



## Sketch Plan for Conservation Subdivision Application Procedure

Prior to the review of a preliminary plan for conservation subdivision, the applicant shall submit a sketch plan to the Planning Director, which shall include a Conservation and Development Plan in accordance with [Section 24-4703\(b\)\(1\)](#), a woodland and wildlife habitat conservation concept plan showing compliance with [Division 2 of Subtitle 25](#), and other information deemed necessary for review. The Sketch Plan for Conservation Subdivision illustrates areas of proposed conservation and areas of proposed development.

**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. Signed [application form](#)
- b. A Conservation and Development plan showing:
  - i. Existing site conditions
  - ii. Existing grades at two-foot contours
  - iii. A non-disturbance line
  - iv. Areas and features to be preserved
  - v. Conceptual locations for proposed dwellings within development areas
  - vi. Conceptual locations for proposed roads, trails, and setbacks
  - vii. Areas of the site that have appropriate soils for septic recovery fields (community, shared and/or individual systems) if proposed
  - viii. Areas for stormwater management facilities, if any, and the type of facility proposed
  - ix. Areas proposed for conservation
- c. Approved Natural Resources Inventory (NRI)
- d. Woodland and Wildlife Habitat Conservation Concept Plan
- e. Accurate Plat or Property Boundary Survey with subject property outlined in red
- f. Vicinity Map
- g. Zoning Sketch Map with subject property outlined in red
- h. Any other pertinent information deemed necessary by the Planning Director.

**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.**

The case will be accepted and the review period will begin when the items listed above are received by the Subdivision Section. An acceptance letter will be mailed to the contact person named on the application form.

Refer to [Section 24-4703\(b\)](#) 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.