

Chapter 3. Master Plan Submission Guidelines

3.1 Introduction

A master plan is a comprehensive development proposal for federal installations or campuses on which more than one building, structure, or activity is located or is proposed to be located. Master plans consider mission needs and anticipate new or changing activities, workforce and visitor projections, and facility conditions, typically over a 20 year planning horizon. They consider complex planning issues related to accommodating future changes in urban design, perimeter security, landscape, visual and cultural resources, stormwater management, flood protection, transportation, and sustainability. NCPC, the sponsoring agency, and local planning departments use master plans to understand future building and site development projects and potential impacts on and off-site.

3.2 Overview of the Submission Process

Master plans should be regularly updated and reviewed⁸ by the Commission before an agency designs and funds future development. A master plan should be a “living” document that helps guide a federal campus/installation’s transition from its current condition into the future. It should address how the proposed plan will serve the agency mission, meet local and federal planning goals, address changes in number of employees, and protect the natural and built environment. Applicants should use the following guidance to ensure that a final master plan has been developed in a collaborative, effective manner with federal and local stakeholders. Unlike the submission guideline process for individual projects, there are typically only two stages for the review of master plans. These include Draft Review, and Final Review. In some cases, staff may suggest a Concept Review in addition to Draft and Final when a master plan is unusually complex or controversial.

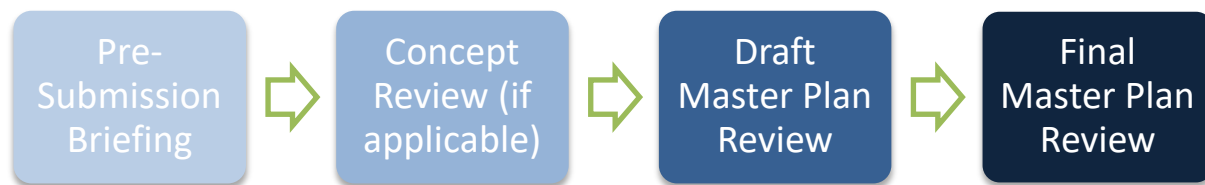


Figure 6: Master Plan Submission Stages

There is also some flexibility with regard to submission requirements for master plans. NCPC’s Executive Director may extend, modify, or waive a requirement pertaining to the scope and content of a master plan on sites when certain requirements cannot be met because of the unique characteristics or quality of the affected federal property. In this circumstance, the Executive Director shall provide notice to potentially affected public agencies and, if appropriate, provide opportunity for consultation.

3.3 Master Plan Updates and Amendments

Agencies are required to review master plans at least every five years to ensure they accurately reflect anticipated changes to the campus/installation. Applicant agencies should advise the Commission of the results of such reviews and provide the Commission a proposed schedule to update a master plan if the applicant has determined an update is necessary.

Up-to-date master plans which have fully completed NCPC's review process, provide several benefits to applicants:

- Serve as a valuable planning tool for applicants, NCPC, and state and local jurisdictions.
- Allow applicant agencies to forego the 60-day referral process to state and local agencies for individual projects prior to NCPC's regular 35-day review period;
- Result in favorable assessments of projects in NCPC's *Federal Capital Improvement Program*, which is used by the Office of Management and Budget to prepare the President's annual budget;
- Reduce the amount of information needed to review specific projects since the more contextual information is already included in the up-to-date master plan for the federal property.

The process outlined above may also apply to master plan modifications; however, a modification may only require an abbreviated process compared to a complete update of the master plan, depending on the nature of the change, scale, and its anticipated environmental impacts. The two factors that would likely warrant a modification include:

1. A major change in the character or intensity of an existing or proposed use on the campus.
2. A change within the campus that creates off-site impacts.



TIP

Applicants benefit by maintaining up-to-date, Commission-approved master plans since projects that are included in the master plans do not undergo referral to local/state agencies, which adds 60 days to a project's review process.

2020 Update to the Federal Transportation Element

On July 9, 2020 the Commission adopted the Transportation Element and policies, which include an update to the Federal parking ratios. This policy and supporting maps can be found in the Element on page 20.

