DPS | Montgomery County
Department of Permitting Services

2425 Reedie Drive, 7th Floor
Wheaton, MD 20902
240-777-0311
montgomerycountymd.gov/dps

Site Plan Requirements for Two Story Additions, Second Story Additions and New Single Family Dwellings

Required information to include in the site plan:

TWO (2) COPIES OF A SITE PLAN MUST SHOW THE FOLLOWING:

- Scale.
- Property lines.
- Location of streets.
- Existing and proposed structures properly identified, accurately located and dimensioned.
- Other existing and proposed site features, such as sidewalks, steps, porches, driveways, mechanical equipment.
- Location, height and area of all structures.
- Front, side and rear setbacks of all proposed structures.
- Plat number.
- Lot coverage (lot area covered by buildings).
- Location and identification of all easements.

In the R-60, R-90, R-150, R-200 zones, **Established Building Line information is required if proposing a new one-family dwelling**— this plan MUST be prepared by a Md. licensed land surveyor or civil engineer. **An established building line is not required for any addition.**

The following information is required to determine building height:

In the R-40, R-60, R-90 and R-200 zones (if the lot area is less than 40,000 sq. ft.), the following information is required to determine BUILDING HEIGHT and MUST be prepared (drawings signed and sealed) by a Md. licensed land surveyor, civil engineer or architect and indicate the following:

- Existing topography or grades (pre-development grade) and proposed finished grades along the front of the building, parallel to the front setback line, existing and proposed. These grades must be above sea level elevations.
- Grade elevations (above sea level grades) at basement/cellar slab, first floor and at mean height between eaves and ridge of roof.

In all zones a project will be reviewed as Standard Development if:

- the demolition is 50% or less of the existing floor area of all floors of the dwelling as of 04/28/09, **OR**
- the floor area of the addition is 50% or less of the floor area of all floors of the existing dwelling as of 04/28/09.

To determine project status (Standard or Infill Development), submit the following information:

- Total floor area of the existing dwelling; include basement or cellar, 1st floor, 2nd floor and ½ story levels if applicable. (Include only the area of ½ story with headroom of 5' or greater).
- Floor area(s) to be demolished.Total floor area added; include basement or cellar, 1st floor, 2nd floor and ½ story level if applicable. (Include only the area of ½ story with headroom of 5' or greater).

Example:

BUILDING PERMIT APPLICANT MUST COMPLETE
and SUBMIT with PERMIT APPLICATION and PLANS

Existing floor area of main dwelling (as of 04/28/09)	**Basement or Cellar=**	
	1st Floor =	
	2nd Floor =	
	½ Story (if applicable) =	
	***Total floor area of existing* =**	

Demolished and reconstructed floor area (do not include additional floor area)	**Basement or Cellar=**	
	1st Floor =	
	2nd Floor =	
	½ Story (if applicable) =	
	***Total floor area demolished and reconstructed* =**	

Additional floor area (do not include demolished floor area)	**Basement or Cellar=**	
	1st Floor =	
	2nd Floor =	
	½ Story (if applicable) =	
	***Total floor area added* =**	

IS THE

***Total floor area demolished and reconstructed* =**	

OR THE

***Total additional floor area added to the dwelling* =**	

MORE THAN 50% OF THE

***Total floor area of the existing dwelling* =**	

IF **YES,**
THIS BUILDING PERMIT APPLICATION IS **INFILL DEVELOPMENT:** **YES** **NO**

IF **NO,**
THIS BUILDING PERMIT APPLICATION IS **STANDARD DEVELOPMENT:** **YES** **NO**