



Planning Commission Application

Town of La Plata
305 Queen Anne Street • P.O. Box 2268
La Plata, MD 20646
301-934-8421 • Fax: 301-934-3965
www.townoflaplata.org

Please complete the information below prior to Planning Commission submission. This application will be required in order to accept and process your submission. **All information must be complete or the submission will be returned to the applicant. You are encouraged to contact Town Staff to discuss your application prior to your submission with all required copies.**

A. Project Information:

File Number: _____ (To be completed by The Town of La Plata)

Project Name: _____ Date: _____

Request Approval For: (Please check appropriate box)

- | | |
|--|---|
| <input type="checkbox"/> Master Site Development Plan
(PBPE/PRID/TDX/NCX) | <input type="checkbox"/> Subdivision Final Plat |
| <input type="checkbox"/> Subdivision Preliminary Plat | <input type="checkbox"/> Major Site Plan |
| <input type="checkbox"/> Preliminary Plat Extension | |

Owner/Contract Purchaser: _____

Address: _____

Phone #: _____ E-Mail Address: _____

Authorized Agent: _____

Address: _____

Phone #: _____ E-Mail Address: _____

B. Site Information:

Address: _____

Tax ID Account Number: _____ Election District: _____

Tax Map: _____ Block: _____ Parcel (s): _____ Lot: _____

Liber _____ Folio _____ Plat Book _____ Page _____

Zoning: _____ Zoning Overlays (if applicable): _____ Acreage: _____

Proposed Density: _____ Proposed Use: _____ Adjacent Use: _____

C. PRID Master Site Development Plan: Please complete the following information:

Please give a brief description of the nature of the departure from existing zoning classification regulations (setbacks, land use, density, parking , etc.)

D. Authorization:

The applicant hereby certifies that this application for Planning Commission is complete and the information provided is correct. Incomplete applications will not be accepted for review and will be returned to that applicant within five (5) working days.

Property Owner/Authorized Agent Signature: _____ Date: _____

E. Filing Instructions:

Prior to submitting your application package, we encourage applicants to schedule an appointment with the Town staff for a preliminary review of the project.

Ten hard-copy sets of the Planning Commission Application with the required supporting materials folded and attached along with one electronic copy must be received by the filing deadline. The meeting schedule is subject to change. Please call the Town staff to confirm meeting dates and agenda items.

F. Required Supporting Materials:

1. Schematic site plans drawn according to Town Code 191-34.
2. Preliminary plat containing all information listed in Town Code 173-23.
3. Final plat containing all information listed in Town Code 173-24.

G. Presentation Materials:

Presentation boards or Power Point Presentations are recommended. Power Point Presentations are required to be on CD or Flash Drive. Applicants are required to present **10 hard copies** and **1 electronic copy** of their application with the attached plans to the Town of La Plata’s Staff **at least four (4) weeks** before their desired meeting date. If applicants do not give the Town these materials within this time, the applicant will be presented at the next regularly scheduled Planning Commission meeting. Applicants must give Town Staff adequate time to review their application and plans prior to the meeting in order to conduct a successful meeting in which the applicant is approved within one meeting with the Planning Commission.

The Planning Commission meets the 1st Tuesday of every month at 7:00 PM at the Town Hall.