Many installations in the L'Enfant city already meet the 2016 parking ratios and should therefore prepare a new Transportation Management Plan in accordance with the 2020 parking ratios at the time of their next master plan update.

The majority of installations in the region where the parking ratio is proposed to increase are working towards meeting their 2016 parking ratio per their Transportation Management Plan (TMP). At the next master plan update, such installations should build on their existing TMP and detail how the 2020 parking ratio goal can be met over additional time.

3.4 Master Plan Intergovernmental Referrals

NCPC refers all master plans for an intergovernmental review to affected local planning agencies and regional and state clearinghouses for review. This intergovernmental review process for master plans typically requires 90 days. Referrals generally occur at the draft review stage to obtain comments and feedback from state and local stakeholders. NCPC may notify interested stakeholders at other stages of review as necessary. If an affected stakeholder identifies an issue of concern, NCPC staff will engage all parties, including the applicant, to resolve the issue. See the Intergovernmental Referral Resource Guide on NCPC's website for more information.

Submission Guidelines

3.5 Pre-Submission Briefing

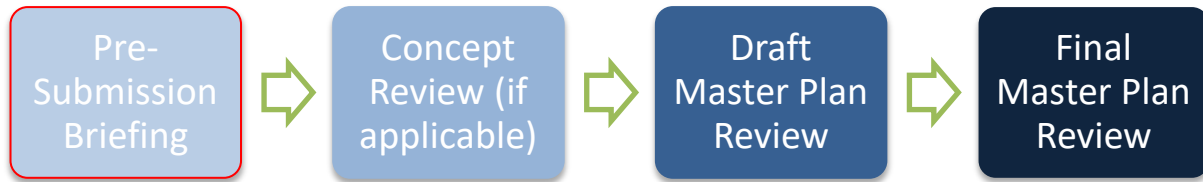



Figure 7: Master Plan Submission Stages: Pre-Submission Briefing

Pre-Submission Briefings provide NCPC with information about the facility and any anticipated changes in development and activities. They also facilitate early identification of issues and concerns and establish coordination for later development stages. Briefings are informal and should be scheduled as early in the master planning process as possible. At this stage, NCPC staff will work with the applicant to determine whether an information presentation or concept review would be beneficial. The following topics are typically discussed at the briefing:

- The NCPC review process
- Agency mission and campus/installation mission
- Existing campus/installation conditions
- Planning constraints/opportunities
- Existing workforce/visitor characteristics
- Relevant agency policies/goals
- Future campus plans/projects
- Anticipated change in campus population
- Anticipated transportation, environmental, and historic preservation impacts
- Coordination with local jurisdictions


TIP

Although not required, planning staff from the local host jurisdiction should be consulted at an early phase of development, either separately or at the initial briefing with NCPC staff.

Table 11: Pre-Submission Briefing Requirements for Master Plans

Pre-Submission Briefing Requirements for Master Plans	
Required?	A Pre-Submission Briefing is required for all Master Plans.
Timing	The Pre-Submission Briefing should occur before the draft master plan is developed when the applicant is considering the needs of the agency over the next 20 years; the anticipated growth of the campus/installation; and the location of different uses.
Submission Content	Applicants are not required to submit any information to NCPC staff prior to Pre-Submission Briefings. However, applicants should be prepared to discuss the topics identified above. Any information that can be shared in advance will better prepare NCPC staff for the briefing.

3.6 Master Plan Concept Review

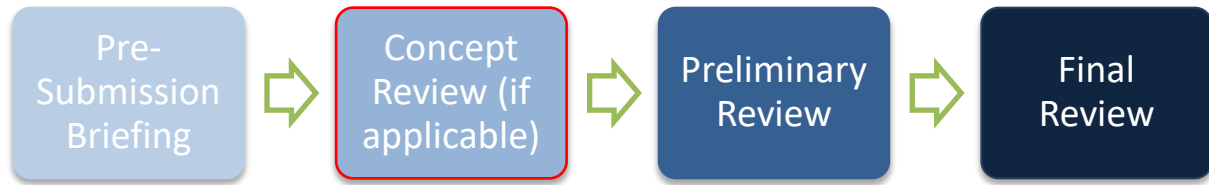


Figure 8: NCPC Submission Stages - Concept Review

Concept Review enables the Commission to provide input into the range of master plan alternatives considered, and the general consistency of the alternatives with NCPC policies (e.g., the general layout, type of development, land use, etc.). This stage of review is important to identify potential issues as early in the master planning process as feasible and prior to further development of the plan details.

