



PARK CONSTRUCTION PERMIT APPLICATION PROCEDURE

General

The Park Development Division (PDD) of Montgomery Parks issues Park Construction Permits approving work to be done on properties owned or managed by the M-NCPPC and on properties to be dedicated/conveyed to the M-NCPPC in Montgomery County (M-NCPPC property). **A Park Construction Permit must be issued prior to the commencement of any work on property owned, managed or proposed for dedication/conveyance 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 should start with the 60% design (i.e. immediately following concept design) and will continue through agency approvals to a construction set. Technical Reviews should occur concurrently with regulatory agency review(s) to allow Parks Staff review of other agency requirements on M-NCPPC property. Montgomery Parks Technical Reviews will not be finalized until regulatory agencies are satisfied that all their requirements have been met. Approval from regulatory 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.

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

Park Construction Permit applications should not be submitted until Concept Approval has been granted from Montgomery Parks' Park Planning and Stewardship Division or Mandatory Referral/Site Plan has been approved by Montgomery County Planning Board. If you do not have Mandatory Referral, Certified Site Plan and/or Concept Approval Letter, follow instructions for the [Concept Review Process](#) to initiate the Concept Review Process. Once the Concept Review process is completed, the Park Construction Permit application will begin the Technical Review process.

A complete application is submitted in two steps:

1. Submit the [Online Application for Park Construction Permit](#)

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.

Once the application form is completed the applicant will receive an email to upload and submit application materials electronically via ePlans (Step 2).

2. Upload and Submit drawings and/or documents via ePlans. [Instructions for using ePlans](#)



The following information should be submitted for the technical review to begin:

- a. Drawings folder – only the complete plan set for Park Construction Permit review should be uploaded in this folder on ePlans. The plan set should be uploaded as individual sheets with a naming convention that 1) allows subsequent submissions to be uploaded with the **exact same sheet name** to track versions, and 2) starts with a numerical sheet number to designate the order in the plan set (e.g. 01-LO-000 Cover Sheet). Provide a 3"x4" blank area on each drawing submitted in a consistent location on the page in order to have space for the approval stamp. As applicable, information that needs to be included in the plan set includes, but is not limited to:
 - i. Current and Proposed conditions that depicts property parcel ownership, with M-NCPPC property clearly identified, all existing and proposed easements, Limits of Disturbance (LOD) including staggings and access roads, 1-ft topographic contours, 100-year FEMA floodplain, waters of the U.S., and jurisdictional wetlands.
 - ii. Impact on M-NCPPC property including park amenities and parking
 - iii. Tree location and inventory with tree protection and/or mitigation plan (trees 6" and greater)
 - iv. Sediment and Erosion Control plans
 - v. Stormwater Management plans
 - vi. Forest Conservation plans
 - vii. Site Furnishings and signage including products and colors that are ADA compliant
 - viii. Site Details (trails, paving, bollards, etc.)
 - ix. Grading plans
 - x. Site Restoration (scarification, soil amendments, seedings, planting)
 - xi. Electrical
 - xii. Lighting
 - xiii. Utility Connections
 - xiv. Sequence of Construction
 - xv. Planting plan (landscaped and natural areas, non-native invasive (NNI) removal)
- b. Documents folder
 - i. Mandatory Referral, Certified Preliminary Plan, Certified Site Plan and/or Concept Approval Letter
 - ii. Photograph(s) of the site and the proposed work areas are optional and may expedite review
 - iii. Permit approvals from other agencies, if applicable, including Stormwater Concept, Forest Conservation Plan

Technical Review

Once the applicant has uploaded all the materials necessary to complete the Technical Review, a Lead Technical Reviewer will be assigned. The Lead Technical Reviewer is the Applicant's point of contact during the review process and will coordinate with other Parks Staff as needed. If another review



agency is requesting authorization from M-NCPPC during their review, the applicant should discuss with the Lead Technical Reviewer.

Initial comments are typically returned to the applicant electronically within approximately six weeks of the receipt of the complete application. The duration depends on the scale of work proposed and impact on M-NCPPC property which requires engagement with multiple M-NCPPC stakeholders as part of Technical Review. 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 during technical review. The Applicant will need to login to ePlans to review the comments or arrange to receive comments via email. When the applicant uploads revised design to ePlans, 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. Each Technical Review cycle can take up to four weeks, depending on the scale of work proposed, impact on M-NCPPC property and design stage. Once the technical review is completed, the Lead Technical Reviewer hands the application to the Construction Supervisor to prepare the Park Construction Permit and stamped drawings.

Permit Issue Process

After review of the application, the Construction Supervisor will determine the permit fee, if not previously established, and submit an electronic invoice to the applicant. The Construction Supervisor may require the applicant to post a bond. If applicable, the invoice will include the tree mitigation fee. Once the invoice has been paid and proof of bonding provided, as applicable, the Park Construction Permit will be issued by the Construction Supervisor typically within 10 business days. Park Construction Permits include General and Site-Specific Conditions developed by Parks Staff during technical review that must be followed throughout construction. Applicants are advised to closely review all permit conditions in the Park Construction Permit. Additionally, a stamped drawing set will be provided to the applicant, only those pages reviewed during the Technical Review will be stamped. Below you can see an image of the approval stamp that will be added once the Park Construction Permit is issued.

THE MARYLAND-NATIONAL
CAPITAL PARK AND PLANNING
COMMISSION, MONTGOMERY
COUNTY PARKS

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 John Gamba,
Construction Supervisor at (301)495-2577.



Construction Process

Both a Park Construction Permit and a stamped drawing set are required prior to commencing construction. The Park Construction Permit will include contact information for the Construction Manager, who will be the applicant's point of contact throughout construction. The applicant must coordinate with the Construction Manager to schedule an onsite pre-construction meeting to include all Park staff listed on the Park Construction Permit, as well as all applicable regulatory agencies. The applicant, their engineer, their contractor, and any other personnel relevant to the construction should also attend. All Parks personnel shall have unrestricted access to the Park during construction.

Any deviations from the stamped plan set during construction must be approved in writing by the Construction Manager. When construction is complete, the applicant should schedule a punch list walk with the Construction Manager and Parks staff. When all punch list items are completed and the project is considered complete, the applicant should request in writing to the Construction Supervisor to close out the Park Construction Permit and release all bonds.