicable), highlighting the changes proposed from the current FZP, DP or SDP. 		
<p>Additional Exhibits</p>	<p>All additional exhibits which the applicants intend to introduce.</p>		
<p>In addition to the four paper copies, one original set and three copies, applicants must include electronic copies on a compact disc or DVD of all materials above. See OZAH website for list of fees; include one check payable to MNCPPC for 25% of filing fee, and one check made payable to Montgomery County for remainder 75% of filing fee.</p>			

Applicants please note: acceptance of your application does not constitute approval by the Planning Department. The Intake review determines if the application is complete, not the merits of the case.