This review stage is not mandatory, however NCPC staff will work with applicants early in the planning process to determine if a Concept Review may be helpful for certain master plans. For example, Concept Review may be recommended in these cases:

- Plans where the installation mission or program requirements may be complex and require additional description or explanation.
- Plans where there are concerns related to the potential suitability of proposed sites;
- Plans where several alternatives are under consideration;
- Plans expected to have significant historic resource or environmental impacts;
- Plans that are expected to have substantial offsite effects;
- Plans affecting multiple jurisdictions; and
- Plans where community concern or controversy is anticipated.

An applicant may also request Concept Review to solicit the Commission's input or other stakeholder input prior to preparation of the Draft Master Plan. Concept Review includes a staff presentation of the project to the Commission and an opportunity for the Commission to provide comments to the applicant. During Concept Review, the Commission generally focuses their review on the following:

- Are the master plan goals and objectives consistent with the Comprehensive Plan's Federal Elements and other NCPC policies and plans?
- If more than one alternative is under consideration, are there meaningful differences (or preferences) from NCPC's perspective?
- How is the master plan addressing historic preservation or environmental considerations?
- Are there particularly unique and/or complex issues?
- Are there relevant stakeholders that should be involved?



TIP

Examples of master plans where a Concept Review may be beneficial:

- Greenfield sites
- Sites without any master plan or a master plan that is significantly out of date
- Plans where multiple alternatives are under consideration and the applicant seeks Commission guidance

3.7 Submission Content for Master Plan Concept Reviews

The table provided below is a complete summary of the submission content required during Concept Review.

Table 12: Submission Requirements for Concept Master Plans

Concept Master Plan Submission Requirements	
Required?	Concept Review is recommended for complex master plans. NCPC staff will discuss the appropriateness of Concept Review with the applicant at the pre-submission briefing.
Timing	Concept Review should occur early in the master planning process and prior to selection of a preferred alternative. If NEPA is being addressed during the master planning process, Concept Review would generally occur between Public Scoping and before the issuance of the draft EA or EIS.
Application Form	The Application Form is required.
NEPA	Not required. If NEPA is being addressed during the master planning process, the Public Scoping process should be initiated.
NHPA Section 106	Not required. If NHPA is being addressed during the master planning process, the Section 106 consultation process should be initiated.
Transportation Management Plan	Not required at this stage, however, applicants should begin considering how transportation will be addressed in the master plan.
Concept Master Plan	Concept Master Plan content should be provided per below. Note: All documents should be accessible and adhere to Section 508 of the Rehabilitation Act of 1973, as amended in 1998 (29 U.S.C. § 794 (d)).

Table 13: Project Report for Concept Master Plans

Project Report for Concept Master Plan	
Project Overview	
Description of Agency/Mission	Describe the agency, its mission, and existing employment and parking amounts.
Master Plan Goals and Objectives	Provide an overview of the master plan goals and objectives.
Description of Master Plan Area	Describe the master plan area (including surrounding context) and existing site conditions, including sensitive environmental resources onsite (e.g., natural habitat areas, wetlands, forested areas, etc.).
Description of the Proposed Program and Master Plan Alternatives	Describe what is proposed for the master plan, including the program needs, employment changes over time, land uses, as well as parking amounts. Describe the alternatives that have been or are being considered for the project.

