

Appendix A – Acronyms

APE - Area of Potential Effect
BZA – Board of Zoning Adjustment
CATEX – Categorical Exclusions
CWA – Commemorative Works Act
DC – District of Columbia
DC Water – District of Columbia Water and Sewer Authority
DCOP – DC Office of Planning
DCSHPO – DC State Historic Preservation Office
DDOT – District Department of Transportation
DOEE – District Department of Energy and the Environment
DOD – U.S. Department of Defense
CFA- U.S. Commission of Fine Arts
EA – Environmental Assessment
EIS – Environmental Impact Study
EISA – Energy Independence and Security Act
EDR – Executive Director’s Recommendation
EO – Executive Order
FCIP – Federal Capital Improvement Program
FFRMS – Federal Flood Risk Management Standard
FMA – Foreign Missions Act
FMBZA – Foreign Mission Board of Zoning Adjustment
FONSI – Finding of No Significant Impact
GSA – General Services Administration
MWCOG – Metropolitan Washington Council of Governments
NCPC – National Capital Planning Commission
NEPA – National Environmental Policy Act
NHPA – National Historic Preservation Act
NCMAC – National Capital Memorial Advisory Commission
NCR – National Capital Region
NPS – National Park Service
OMB – Office of Management and Budget

Submission Guidelines

ROD - Record of Decision

SWMP - Stormwater Management Plan

THPO - Tribal Historic Preservation Officer

TMP - Transportation Management Plan

WMATA - Washington Metropolitan Area Transit Authority

Appendix B – Glossary

Advisory Authority: The Commission has advisory authority for master plans for federal land in the NCR; projects on federal and District land in those portions of Maryland and Virginia within the NCR; and projects on District land in Washington, DC outside the Central Area; and transfers of jurisdiction within the city. These projects must obtain formal comments and recommendations from the Commission before the applicant can proceed.⁹

Action Item: Refers to items on the agenda for which the Commission takes an official action by vote. They include Concept, Preliminary, and Final Reviews by the Commission. Each action item is accompanied by a written recommendation from the Executive Director and a staff report. There are two types of action items: Open Session Items, which require a staff presentation and discussion at the Commission meeting, and Consent Calendar Items, which are items the Commission votes on without a staff presentation and discussion.

Antennas: The Commission reviews all antennas and antenna support structures (such as towers, monopoles, and equipment shelters), whether federally owned or leased, on federal property. The Commission also reviews antennas that are proposed to be located on private buildings that are leased, or intended to be leased, 80 percent or more, to the federal government. Existing antennas that are moved or relocated to another location on a federal facility are also subject to the Commission's review. Any change to a previously approved antenna that affects the public health or welfare, the skyline or scenic character of the nation's capital, or is contrary to the intent of these guidelines must be resubmitted for Commission review as well.

Applicant: Applicants to NCPC include federal agencies, and the District government, as well as non-federal agency applicants that typically have projects subject to NCPC's jurisdiction such as the Smithsonian Institution, the John F. Kennedy Center for the Performing Arts, the United States Institute of Peace, and private parties that undertake actions on federal land. When these organizations plan and perform development activities within the NCR, they must submit their application to NCPC for review.

Approval Authority: The Commission has approval authority for projects on federal land in Washington, DC; projects on District land within the Central Area; and commemorative works on lands administered by NPS and GSA in Washington, DC and the environs.¹⁰

Building and Site Improvements: These projects include 1) building construction or renovation, with or without site improvements, and 2) site improvements such as grading, landscaping, and street and road construction or improvements.¹¹

Capper-Cramton Act: The Capper-Cramton Act of May 29, 1930 authorized funding for the acquisition of lands in Washington, DC, Maryland, and Virginia for the park and parkway system of the national capital.¹² In the past, NCPC was charged with acquiring property for the George Washington Memorial Parkway; stream valley parks in Maryland and Virginia; and the park, parkway, and playground system of Washington, DC. The act requires that the development of the acquired land conform to plans approved by NCPC. Any change to approved plans requires NCPC review and approval.

