



# PARK CONSTRUCTION PERMIT APPLICATION PROCEDURE

## 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 conducted by Parks staff for technical accuracy, minimization of natural resource impacts, compliance with Planning Board approvals, mitigation, connections to Parks infrastructure, etc. prior to the issuance of a Park Construction Permit. Technical Review process should be concurrent with other agency review process, and prior approval from other agencies will NOT relieve applicant from meeting all Park Construction Permit requirements. Please note that failure to meet Technical Review requirements may result in project delay or permit denial.

**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), stormwater management requirements, and natural resource preservation measures. As such, Parks may impose requirements higher than the minimum specified by local government codes and standards.

## Submittal Requirements

The application form and submission of supporting documents, as well as the subsequent Technical Review and approval, are all done online.

[Online Application for Park Construction Permit](#)

Park Construction Permit applications should not be submitted until Planning Board Mandatory Referral and/or Concept Approval has been granted from Montgomery Parks,' Park Planning and Stewardship Division. If you do not have Concept Approval, follow instructions on the [Concept Review Process webpage](#) to review and initiate the Concept Review Process. A Park Construction Permit application for a project that has not completed Mandatory Referral and/or Concept Review will not begin the Technical Review process.

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.

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

- a. Mandatory Referral and/or Concept Approval Letter.
- b. Provide PDF versions of engineered drawings, including site plans, sediment and erosion control plans, stormwater management 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

Once the online application has created the project in the ePlans system, the Parks Construction Supervisor will be notified, and you will be emailed 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 Construction Supervisor will assign a Lead Technical Reviewer to oversee the Technical Review for the project. This person is the Applicant's point of contact during the review process and will coordinate with other Parks Staff as needed.

Comments are typically returned to the applicant electronically within approximately 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 3"x4" blank area on each drawing submitted in the upper left-hand corner of the page, in order to have space for the approval block. Below, you can see an image of the approval block. Once the project is acceptable to Parks, the design plans will be digitally stamped.

This approval is for technical review and **is not** the permit.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION, DEPARTMENT OF PARK AND PLANNING
M-NCPPC PERMIT NO. _____
PARK _____
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, Construction Supervisor at (301)495-2574.



## Permit Issue Process

Park Construction Permits include General and Site-Specific Conditions that must be followed throughout construction. Parks staff will develop site specific conditions and a formal Park Construction Permit will be issued by the Construction Supervisor, along with Permit Fee and Bonding requirements. Applicants are advised to closely review all permit conditions prior to signing for the permit. Fees must be paid, permit signed, and bonds posted prior to issuance of Permit. Project plans typically require approvals by other agencies, and the permitted set should include all approvals. Once final permit set, fees, and bonds are received, the Park Construction Permit is typically issued within 10 business days.

**Note: Construction bonding and permit fees are required and must be paid by the applicant before the permit will be issued.**