DEPARTMENT OF TRANSPORTATION

Development Review Application Process

1. The applicant should contact the Development review team at #DOT-DIR.DevReview@montgomerycountymd.gov to confirm the fee for the development. Include an electronic preliminary or administrative plan with development table for fee verification.

2. Refer to the application below for the method of payment.

3. Please submit the signed application with the payment receipt to #DOT-DIR.DevReview@montgomerycountymd.gov.

4. MCDOT will issue a confirmation receipt for the application which the applicant should submit to MNCPPC.

Updated: 3/14/2022
Application for the Department of Transportation’s Review of Transportation-related Subdivision Plans and Documents

(MCDOT Application #_______)

**Preliminary/Administrative Plan Name**

Property Address/Location

Nearest Intersecting Streets

Subdivision Lot _____ Block _____ Parcel _____

**Applicant Information:**

Name ____________________________

Print Name of Firm and Contact Person ____________________________ e-mail address

Mailing Address ____________________________

City _____________ State _______ Zip _______ Phone ________________

**Engineer Information:**

Name ____________________________

Print Name of Firm and Contact Person ____________________________ e-mail address

Mailing Address ____________________________

City _____________ State _______ Zip _______ Phone ________________

**Attorney Information:**

Name ____________________________

Print Name of Firm and Contact Person ____________________________ e-mail address

Mailing Address ____________________________

City _____________ State _______ Zip _______ Phone ________________

**Type of Application:**

- [ ] New plan submission
- [ ] Revised plan submission
New Plan Fee Calculations:

Base Application (indicate applicability)

- standard residential and/or commercial project = $1,000.00 or
- institutional or religious facility = $1,000.00 or
- storm drain studies for projects within a Special Taxing District which pays a Storm Drain Tax to Montgomery County (for maintenance of their storm drain systems) = $500.00

Subtotal = $_______

Residential Component (DUs = No of Dwelling Units)

(a) 1 to 100 DUs = $50/DU = $_______
(b) 101 to 750 DUs = (a) + [$25/DU for units 101-750] (____ x $25) = $_______
(c) more than 750 DUs = (a) + (b) + ($5/DU for each DU beyond 750) = $_______

Subtotal = $_______

Commercial Component (SF = building gross floor area for all commercial uses)

(a) 1 to 200,000 SF = $0.10/SF For example: 25,747 s.f. x $0.10/s.f. = $_______
(b) 200,001 to 500,000 SF = (a) + [$0.05/SF for 200,001 to 500,000 SF] = $_______
(c) more than 500,000 SF = (a) + (b) + [$0.025/SF for each SF beyond 500,000 SF] = $_______

Subtotal = $_______

Local Area Traffic Study = $2,000 per study = $_______

Total = $_______
Revised Plan Fee Calculations:

Base Application (indicate applicability)

☒ standard residential and/or commercial project = $350.00 or
☒ institutional or religious facility = $350.00 or
☒ storm drain studies for projects within a Special Taxing District which pays a Storm Drain Tax to Montgomery County (for maintenance of their storm drain systems) = $ 175.00

SUBTOTAL = $ ________

Residential Component (DUs = No of Dwelling Units)

(a) 1 to 100 DUs = $17.50/DU = $ ________
(b) 101 to 750 DUs = (a) + [$8.75/DU for units 101-750] = $ ________
(c) more than 750 DUs = (a) + (b) + ($1.75/DU for each DU beyond 750) = $ ________

SUBTOTAL = $ ________

Commercial Component (SF = building gross floor area for all commercial uses)

(a) 1 to 200,000 SF = $0.035/SF = $ ________
(b) 200,001 to 500,000 SF = (a) + [$0.0175/SF for 200,001 to 500,000 SF] = $ ________
(c) more than 500,000 SF = (a) + (b) + [$0.0088/SF for each SF beyond 500,000 SF] = $ ________

SUBTOTAL = $ ________

Local Area Traffic Study = $700 per study = $ ________ = $ ________

TOTAL = $ ________
Signature of Applicant (Owner, Owner’s Representative, or Contract Purchaser)

I declare and affirm, under penalty of perjury, that to the best of my knowledge, information and belief all matters and facts in this application are correct. I declare that I am the owner of the property or duly authorized to make this application on behalf of the owner.

Signature: ___________________________  Printed Name: ___________________________  Date: ___________________________

Acceptance of Fee Amount by MCDOT

Approved fee = $_____________

Signature: ___________________________  Printed Name: ___________________________  Date: ___________________________

Payment Information:

If paying online: The applicant shall pay the application fee online at https://pay.xpress-pay.com/?pk=12651. The fee is paid using an electronic check.

If paying by check: Make check(s) payable to Montgomery County, Maryland

Return this form, along with proof of payment, to the MCDOT Development Review Team, for further processing.

Montgomery County Department of Transportation
101 Monroe Street, 10th Floor
Rockville, Maryland 20850

NOTE:
1. We strongly encourage all the applicants to pay online instead of the check for quicker processing times.
2. No refunds will be issued.

Upon receipt of the e-check/check and the satisfactorily executed form, the MCDOT Development Review Team will issue a receipt of payment to the applicant for M- NCPPC office(s).

(For use by Division of Treasury)

Payments are to be deposited in the following account:

Cost Center: 50510 (MCDOT Development Plan Review Fees)
ERP Code: 001
Account Code: 44565
MEMORANDUM

DATE: ________________

TO: Development Application & Regulatory Coordination

The Maryland-National Capital Park and Planning Commission  
2425 Reedie Drive, 14th floor  
Wheaton, Maryland 20902

FROM: Office of Transportation Policy  
Montgomery County Department of Transportation  
101 Monroe Street, 10th floor  
Rockville, Maryland 20850

SUBJECT: Confirmation of Payment for MCDOT Review

This memorandum is to confirm that the applicant for Preliminary/Administrative Plan Name has paid the fee(s) for the MCDOT review of the:

- [ ] Preliminary/Administrative Plan
- [ ] Traffic Impact Study

We support acceptance and distribution of these materials for review by the appropriate parties on the Development Review Committee.

If you have any questions regarding this memorandum, please contact me at #DOT-DIR.DevReview@montgomerycountymd.gov or 240-777-7170. Thank you for your cooperation and assistance.

Sincerely,

______________________________
Signature of MCDOT representative