



Planned Development Map Amendment Application Procedure

Planned Developments are project-specific zoning regulations that encourage innovative land planning and site design concepts that support a high quality of life and achieve a high quality of development, environmental sensitivity, energy efficiency, and other County goals and objectives. Planned Developments allow for a more flexible and innovative alternative to strict application of the requirements of the current zone.

A Planned Development Map Amendment must follow the process for both the Pre-Application Conference as well as the Pre-Application Neighborhood Meeting. Please follow process guidelines:

- a. Pre-Application Conference ([Section 27-3401](#))
- b. Pre-Application Neighborhood Meeting ([Section 27-3402](#))

Each applicant should complete the following actions and include at a minimum the following documents via CD or direct digital file share link with files in PDF format:

- a. A signed [application form](#)
- b. One copy of an accurate plat, prepared, signed, and sealed by a registered engineer or land surveyor, which shall show
 - The present configuration of the property, including bearings and distances (in feet) and the total area of the property (in either acres or square feet)
 - The property's lot and block number, subdivision name, and plat book and page number, if any; or a description of its acreage, with reference to liber and folio numbers
 - The names and owners of record, or subdivision lot and block numbers, of adjoining properties
 - The name, location, distance to the center line, and right-of-way width of all abutting streets. If the property is not located at the intersection of 2 streets, the distance to, and the name of, the nearest intersecting street shall be indicated
 - A north arrow and scale (no smaller than 1 inch equals 400 feet)
 - The total area of the property (in either square feet or acres)
 - The location of all existing buildings on the property
 - The subject property outlined in red
- c. A zoning map page on which the property is located, plotted to scale and outlined in red
- d. A vicinity map
- e. A copy of the applicant's informational mailing letter, list of addresses, and signed affidavit of mailing
- f. Any required State Ethics Commission affidavits
- g. A statement of justification detailing the legal basis by which the requested amendment can be approved, and any factual reasons showing why approval of the request will not be detrimental to the public health, safety, and welfare
- h. Proposed PD Basic Plan and proposed PD Conditions of Approval addressing all requirements and standards set forth in [Section 27-4300](#), Planned Development Zones
- i. Disclosure Statement – Fill out the required information on page 3 of the application form
- j. Documentation on previous approvals for the site
- k. Any other pertinent information deemed necessary by the District Council, Zoning Hearing Examiner, or Planning Board

Refer to [Section 27-3602](#) and other applicable Sections for more information.

***Note: No payment for application fees should be submitted until requested by staff.**

ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED. ALL DOCUMENTS SAVED ON A CD OR DIRECT DIGITAL LINK USING THE [NAMING CONVENTION](#).

Applications should be submitted to the Development Review Division via email to DRDApplications@ppd.mncppc.org. If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.

**Figure 27-3602(a): Planned Development (PD)
 Zoning Map Amendment Procedure (Illustrative)**

↓	27-3401	Pre-Application Conference	Required
↓	27-3402	Pre-Application Neighborhood Meeting	Required
↓	27-3403	Application Submittal	To Planning Director, proposed PD Basic Plan and PD Conditions of Approval required
↓	27-3404	Determination of Completeness	Planning Director makes determination
↓	27-3406	Staff Review and Action	Planning Director prepares Technical Staff Report
↓	27-3407	Scheduling Public Hearing and Public Notice	Review Board/ZHE (Clerk of the District Council) schedule their hearings, provide notice
↓	27-3408	Review and Recommendation by Advisory Board or Officer	Planning Board public hearing, recommendation; ZHE hearing, recommendation
↓	27-3409	Review and Decision by Decision-Making Body or Officer	District Council holds public hearing, makes decision (conditions allowed)
→	27-3416	Notification	Clerk of the Council notifies