



Park Permit Application Procedure

Montgomery Department of Parks, Park Development Division
2425 Reedie Drive, Wheaton, Maryland 20902

General

The Park Development Division of the M-NCPPC Department of Parks issues permits approving work to be done on properties owned or managed by the M-NCPPC and on properties to be dedicated to the M-NCPPC. Technical Reviews of proposed work are provided to check plans for technical accuracy and minimization of impacts to the park properties prior to the issuance of a Park Construction Permit. **A Park Construction Permit must be issued prior to the commencement of any work on property owned, managed or being dedicated to the M-NCPPC.**

Montgomery Parks Policy is to meet and/or exceed the spirit and intent of the Americans with Disabilities Act (ADA). As such, Parks may impose requirements higher than the minimum specified by ADA and/or local government and local codes. Applicants for Park construction permits are advised to contact the ADA Compliance Project Manager for consultation prior to submission of the park application at ADACompliancePM@montgomeryparks.org.

Submittal Requirements

The application form and submission of supporting documents, as well as the subsequent review and approval, are all done online. Download the [Application for Park Construction Permit](#).

This application should not be submitted until a Concept Approval Letter has been granted from Montgomery Parks' Park Planning and Stewardship Division. If you do not have a Concept Approval Letter, follow instructions linked [here](#) to review and initiate the Concept Review Process. A Park Construction Permit application for a project that has not completed Concept Review will be required to resubmit **after** the Concept Approval Letter has been granted.

When filling out the application form, answer all items to the best of your ability. If an item is not applicable, fill out N/A.

Email the completed application in .pdf form to the [Construction Supervisor](#).

Once the application is received by the Parks Construction Supervisor a project will be created and you will be sent a link to log in to the ePlans online document submission and review platform where you will be prompted to upload all the materials necessary to complete the review process.

The following information will expedite the technical review of the project:

- a. the Concept Approval Letter.
- b. Provide PDF versions of engineered drawings, including site plans, sediment and erosion control plans, forest conservation plans and detail sheets reflecting all work to be done on Park Property.
- c. Permit approvals from other agencies, if applicable, including Conservation Plan, Preliminary Plan or Site Plan.
- d. For certain projects, especially those that include the construction of park facilities, available Park construction specifications and standard details will be furnished to the applicant.
- e. M-NCPPC property shall be clearly delineated and highlighted.
- f. Photograph(s) of the site and the proposed work areas are optional and may expedite review.

Technical Review

Upon receipt of this application form and the uploading of plans, a staff person will be assigned to oversee the Technical Review. This person is the Applicant's point of contact during the review process and will coordinate the review with the Commission Staff.

Comments are typically returned to the applicant electronically within six weeks of the receipt of the application. The Applicant will need to login to the system to review the comments. The applicant must clearly communicate with the technical reviewer what actions are taken to address each comment. If exception is taken to any comment, the applicant shall provide a reason for doing so. Please provide a 5" by 5" blank area on each drawing submitted from the upper left-hand corner of the page, in order to have space for the approval block. On your right, you can see an image of the approval block. This approval is for technical review and **is not** the permit.

Issue Permit

The issuance of a Park Construction Permit typically is done within 10 days of receipt of the approved plans. **A fee to cover construction bonding and the costs of the inspection during the construction is required and must be paid by the applicant before the permit is issued.**

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION, DEPARTMENT OF PARK AND PLANNING
PARK PERMIT NO. _____
REVIEWED BY _____
APPROVED BY _____ CHIEF, CONSTRUCTION SECTION
DATE APPROVED _____
THIS IS NOT A PERMIT TO BEGIN CONSTRUCTION
This approval is for Technical Review only.
For permit information, contact Jay Childs, Acting Construction Supervisor at (301) 495-2574.