Central Area: The geographic area in Washington, DC comprised of the Shaw School and Downtown Urban Renewal Areas.

Chancery: Business offices of the diplomatic mission of a foreign government used exclusively for diplomatic and consular functions or the business offices of an international organization.

Commemorative Works: Any statue, monument, sculpture, memorial, plaque, inscription, or other structure or landscape feature, including a garden or memorial grove, designed to perpetuate in a permanent manner the memory of an individual, group, event or other significant element of American history, except that the term

does not include any such item which is located within the interior of a structure or a structure which is primarily used for other purposes.¹³

Commission of Fine Arts (CFA): A federal agency created originally to provide advice on the location and design of fountains, statues and monuments in Washington, DC and to provide general advice on questions of art posed by certain high-level federal government officials (40 U.S.C. § 9102(a)). CFA's authority also extends to, among others, the provision of advice on federal and District government public buildings constructed in Washington, DC (EO 1259); review of and provision of recommendations to the Mayor of the District of Columbia on public and semi-public buildings fronting or adjacent to certain public areas in Washington, DC (40 U.S.C. § 8104); review and provision of recommendations to the mayor on plans to construct, alter, reconstruct or raze buildings within a certain geographic area of Georgetown (D.C. ST. §§ 6-1201-1204); and review and approval of commemorative works in Washington, DC and environs (40 U.S.C. 8905(a)(2)).

Comprehensive Plan: The *Comprehensive Plan for the National Capital* is a document that guides planning and development in Washington, DC and the surrounding region. The Comprehensive Plan is a unified plan comprised of two components—the Federal and District Elements. The Planning Act (40 U.S.C. § 8721(a)) authorizes preparation of the Comprehensive Plan. The Federal Elements are prepared by NCPD, and provide a policy framework for the federal government in managing its operations and activity in the National Capital Region. The District Elements are developed by the District and address traditional city planning issues such as land use, housing, and economic development. NCPD reviews and approves updates to the District Elements to ensure consistency between the District and Federal Elements.

Consulting Party: Advisory Council for Historic Preservation; State Historic Preservation Office, or the Tribal Historic Preservation Office, or a representative of an impacted Indian Tribe; representatives of local governments; non-federal agency applicants seeking approval for a project or phase thereof from the Commission; NCPD when NCPD's shares the same undertaking as another federal agency; individuals and organizations with a demonstrated interest in the undertaking; and the public.

Coordinating Committee: Submissions for proposed projects located in Washington, DC are referred by NCPD staff to the Coordinating Committee prior to Commission review.¹⁴ The Coordinating Committee reviews projects from the perspective of fostering the maximum amount of coordination and consultation among the various agencies of the federal and District governments, and ensuring that Washington, DC is developed in accordance with the Comprehensive Plan. As such, the Committee's recommendations to NCPD specifically address interagency coordination. The Coordinating Committee is scheduled monthly to align with the Commission meeting schedule, the meeting is not attended by the applicant, and any comments or requests received are forwarded by NCPD staff. Once finished with a project review, the Coordinating Committee provides a statement that the project has or has not been coordinated with all agencies represented. NCPD staff includes this statement in the Executive Director's Recommendation. For projects in Washington, DC, consultations with the Coordinating Committee occur at each review stage.

Cooperating Agency - Any federal agency other than a lead agency or a non-federal agency that has jurisdiction by law or special expertise with respect to a proposal that significantly affects the quality of the human environment; a state or local agency of similar qualifications; or when the effects are on a reservation, an Indian Tribe when agreed to by the lead agency.

Environs: The territory surrounding Washington, DC included in the National Capital Region pursuant to 40 U.S.C. 8702(a)(1).

Executive Director: The Executive Director employed by NCPD pursuant to 40 U.S.C. 8711(d).

Executive Orders: Executive Orders are orders issued by the president to an executive branch of the government and having the force of law. Executive orders help officers and agencies of the executive branch with the operations within the federal government itself. Executive orders have the full force of law when they

take authority from a legislative power which grants its power directly to the Executive by the Constitution, or are made pursuant to Acts of Congress that explicitly delegate to the President some degree of discretionary power.