Project Report for Concept Master Plan	
Implementation Schedule and Phasing	Provide a general schedule for implementing the master plan as well as any phasing.
Outreach and Coordination	
Public Engagement	Describe the project’s public outreach component and whether any community or local coordination has been initiated. This should include a summary of community views, if available.
Coordination with Federal, State, and Local Jurisdictions	Provide the status of coordination with affected federal agencies and state and local governments. If known, describe what coordination with federal, state, and local jurisdictions will be required or conducted voluntarily.
Project Information and Drawings	
Regional Context	Provide an overview of the surrounding area and the region in terms of local plans and requirements; land use and development; and natural features
Campus and Facilities Overview	Describe the campus/installation’s mission, land uses, historic structures, and the different agencies/facilities that operate within the campus. This can be a combination of narrative, photos and drawings.
Existing Conditions	Describe existing conditions through plans and narrative, to include: <ul style="list-style-type: none"> ▪ Natural resources, including topography; ecological habitats; vegetation (including trees and forests); water features (wetlands, streams, floodplains); viewsheds; and historic landscapes (individual trees and forests) ▪ The existing transportation and circulation network, including the transit and road network; site access and circulation (bike, auto, pedestrian, shuttle within the campus); and existing parking ▪ Other existing infrastructure, including stormwater management, security and other critical systems
Master Plan Alternatives	Describe the master plan alternatives, if applicable. This should include plans and narrative for each; renderings or massing diagrams may be helpful in conveying the proposed master plan approach.
Proposed Development/ Land Use Plan	<ul style="list-style-type: none"> ▪ Illustrate/describe proposed development/redevelopment on the campus. ▪ Discuss the overall land use plan. ▪ Identify change in the agency’s mission, uses, number of employees and visitors, and operations.
Phasing and Implementation Plan	Provide an overview of the phasing and implementation of projects within a 20-year timeframe. Master plans are typically divided into short-term (approximately five years) and long-term (20-plus years) components, with more probable, funded projects contained within the short-term component and more aspirational, unfunded projects in the long-term component.

Project Report for Concept Master Plan	
Sustainability Approach	<ul style="list-style-type: none"> ▪ Describe how energy conservation and sustainability objectives are incorporated into the plan and the design and construction of proposed projects.
Environmental and Historical Considerations (may be cross-referenced with any NEPA/NHPA documentation)	
Historic Preservation	Identify whether any historic resources are located within the project area or could be affected by the project.
Natural Resources	Describe natural resources that could be present in the project area such as wetlands and waters, endangered and threatened species, unique or critical habitat, trees, migratory birds, etc.
Flooding	Describe any existing and future flood risks and identify floodplains.
Stormwater Management	Include a description of existing characteristics of the site and unique features or conditions that would affect stormwater management.

3.7 Draft Master Plan Review

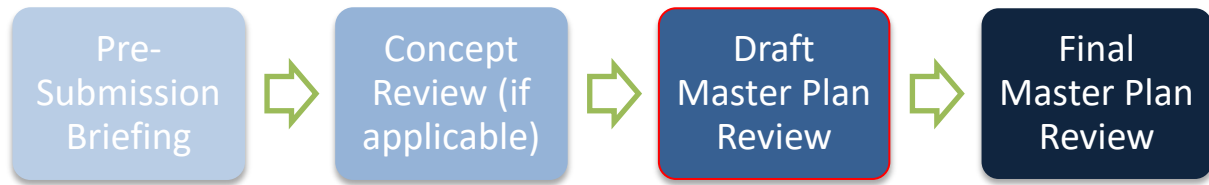


Figure 9: Master Plan Submission Stages: Draft Master Plan Review

Draft Review offers the Commission the opportunity to critique and evaluate the plan in detail. This stage should also provide responses to Commission comments provided during the concept master plan review, if applicable. The Commission will provide comments and recommendations on the draft, intended to help guide the applicant agency in the development of the final plan. The applicant should develop general massing for future buildings and a general landscape plan from the “preferred” alternative to allow meaningful Commission comment. The submission should highlight how future development will attain federal and local goals, objectives, and policies, with metrics/performance measures, if possible. During Draft Review, the Commission will analyze the master plan based on the following questions:

- Are the master plan’s assumptions valid?
- What is the land ownership; are there any acquisition, transfer, or disposition needs?
- What are the general program needs, proposed uses, and number of employees?
- What is the campus’ general form and architecture?
- Are the scale, bulk, and height of buildings appropriate given the site and surrounding context?
- Is there a good understanding of site circulation, and linkages to the context?
- Are historic and environmental elements or issues informing the design?
- Are prominent views/viewsheds identified and addressed in the design?
- Have general stormwater/sustainability strategies been described?
- What is the transportation network and how does it link to the master plan?
- What is the parking strategy and proposed ratio?
- Does the proposed master plan create off-site impacts and are these mitigated?



