



and

**DEPARTMENT OF PUBLIC WORKS**

800 Rabbit Road · Gaithersburg, Maryland 20878 · Telephone: (301) 258-6370 · Fax: (301) 258-6375

**STORMWATER MANAGEMENT  
ADMINISTRATIVE WAIVER APPLICATION**

In accordance with Section 8 -20A of Chapter 8 of the City Code

Application No. _____
SWM Review Fee _____
Sediment Control Fee _____
Initials _____
Date Filed _____
DPW Review Date _____
Action _____

**1) PROJECT NAME** \_\_\_\_\_

- Commercial                     
  Industrial                     
  Residential                     
  Other

If residential, Number of Units and Type \_\_\_\_\_

**2) PROPERTY LOCATION** \_\_\_\_\_

a. Parcel Number \_\_\_\_\_ Property Tax ID \_\_\_\_\_ Zone \_\_\_\_\_

b. Maryland Subwatershed #  Muddy Branch #02140202  Great Seneca #0214208  \_\_\_\_\_

c. Tributary  Muddy Branch  Long Draught Branch  Whetstone Run  \_\_\_\_\_

**3) APPLICANT NAME** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**4) ENGINEER NAME** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**5) SITE PLAN, SCHEMATIC DEVELOPMENT PLAN OR ANNEXATION NUMBER** \_\_\_\_\_

**DATE OF APPROVAL** \_\_\_\_\_

**6) STORMWATER MANAGEMENT PROVIDED**

- Onsite Management                     
  Waiver Request

Onsite Quality Acres \_\_\_\_\_ Waiver Quantity Acres \_\_\_\_\_

Onsite Quantity Acres \_\_\_\_\_

Type and Number of Structure(s) Proposed:

\_\_\_\_\_ ESD                      \_\_\_\_\_ Dry Pond                      \_\_\_\_\_ Wet Pond                      \_\_\_\_\_ Water Quality Inlet

\_\_\_\_\_ Sand Filter                      \_\_\_\_\_ Underground Storage                      \_\_\_\_\_ Other (specify)

**7) PROJECT AREA**

- a. Site area of new development                      SA = \_\_\_\_\_ Acres                      \_\_\_\_\_ Square Feet
- b. **Disturbed area**    **DA = \_\_\_\_\_ Acres                      \_\_\_\_\_ Square Feet**
- c. Proposed impervious area                              IA = \_\_\_\_\_ Acres                      \_\_\_\_\_ Square Feet
- d. **Percentage of SA that is Impervious**              **I = \_\_\_\_\_ %                      \_\_\_\_\_ Square Feet**
- e. Total project area    TA = \_\_\_\_\_ Acres                      \_\_\_\_\_ Square Feet

**8) STORMWATER MANAGEMENT ADMINISTRATIVE WAIVER SUBMISSION CHECKLIST**

- Application & Fee. See [fee schedule](#).
- Copy of Approved Plan (Preliminary Plan, Schematic Development Plan, Final Site Plan or Amendment to Final Site Plan)
- Statement of Justification
  - 1. Narrative description of the project, status of the project (type of approval) and justification for the waiver
  - 2. History of the project including all approval dates
  - 3. Statement as to whether the project is the subject of a Development Rights Agreement, Settlement Agreement, or Annexation Agreement
- Any other information required by the City of Gaithersburg

**9) CRITERIA**

**Approval of Administrative Waivers must comply with the requirements of Section 8-20A of the City of Gaithersburg Code. Approval letters are based on the existing approved plan; changes to the plan may void the Administrative Waiver.**

An Administrative waiver shall expire on:

- a. May 4, 2013, if the development does not receive final project approval prior to that date;
- or
- b. May 4, 2017, if the development receives final project approval prior to May 4, 2013.

All construction authorized pursuant to an administrative waiver must be completed by May 4, 2017 or, if the waiver is extended as provided in section 8-20A(d) of this chapter, by the expiration date of the waiver extension.

Extension of Administrative Waivers.

- 1) Except as provided in section 8-20A(d)(2) of this chapter, an administrative waiver shall not be extended.
- 2) An administrative waiver may only be extended if, by May 4, 2010 the development:
  - a. Has received a preliminary project approval; and
  - b. Was subject to a Development Rights and Responsibilities Agreement, Settlement Agreement, a Tax Increment Financing approval, or an Annexation Agreement
- 3) Administrative waivers extended according to 8-20A(d)(2) of this chapter shall expire when the Development Rights and Responsibilities Agreement, the Tax Increment Financing approval, or the Annexation Agreement expires.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Applicant's Title \_\_\_\_\_