



DEVELOPMENT REVIEW BULLETIN

Bulletin No. 5-2019

Subject: Electronic Certification Improvements

Resource: Development Review Division (DRD)

Date: January 20, 2023 (updated)

DRD plan certifications are processed electronically. Plans for certification shall be submitted by email to DRDApplications@ppd.mncppc.org. The email must be labeled with the case number, case name, and noted "for certification."

A transmittal sheet shall accompany the submission; the transmittal document shall be included and it shall identify the sheet count for each plan type (i.e. Site Plan, Landscape Plan, Photometric Plan, Architecture (house types named), TCP plus a response to each condition of approval shall be listed in the first submission; include a note if there is an approved park dedication or rezoning with the approval.

The submission shall be filed by email to DRDApplications@ppd.mncppc.org. for each review until final.

The submission shall include the following:

- Plans for certification must be submitted in Acrobat Pro DC (Digital Cloud) format
- Show bearings and distances
- Sheets viewable in upright landscape position
- Printable to scale
- Plans must be signed and sealed by a licensed professional
- Designated two-inch square blank space in the lower right (same location) of every sheet is required for the placement of M-NCPPC approval block
- Save as one PDF per plan set, to include the revision date (mm-dd-yy) in the naming convention
- The revision block must be updated with each revision
- Include the companion TCP, when applicable

This guideline is intended to improve efficiency of the certification process. Upon completion of certification, the applicant's agent will be notified by email. Cases with final approval decided by the District Council will require one printed copy of the certified plan to be filed, by applicant's agent, with the Clerk of the Council.

If you have any questions, please contact Cheryl Summerlin at 301-952-3578.