

Intake Staff: Ema Perez

## Montgomery County Planning Department

Date: \_\_\_\_\_

### Local Map Amendment Checklist

**Applicant Information:**

Current Zone: \_\_\_\_\_

Proposed Zone: \_\_\_\_\_

Item	Description	Intake	Intake Comments	Staff
Application	<p>Completed Application includes:</p> <ul style="list-style-type: none"> <li>• Applicant name &amp; address</li> <li>• Address, lot &amp; block or parcel no. and election district</li> <li>• Size of property with present &amp; proposed zoning</li> <li>• Name &amp; address of Property Owner</li> <li>• List of all persons have at least 5% interest in property</li> <li>• Notarized statement listing rezoning details in the past three years</li> </ul>			
Statement of the Case	<p>Statement of the Case should include:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Reference and consistency with the applicable Master Plan</li> <li>• statement should also contain a summary of what the applicant expects to prove , including the names of applicant’s witnesses, summaries of the testimonies of expert witnesses, and the estimated time required for presentation of the applicant’s case.</li> </ul>			
Certified Copy of Zoning Map	Showing the area within at least 1,000 ft. surrounding the subject property. Needs certification stamp and property highlighted.			
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.			
Disclosure Statement	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.			
Certified Plat	Certified by surveyor, plat acreage must match the application exactly, and the property should be highlighted.			
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			

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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.			
Floating Zone Plan	<p>Plan depicting:</p> <ul style="list-style-type: none"> <li>• building location, density, massing, height and anticipated use;</li> <li>• locations of open spaces and preliminary storm water management strategy;</li> <li>• pedestrian, bicycle, and vehicular circulation, parking and loading; and</li> <li>• 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</li> </ul> <p>*Plans completed by a licensed professional should be signed and certified.</p>			
Euclidean Zone Plan	<p>Plan depicting:</p> <ul style="list-style-type: none"> <li>• the subject property and the proposed neighborhood, identifying uses and zoning; and</li> <li>• 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.</li> </ul>			
Additional Plan Information	<p>To be shown on plans:</p> <ul style="list-style-type: none"> <li>• current and proposed zone;</li> <li>• 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</li> <li>• general phasing of structures, uses, rights-of-way, sidewalks, dedications, and future preliminary and site plan applications</li> </ul>			
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.			