Federal Capital Improvements Program (FCIP): Per the Planning Act, NCPC annually reviews capital improvement projects proposed by federal agencies in accordance with Comprehensive Plan goals and policies. NCPC provides input to the Office of Management and Budget (OMB) annually in the form of the FCIP report.

FOUO: For Official Use Only (FOUO) is a document control designation, but not a classification. This designation is used by Department of Defense and a number of other federal agencies to identify information or material that, although unclassified, may not be appropriate for public release.

Height of Buildings Act: In response to the construction of the 164-foot Cairo Hotel in 1894, the Height of Buildings Act was established in Washington, D.C. This law, enacted in 1910 as 36 Stat. 452, is key to establishing and assuring the horizontal character of the national capital by setting maximum building heights that are generally controlled by street widths. The height limit on residential streets is 90 feet. In business areas, the building height is generally limited to the width of the adjacent street plus 20 feet. In addition, there is a general height limit of 130 feet, extended to 160 feet along certain portions of Pennsylvania Avenue.

International Center Act: authorizes the Commission to approve the location, height, bulk, number of stories, size of, and the provisions for open space and off-street parking in and around buildings for foreign governments and international organizations on land sold or leased by the Secretary of State on a parcel of land in Washington, DC. This land is bounded by Connecticut Avenue, NW; Van Ness Street, NW; Reno Road, NW; and Tilden Street, NW.

L'Enfant Plan: The L'Enfant Plan for the city of Washington is the urban plan developed in 1791 by Major Pierre Charles L'Enfant for President George Washington. L'Enfant set out to create a “magnificent city, worthy of the nation, free of its colonial origins, and bold in its assertion of a new identity.” As a planned city, Washington, DC's urban design is its defining characteristic, with L'Enfant's plan expressed in physical form the ideas of federalism and the separation of powers. He located the U.S. Capitol on the highest point between the Potomac and Anacostia Rivers and envisioned broad avenues—named after states—connecting important public buildings. The plan specified that most streets would be laid out in a grid. To form the grid, some streets would travel in an east-west direction, while others would travel in a north-south direction. Diagonal avenues later named after the states of the union crossed the grid. The diagonal avenues intersected with the north-south and east-west streets at circles and rectangular plazas that would later honor notable Americans and provide open space. Uneven development throughout the first century of the capital city's existence prevented the full realization of Pierre L'Enfant's vision, but its broad avenues, commanding views, and neighborhoods centered around public parks and squares remain the foundation of today's city.

Master Plan: NCPC requires master plans for campus like sites and installations with more than one principal building. Approved master plans are required prior to the development of individual building and site projects. Master plans are processed through the same stages of review as other projects discussed in these guidelines (e.g., Pre-Submission Briefing, Concept Review, Preliminary Review, and Final Review). However, the information required in master plans varies due to the scope and long-term nature of master planning. Projects on installations where there is no approved master plan require an intergovernmental review and extended review time of 30–60 days.

McMillan Plan: Washington, D.C.'s 100th anniversary prompted the formation of the Senate Park Commission, under the chairmanship of James McMillan, to restore the grandeur of L'Enfant's vision to the capital. The 1901 McMillan Plan proposed eliminating the Victorian landscaping of the National Mall and replacing it with a simple expanse of grass, narrowing the Mall, and permitting the construction of low, Neoclassical museums and cultural centers along the Mall's east-west axis. The plan proposed constructing major memorials on the western and southern anchors of the Mall's two axes, reflecting pools on the southern and western ends, and

massive granite and marble terraces and arcades around the base of the Washington Monument. The plan also proposed tearing down the existing railroad passenger station on the National Mall and constructing a large new station north of the Capitol building. Additionally, the McMillan Plan contemplated the construction of clusters of tall, Neoclassical office buildings around Lafayette Square and the Capitol building, as well as an extensive system of neighborhood parks and recreational facilities throughout the city. Major new parkways would connect these parks as well as link the city to nearby attractions. The 1901 McMillan Plan made a distinctive imprint that endures today in the city's architecture and public spaces, particularly in the open greenway of the National Mall, the monumental core of federal buildings, and the comprehensive public park system.

