Concept Plan Review Process

This document is intended to provide general guidance in navigating the conceptual phase of potential projects impacting existing and future Montgomery County Parkland. The steps below outline requirements that must be satisfied prior to applying for the Park Construction Permit, with the understanding that every project will provide unique challenges that may need to be addressed on a case by case basis to meet design intent.

1. To begin process, applicant contacts the Resource Analysis Natural Resource Manager
   • Applicant should contact Parks at the earliest possible stage of project development
2. Parks and Applicant schedule Initial preliminary meeting or conference call
   • Project area and scope identified
   • Determine if project needs to go through concept review or can go straight to Park Construction Permit
   • Describe Concept Plan Review and Park Construction Permit process to applicant
   • Major known constraints identified
3. Applicant provides initial project sketch and/or documents to Parks
4. Field visit with Parks and Applicant to identify project extents and constraints, resulting in general Park comments to ensure a viable Concept Plan
5. Applicant submits initial Concept Plan with general comments addressed, or justification otherwise
6. Parks’ Project Manager (PM) coordinates review process
   • Plan sets are disseminated to project review team as they are received
   • Identify areas to review in field for internal and/or external meetings
   • Significant resources and amenities identified to ensure measures are implemented to minimize impacts to Parkland
   • Reviewers provide comments on specific project aspects within their areas of expertise
   • Parks’ PM compiles comments into document and associated narrative to transmit to Applicant
   • Progress and review meetings held with applicant as necessary
   • Applicant provides Parks’ PM comment-response document and updates to the Concept Plan
   • Review process continues until the Concept Plan can be accepted and supported by the Parks Review Team
7. Mitigation and/or compensation plan for impacts to Parkland is finalized
8. Parks advises Applicant when to begin Montgomery County Planning Board Mandatory Referral submittal process (when required)
9. Parks provides Concept Plan Review approval letter or Mandatory Referral approval
10. Applicant submits for Park Construction Permit Review