TIP

Design and location decisions may be relatively finalized at this point as reflected in the “preferred” development scenario of the NEPA analysis.

3.8 Submission Content for Draft Master Plan Review

Table 14: Draft Master Plan Submission Requirements

Draft Master Plan Submission Requirements	
Required?	Review of a draft master plan is required.
Timing	The applicant should submit the draft master plan approximately mid-way through the development process. This stage generally aligns with the issuance of the draft EA or EIS, if NEPA is being addressed during the master planning process.
Application Form	The Application Form is required.
NEPA	If applicable, a copy of the draft NEPA document (Environmental Assessment (EA)/Environmental Impact Statement (EIS)) should be included.
NHPA Section 106	If applicable, a copy of the Assessment of Effects for the Section 106 consultation process should be included.
Transportation Management Plan	A Transportation Management Plan (TMP) is required for all master plans and updates. A draft of the TMP is due for the draft master plan submission. Refer to the addendum of the Comprehensive Plan’s Transportation Element for more information.
Draft Master Plan	A draft master plan is required. See content below. Note: All documents should be accessible and adhere to Section 508 of the Rehabilitation Act of 1973, as amended in 1998 (29 U.S.C. § 794 (d)).

Table 15: Draft Master Plan Content

Draft Master Plan Content	
Overview and Existing Conditions	
Executive Summary	The Executive Summary includes the highlights of all chapters below.
Introduction	The introduction should include the following: <ul style="list-style-type: none"> ▪ A description of the project area (including surrounding areas) ▪ Background/campus history ▪ The intent and purpose for the master plan ▪ The applicant agency’s policies that guide the plan’s development of the Plan ▪ The planning process ▪ Related studies
Goals and Objectives	Describe the plan’s goals and objectives, and agency performance measures.
Master Plan Compliance	Describe the plan’s compliance with the <i>Comprehensive Plan for the National Capital</i> , relevant regulations, and Executive Orders.
Regional Context	Provide an overview of the surrounding area and the region in terms of: <ul style="list-style-type: none"> ▪ Local plans and requirements ▪ Land use and development

Draft Master Plan Content	
	<ul style="list-style-type: none"> ▪ Natural features ▪ Coordination
Campus and Facilities Overview	Describe the campus/installation’s mission, land uses, historic structures, and the different agencies/facilities that operate within the campus.
Existing Natural Resources	<p>Describe the campus’ natural features:</p> <ul style="list-style-type: none"> ▪ Topography ▪ Ecological habitats ▪ Vegetation (individual trees and forests) ▪ Hydrology/watersheds/floodplains/wetlands ▪ Views and landscape character ▪ Historic landscape
Existing Campus Circulation	<p>Describe the existing campus circulation related to:</p> <ul style="list-style-type: none"> ▪ Regional transportation infrastructure such as access to public transportation, and the street and highway network. ▪ Site access and all circulation (bike, auto, pedestrian, shuttle) within the campus ▪ Existing parking ▪ Building connectivity, such as how existing buildings relate to the campus transportation network.
Existing Utility Infrastructure	<p>Provide an overview of the existing utility infrastructure including the:</p> <ul style="list-style-type: none"> ▪ Power system ▪ Stormwater system ▪ Security
Outreach and Coordination	
Public Engagement	Describe community and local coordination conducted for the master plan, what concerns, or issues were raised, and future plans for ongoing coordination.
Coordination with Federal, State, and Local Jurisdictions	Provide the status of coordination with affected federal agencies and state and local governments. Identify concerns or issues that were raised and future plans for ongoing coordination.
Draft Master Plan Information and Drawings	
Master Plan Development	Describe the alternative development concepts that were considered.