Monumental Core: The general area encompassed by the U.S. Capitol grounds, the National Mall, the Washington Monument grounds, the White House grounds, the Ellipse, West Potomac Park, East Potomac Park, the Southwest Federal Center, the Federal Triangle area, President's Park, the Northwest Rectangle, Arlington Cemetery, the Pentagon area, and Fort Myer and Henderson Hall. *Placeholder for EHP regulation cite.*

National Capital: Washington, DC and territory the federal government owns in the environs.¹⁵

National Capital Planning Act, or Planning Act: The Planning Act established NCPC as the central planning agency for the federal government in the NCR. The Planning Act provides for the agency's essential functions, including development of a Comprehensive Plan for the NCR; review of federal and some District proposed developments and projects; review of District zoning amendments; annual review of the *Federal Capital Improvements Program* and the District Capital Improvements Program; and the development of special planning projects.¹⁶

National Capital Planning Commission: NCPC serves as the central federal planning agency for the unique concentration of federal activities and interests in the NCR. NCPC includes both the Commission, who reviews and approves projects during Commission meetings, and the staff, who coordinate the review of development plans and projects submitted by applicants. One of NCPC's principal responsibilities is to coordinate development activities of federal and District agencies in the NCR. These agencies must submit project and development proposals to the Commission for review by following the process laid out in these Submission Guidelines.

National Capital Region (NCR) Encompasses the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and the incorporated cities of Alexandria, Falls Church, Fairfax, and Manassas. The NCR is about 2,500 square miles (6,475 sq. km)

NEPA: The National Environmental Policy Act, as amended (42 U.S.C. 4321, et seq.) requires federal agencies to assess the environmental effects of their proposed actions prior to making decisions.

NEPA Document: CATEX determination, an EA, an EIS, or other environmental documents identified in CEQ Regulations at 40 CFR 1508.10.

NHPA: National Historic Preservation Act, (P.L.89-665 as amended) requires federal agencies to consider the effects of their undertakings on historic properties in the United States.

Non-Federal Agency: Applicants outside the definition of federal agency that prepare plans for or undertake projects on federal land and include, without limitation, the Smithsonian Institution, the John F. Kennedy Center for the Performing Arts, the National Portrait Gallery, the United States Institute of Peace, the District government, and private parties that are the real party in interest and will directly benefit from action on an application submitted to the Commission. *Placeholder for EHP regulation cite.*

Parking Ratio: Ratio of the number of employees and on-site contractors for each parking space, divided into four general categories reflecting the accessibility of the area, transit service, and travel options.

Parks and Open Space: Parks and open space is any open piece of undeveloped land (has no buildings or other built structures) and is accessible to the public. Parks and open space includes: green space (e.g. parks, community gardens, and cemeteries), schoolyards, playgrounds, public seating areas, public plazas, and vacant lots.

Projects Requiring Referral for Intergovernmental Review and Comment: Certain projects that are submitted to NCPC for review and comment will also be transmitted to other local and state government agencies for input. Projects that will be referred for intergovernmental review include 1) master plans (new plans and major modifications), 2) U.S. Postal Service projects in the NCR, and 3) any other projects or plans that do not fall within a recent NCPC-approved master plan.

Section 106: Section 106 of the National Historic Preservation Act of 1966 (NHPA) requires federal agencies to take into account the effects of their undertakings on historic properties, and afford the Advisory Council on Historic Preservation a reasonable opportunity to comment. A wide variety of federal projects, ranging from the construction, rehabilitation, or demolition of roads, facilities, buildings, and dams to projects which require the issuance of federal licenses and permits, or loans and grants that might affect historic properties are subject to Section 106 review. Properties listed on or eligible for listing on the National Register of Historic Places, a list maintained by the National Park Service, must be considered under the requirements of Section 106. Section 106 encourages, but does not mandate, preservation outcomes. The process provides for the consideration of alternatives that promote preservation and offers the public and stakeholders the opportunity to influence federal decision making.

