



**M-NCPPC – Development Review Division**  
**14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772**  
**301-952-3530 (voice) 301-952-3749 (fax)**

## **ALTERNATIVE COMPLIANCE SUBMITTAL CHECKLIST**

- Completed Application
- Application fee:
  - In conjunction with a Permit (\$250.00)  
**NOTE: Do not submit payment of fee until requested**
  - In conjunction with existing companion case (no fee)
- Underlying permit case (provide a copy of the most recent permit comments from the Permit section)
- Underlying companion case (indicate companion case number on Application form)
- Section of Landscape Manual Alternative Compliance applied for
- Completed Statement of Justification
- 1 Aerial photograph with property outlined in red
- Any supporting information (photographs, previous Alternative Compliance approvals, etc.)
- 1 Tree Conservation Plan or Exemption Letter
- 1 Site Plan with site data table (General Notes)
- 1 Landscape Plan:
  - Landscape Architect's seal and signature
  - Planting schedule with key, quantity, size, and common and botanical names
  - Landscape Manual schedule(s) for applicable section(s)
  - North arrow and scale
  - Zoning and use of all abutting property
  - All natural features such as streams, ponds, lakes, etc.
  - Existing and proposed grading in two-foot contours, including the limits of disturbance
  - Location of all existing or proposed easements
  - Delineation of 100 year floodplain
  - Property lines
  - Dimensions of existing and proposed improvements from property lines
  - Required setbacks
  - Location of all existing and or proposed buildings and other structures

## ALTERNATIVE COMPLIANCE SUBMITTAL CHECKLIST

- Location, size and description of all elements which are required to be screened per Section 4.4;  
To include:
  - Trash facilities
  - Mechanical equipment
  - Loading spaces
  - Outdoor mechanical storage
  - Vehicle related uses
- Locations and labels of all proposed plants
- Location, type and quality of existing vegetation
- Location of all existing vegetation to be saved
- Location of all stormwater management ponds
- Location of other landscape elements (berms, walls, fences, etc.)
- Details and specifications of the proposed landscape elements such as fences, walls, screens etc.
- Tree canopy coverage schedule (Subtitle 25, Division 3, if applicable)