Submission Guidelines

Draft Master Plan Content	
Proposed Development/ Land Use Plan	<ul style="list-style-type: none"> ▪ Illustrate/describe proposed development/redevelopment on the campus. ▪ Discuss the overall land use plan. ▪ Identify change in the agency’s mission, uses, number of employees and visitors, and operations.
Phasing and Implementation Plan	Describe the phasing and implementation of projects within a 20-year timeframe. Master plans are typically divided into short-term (approximately five years) and long-term (20-plus years) components, with more probable, funded projects contained within the short-term component and more aspirational, unfunded projects in the long-term component.
Design Guidelines	Describe existing architectural and design characteristics of the site and the proposed architectural and design program, including a description of the signage proposed. The architectural program should be a general summary of major uses and allocation of space. Provide images or drawings if available.
Tree Preservation and Replacement Plan	<p>Tree Preservation and Replacement Plans should generally include the following:</p> <ul style="list-style-type: none"> • Stated goals for tree preservation and replacement. • Firm commitments to strategies that maximize tree preservation and replace trees that are removed. • Identification of any known critical habitat areas or old growth forests. • Identification of preservation areas and areas for replanting. • Description of the trees to be removed. The description should include the general character, age, size, and species of trees anticipated for removal. • Description of methods to replace trees that are removed (e.g.; afforestation, reforestation, individual tree replacement, etc.) <p>Note that deviations from NCPC’s Tree Preservation and Replacement policies will not be considered at the master plan level and may be considered for individual projects. For more information, NCPC’s Tree Preservation and Replacement Policy Resource Guide summarizes the Comprehensive Plan policies, provides key definitions, and additional resources.</p>
Streetscape and Landscape Plan	<ul style="list-style-type: none"> ▪ Describe the existing site landscape and streetscape and the improvements proposed, including landscaping, perimeter security features, lighting, and signage. ▪ Discuss how the proposed improvements will relate to the adjacent public areas (e.g., streets)
Parking and Circulation Plan	<ul style="list-style-type: none"> ▪ Describe who uses the campus and at what time of day? ▪ Describe existing and proposed transportation access to the site (including roads, transit, shuttles, bicycle, and pedestrians). ▪ Include expected changes in volumes and the impact those changes are likely to have on existing infrastructure on and off-site. ▪ Describe planned onsite circulation improvements (e.g. walkways, access corridors).

Draft Master Plan Content	
	<ul style="list-style-type: none"> ▪ Describe approach or strategies to encourage transit use and alternative modes of transportation to access the site. ▪ Describe the parking ratios proposed for the plan. Explain any inconsistencies in the ratios proposed, and the requirement set forth in Section D of the Comprehensive Plan’s Transportation Element. Deviations will not be allowed for the master plan but may be considered at the individual project level. <p>As a reminder, a Transportation Management Plan (TMP) is required for all master plans and updates. A draft of the TMP is due for the draft master plan submission. Refer to the addendum of the Comprehensive Plan’s Transportation Element for more information.</p>
Sustainable Design Plan	<ul style="list-style-type: none"> ▪ Describe how energy conservation and sustainability objectives are incorporated into the plan and the design and construction of proposed projects. ▪ Describe proposed strategies to reduce energy use, promote resource conservation and recycling and/or meet sustainability standards such as LEED. ▪ Describe energy conservation and sustainability plans and policies that apply to the project (e.g., EOs or applicant agency guidance and standards).
Perimeter Security Plan	Describe any proposed perimeter security infrastructure and its relationship to the public realm.
Environmental and Historical Considerations (may be cross-referenced with any NEPA/NHPA documentation)	
Historic Preservation	Identify the Area of Potential Effect (APE) and whether any historic resources are located within the APE and could be affected by the project. If known resources are present, describe the project’s approach to addressing the resource (e.g., avoidance, rehabilitation, preservation, restoration, or demolition).
Natural Resources	Describe the project’s anticipated effect on natural resources that could be present in the project area such as wetlands and waters, endangered and threatened species, unique or critical habitat or ecosystems, trees, old growth forests, migratory birds.
Public Realm and View Sheds	<p>In addition to the Landscape and Streetscape Plan, describe how the project would generally affect the public realm in the project area, including:</p> <ul style="list-style-type: none"> ▪ A description of the addition or removal of trees; ▪ Existing view sheds and how the project would affect views ▪ Anticipated changes in light and shadow.
Flooding	Describe any existing and future flood risks, identify floodplains within the master plan area, and explain campus/installation-wide actions taken to minimize flood risk to the campus/installation and the operations it supports. Describe the floodplain elevation used to determine developmental and environmental

