



## Preliminary Plan of Subdivision (PPS) Application Procedure (Major and Minor)

The Preliminary Plan of Subdivision (PPS) is the process of reviewing proposed development for environmental issues, such as woodland conservation, sensitive environmental features, and stormwater management; proper legal description of lots; and the general design of the subdivision including access, circulation, and lotting pattern. Certain residential subdivisions are required to provide land for public parks and recreational facilities or money to supplement existing facilities. Development proposing 10 or fewer dwelling units, including any residential subdivision in Sustainable Growth Tier IV that results in seven or fewer dwelling units, is subject to a Preliminary Plan of Minor Subdivision (Planning Director review). Development exceeding those thresholds, including most non-residential development, is subject to a Preliminary Plan of Major Subdivision (Planning Board review). Every Preliminary Plan of Subdivision (major or minor) must be accompanied by an approved Certificate of Adequacy which must be filed prior to the Preliminary Plan of Subdivision.

**A Major Preliminary Plan must follow the process for both the Pre-Application Conference and the Pre-Application Neighborhood Meeting before submitting a completed application for review from the Development Review Division of M-NCPPC. Please follow process guidelines:**

- a. Pre-Application Conference ([Section 24-3302](#))
- b. Pre-Application Neighborhood Meeting ([Section 24-3303](#))

**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. Applications for development approvals and permits shall be submitted by:
  - The landowner; or
  - Any other person or entity having a legal interest in the land upon which the development is proposed, or their authorized agent
- b. All documents shall be named according to the naming convention established by the Planning Department.
- c. Applicant's informational mailing letter, list of addresses, and signed affidavit of mailing. Mailing letter includes:
  - Application number
  - Description of the property and its location
  - The nature of the applicant's request
  - Justification statement (if required)
  - M-NCPPC department name and telephone number to obtain more information after filing
  - Statement to recipients that the applicant will meet to explain the application
  - Applicant telephone number and email address for persons willing to meet
  - Explanation of the procedures and the necessity for becoming a person of record in the pending application
  - A statement that no government agency has reviewed the application
- d. Signed application form which includes:
  - Name, address, telephone number of applicant
  - Street address, municipality, election district
  - Total area of property
  - Property's lot & block number, subdivision name, plat book and page, reference to liber and folio numbers
  - Name, address, signature of the owner(s) of record
  - Name, address, phone number of authorized agent
- e. If the applicant is not the owner, a letter signed by the owner(s) consenting to the applicant is required

- f. Vicinity Map
- g. Zoning Sketch Map with subject property in red (not more than 6 months old)
- h. An accurate plat, if the property has been previously platted, or an accurate property boundary survey
- i. Documents necessary to demonstrate conformance with the standards required under **Part 24-4 of the Subdivision Regulations. Plans submitted must be in accordance with drawing requirements of [Section 24-3402\(c\)\(2\)\(A\)](#) for Major Subdivisions and [Section 24-3402\(c\)\(1\)\(A\)](#) for Minor Subdivisions.**
- j. Pre-Application Neighborhood Meeting documents (only for Major Preliminary Plan)
- k. Any other pertinent information deemed necessary by the Planning Board

**Applications will be reviewed for completeness. When an application is determined to be complete and is ready for acceptance, the applicant will be asked to submit the Application Acceptance Package and Fee. (Note: no payment for application fees should be submitted until requested by staff)**

The case will be accepted and the review period will begin when the items listed above are received by the Applications Section. Written acceptance notification will be sent to the contact person named on the application form.

Refer to [Section 24-3402](#) and other applicable Sections for more information.

**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](mailto: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 24-3402(e)(1): Preliminary Plan of Major Subdivision Procedure (Illustrative)**

↓	24-3302	Pre-Application Conference	Required. Conservation subdivision requires subdivision sketch plan
↓	24-3303	Pre-Application Neighborhood Meeting	Required
↓	24-3304	Application Submittal	To Planning Director; <b>Additional Requirements</b> for conservation and zero lot line subdivision
↓	24-3305	Determination of Completeness	Planning Director makes determination
↓	24-3307	Staff Review and Action	Planning Director prepares staff report
↓	24-3308	Scheduling Public Hearing and Public Notice	Required
↓	24-3310	Review and Decision by Decision-Making Body	Planning Board holds hearing, makes decision (conditions allowed)
→	24-3312	Notification to Applicant	Planning Director notifies applicant

**Figure 24-3402(d)(1): Preliminary Plan of Minor Subdivision Procedure (Illustrative)**

↓	24-3302	Pre-Application Conference	Optional
↓	24-3303	Pre-Application Neighborhood Meeting	Optional
↓	24-3304	Application Submittal	To Planning Director
↓	24-3305	Determination of Completeness	Planning Director makes determination
↓	24-3307	Staff Review and Action	Planning Director makes decision (conditions allowed)
↓	24-3312	Notification to Applicant	Planning Director notifies applicant
→	24-3313	Appeal	Optional (to Planning Board)