

Departure Application Procedure

(Departure from Design Standards, Departure from Sign Design Standards, Departures from Parking and/or Loading Requirements)

At the time of filing, the applicant shall submit:

1. Application - One (1) **typed** application form signed by **all** owners of record.
2. Statement of Justification - A **typewritten** Statement of Justification must demonstrate how the request satisfies the required findings of Section 27-588(b)(7) (for DPLS) or Section 27-239.01(b)(7) (**for DDS & DSDS**) of the Zoning Ordinance. The statement must be **signed** by the applicant or the designated correspondent.
3. Map or Plat - One (1) copy of an accurate plat prepared, signed and sealed by a **registered engineer or land surveyor**, with the subject property outlined in red.
4. Site Plan - One (1) copy of a site plan (drawn to scale) showing **all** existing and proposed improvements and uses with the subject property outlined in red. The site plan shall be of sufficient detail so that a determination can be made that the proposal complies with the Zoning Ordinance.
5. Landscape Plan - One (1) copy of a detailed landscape plan with the subject property outlined in red. **Landscape plans need not be separately prepared drawings, but may be superimposed on the site plan.**
6. Zoning Sketch Map - One (1) copy of a zoning sketch map with the property outlined in red.
7. Informational Mailing letter, list of addresses, affidavit and Receipt from the M-NCPPC Information Counter
8. Documentation on Previous Approvals for the Site.
9. State Ethics Commission Affidavit(s)

****Note: No check for application fees should be submitted until it has been requested.***

PRE-REVIEW APPLICATION PACKAGES SHALL CONTINUE TO USE THE PHYSICAL DROP BOX FOR FIRST SUBMISSIONS, TO INCLUDE ONE COMPLETE PRINT SET OF ALL REQUIRED DOCUMENTS, WITH ALL DOCUMENTS SAVED ON A CD USING THE [NAMING CONVENTION](#).

AFTER PRE-REVIEW APPLICATION, ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED.

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.