Submissions: Submissions include a standard application form and a project report. The application form collects information on applicants and projects. The information provided in project reports such as project narrative and exhibits (e.g., maps, renderings and/or figures) provide more specific project information to reflect decisions made as project planning advances, with greater detail being provided at successive stages. NCPC staff will work with applicants to determine which requirements are necessary for a submission's project report.

Transportation Demand Management: A Transportation Demand Management (TDM) program is comprised of a series of strategies designed to maximize traveler choices. Robust TDM programs seek to reduce parking demand at federal destinations, improve environmental quality, and reduce impacts on regional congestion. TDM strategies are designed to change traveler behavior, such as reducing the number of peak travelers, reducing the total number of travelers, encouraging more travelers to share vehicles, and shifting travelers to transportation systems with excess capacity.

Appendix C - Endnotes

¹ The Capper Cramton Act of May 29, 1930, 46 Stat 482, as amended by the Act of August 8, 1946, 60 Stat. 960; Act of July 19, 1952, sec 3, 66Stat 781, 791; and the Act of August 21, 1958, 72 Stat. 705.

² 40 U.S.C. § 8722(b)(1) and DC Code 2-1004(a) requires each federal and D.C. agency, prior to any commitments for the acquisition of land in the District to consult with the Commission. 40 U.S.C. § 8722(c) (1) imposes the same requirement in the environs.

³ 40 U.S.C. §8902(a)(1).

⁴ The Capper Cramton Act of May 29, 1930, 46 Stat 482, as amended by the Act of August 8, 1946, 60 Stat. 960; Act of July 19, 1952, sec 3, 66 Stat 781, 791; and the Act of August 21, 1958, 72 Stat. 705.

⁵ 40 U.S.C. § 8722(b)(1) and DC Code 2-1004(a) requires each federal and D.C. agency, prior to any commitments for the acquisition of land in the District to consult with the Commission. 40 U.S.C. § 8722(c) (1) imposes the same requirement in the environs.

⁶ Percent design development is provided as an approximate reference only to indicate the general stage of design development.

⁷ Final site and building plans for federal public buildings in the D.C. and D.C. government public building within the Central Area must ordinarily satisfy requirements of 40 U.S.C. §§ 8722(b)(1) and (d) or (e) and DC Code. §§ 2-1004(a) and (c).

⁸ The Commission “approves master plans for use by the Commission as a guide for future reviews of individual site and building projects” per U.S.C. §8722(a) and (b)(1)

⁹ See 40 U.S.C. § 8722(b)(1) and DC Code § 2-1004(a).

¹⁰ See 40 U.S.C. § 8722(d)-(e) and DC Code § 2-1004(c); 40 U.S.C. § 8901(4); and 40 U.S.C. § 8905(b)(2).

¹¹ 40 U.S.C. §§ 8722(d)-(e) and DC Code § 2-1004(c) require Commission approval of among others, the location, height, bulk, number of stories and size of development proposals on federal land in the District and District land in the Central Area and the provision of surrounding public space. 40 U.S.C. § 8722(b)(1) requires each federal and D.C Agency, prior to the preparation of construction plans, to consult with the Commission.

¹² The Capper Cramton Act of May 29, 1930, 46 Stat 482, as amended by the Act of August 8, 1946, 60 Stat. 960; Act of July 19, 1952, sec 3, 66Stat 781, 791; and the Act of August 21, 1958, 72 Stat. 705.

¹³ See 40 U.S.C. § 8902(1).

¹⁴ National Capital Planning Act of 1952, Pub. L. No. 82-592, ch. 949, 66 Stat 781,783 (1952).

¹⁵ See 40 U.S.C. § 8702(2).

¹⁶ See 40 U.S.C. § 8701.