



## Park Permit Application Procedure

Montgomery Department of Parks, Park Development Division  
9500 Brunett Avenue, Silver Spring, Maryland 20901

### 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 provided to check plans for technical accuracy and minimization of impacts to the park properties prior to the issuance of a Park Construction Permit. **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). As such, Parks may impose requirements higher than the minimum specified by ADA and/or local government and local codes. Applicants for Park construction permits are advised to contact the ADA Compliance Project Manager for consultation prior to submission of the park application at [ADACompliancePM@montgomeryparks.org](mailto:ADACompliancePM@montgomeryparks.org).

### Submittal Requirements

The application form and submission of supporting documents, review, and approval are all done on line. A link to initiate the application process can be found at

<https://eplans.montgomeryplanning.org/ProjectDox/WorkflowEForms/ConstructionPermit.aspx> .

Please note that this form cannot be saved and must be filled out in one sitting. Answer all items to the best of your ability. If an item is not applicable, fill out NA. The following information will expedite the technical review of the project:

- a. Provide PDF versions of engineered drawings, including site plans, sediment and erosion control plans, forest conservation plans and detail sheets reflecting all work to be done on Park Property.
- b. Permit approvals from other agencies, if applicable, including Conservation Plan, Preliminary Plan or Site Plan.
- c. 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.
- d. M-NCPPC property shall be clearly delineated and highlighted.
- e. Photograph(s) of the site and the proposed work areas are optional and may expedite review.

## Technical Review

Upon receipt of this application form and uploading of plans, a staff person will be assigned to oversee the Technical Review. This person is the Applicant's point of contact during the review process and will coordinate the review with the Commission Staff.

Comments are typically returned to the applicant electronically within 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 5" by 5" blank area on each drawing submitted from the upper left hand corner of the page, in order to have space for the approval block. On your right, you can see an image of the approval block. This approval is for technical review and **is not** the permit.

## Issue Permit

The issuance of a Park Construction Permit typically is done within 10 days of receipt of the approved plans. **A fee to cover construction bonding and the costs of the inspection during the construction is required and must be paid by the applicant before the permit is issued.**

THE MARYLAND-NATIONAL CAPITAL  
PARK AND PLANNING COMMISSION,  
DEPARTMENT OF PARK AND  
PLANNING

PARK PERMIT NO. \_\_\_\_\_

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, Acting  
Construction Supervisor at (301) 495-2574.