



Marc Elrich
County Executive

Christopher R Conklin
Director

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: 7/10/2025

Office of the Director

101 Monroe Street 10th Floor · Rockville Maryland 20850 · 240-777-7170 · 240-777-7178 FAX

www.montgomerycountymd.gov

Located one block west of the Rockville Metro Station



DEPARTMENT OF TRANSPORTATION

Office of Transportation Policy
101 Monroe Street, 10th Floor
Rockville, Maryland 20850
Phone = 240-777-7170

#DOT-DIR.DevReview@montgomerycountymd.gov

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 _____

Subdivision _____

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: _____
Signature of Applicant Printed Name Date

Acceptance of Fee Amount by MCDOT

Approved fee = \$ _____

Signature: _____
Signature of MCDOT representative Printed Name Date

Payment Information:

If paying online: The applicant shall pay the application fee online at <https://payv3.xpress-pay.com/pt/049f372a6ed44a11abd7066edcbe9c73> . 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

M E M O R A N D U M

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
(check as applicable)
- ☐ 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