



PLANNING AND CODE ADMINISTRATION

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877 · Telephone: (301) 258-6330 · Fax: (301) 258-6336
plancode@gaitthersburgmd.gov · www.gaithersburgmd.gov

HIGH RISE PLAN APPLICATION

All information must be complete to initiate processing of application

SUBJECT PROPERTY

Street Address or Location _____

APPLICANT/BILLING CONTACT

Business Name _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

OWNER

Business Name _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

DEVELOPER

Business Name _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

ATTORNEY

Business Name _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

ARCHITECT

Business Name _____ MD Registration No. _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

ENGINEER

Business Name _____ MD Registration No. _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

PLAN TYPE (check one only) Concept Preliminary Final Schematic Development

PROPOSED PRIMARY USE (check one only) Residential Non-Residential Mixed Use

PROPOSED UNIT TYPE Residential Single Family Residential Multi-Family Mixed Use Retail/Commercial
 Restaurant Office/Professional Other Use

PARKING Number of Spaces Required _____ Parking Waiver Needed Height Waiver Needed

PROJECT DESCRIPTION

SITE DETAILS

Site Area Square Feet _____ Number of Dwelling Units/Lot _____

Site Area Acres _____ Number of Dwelling Units/Acre _____

Green Area _____ Parking Spaces Provided _____

Green Area % _____ Height of Tallest Building (ft.) _____

Height of Tallest Building (stories) _____

SQUARE FOOTAGE - NON-RESIDENTIAL

Retail _____ Office/Professional _____

Restaurant (A) _____ Educational/Institutional/Religious _____

Restaurant (B) _____ Industrial _____

Restaurant (C) _____ Other (please specify) _____

UNIT COUNTS - RESIDENTIAL

Single Family Detached Units _____ Apartment Units _____

Townhouse Units _____ Condominium Units _____

Duplex Units _____ Other (please specify) _____

Total Number Residential Units _____

SEE NEXT PAGE FOR SUBMISSION REQUIREMENTS

SUBMITTAL REQUIREMENTS

- Concept Stormwater Management Plan, Five (5) hard copies, One (1) digital copy (DWF preferred) or PDF
- Preliminary Stormwater Management Plan, Five (5) hard copies, One (1) digital copy (DWF preferred) or PDF
- NRI and FSD Plans, Five (5) hard copy, One (1) digital copy (DWF preferred) or PDF
- Final Traffic Impact Study
- Proof of APFO Compliance
- Green Building Checklist
- Preliminary Forest Conservation Plan, Five (5) hard copies, One (1) digital copy (DWF preferred) or PDF
- Site, Architectural and Detail Plan, Five (5) hard copies, One (1) digital copy (DWF preferred) or PDF
- Land Dedication Documents
- Statement and Analysis of Development
- Phasing Plan
- Jurisdictional Relationship Statement
- Proposed Covenant
- Other Planning Commission Requested Information

OPTIONAL SUBMITTAL REQUIREMENTS

- Preliminary Affordable Housing Plan