Draft Master Plan Content	
	<p>constraints for the master plan. Describe the role that floodplain risk management played in decision-making when selecting potential development sites.</p> <p>Describe the applicant’s floodplain management compliance achieved to date. Note: For federal applicants, this refers to compliance with NEPA and/or their own agency floodplain guidance. For other applicants this refers to NCPC’s NEPA requirements and floodplain guidance.</p>
Stormwater Management Plan	<p>Provide a draft stormwater management plan explaining the overall stormwater management approach and indicate whether the physical features of the stormwater management approach are sufficiently sized and located so that the site plan does not change. Confirm coordination with the applicable permitting agency.</p>

Transportation Management Plans (TMPs)

Transportation Management Plans (TMPs) should generally incorporate the following:

- Stated goals for trip reduction, mode split, and vehicle occupancy.
- Firm commitments to strategies, and a timetable to minimize vehicle work trips and discourage single-occupant travel during peak and off-peak hours.
- Description of measures to monitor achievement goals and to adjust trip reduction strategies, as needed.
- Description of existing and projected peak hour traffic by mode and a summary of existing and proposed parking by type of assignment (official cars, vanpools, carpools, single occupant vehicles, handicapped persons, visitors, etc.).
- Evaluation of projected transportation impacts and description of proposed mitigation measures.
- Summary of the relationship of the TMP provisions to transportation management requirements of local, state and regional agencies, including provisions for working cooperatively with affected agencies to address those requirements.

For more information, the Transportation Element’s Addendum details the requirements for Transportation Management Plans and Transportation Demand Management. The addendum discusses the purpose of TMPs, and their use by the Commission in the review of master plans and projects. Guidance on developing TMPs and a general outline of TMPs is provided. Typically, TMPs will include information on the existing transportation system, future conditions such as infrastructure improvements and workplace demographics, an implementation section with transportation demand management strategies, and a monitoring and evaluation process. The addendum also explains the role of TDM in meeting transportation goals and managing the impact of federal government operations on the region’s transportation system.

3.9 Final Review

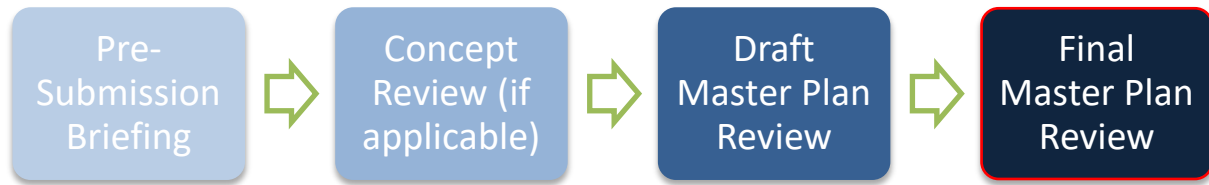


Figure 10: Master Plan Submission Stages: Final Review

The purpose of Final Review is for NCPC to review any changes based on previous Commission comments and any developments since the Draft Review. Following the Commission’s final review, the master plan will be used as a planning tool as part of NCPC’s review process for future projects. Typically, the Final Master Plan will include proposed building sites and development envelopes, along with design standards/policies, which will ensure that future development is coordinated in its design.

During Final Review, the Commission will analyze the Master Plan based on the following questions:

- Has the applicant addressed previous Commission comments?
- Are there any unresolved issues with the final plan?
- Are there any off-site impacts?
- What is the phasing of the Master Plan?
- Is the Transportation Management Plan complete?
- Are the Landscape/Stormwater Plans complete?

Table 16: Final Master Plan Submission Requirements

Final Master Plan Submission Requirements	
Required?	Review of a final master plan is required.
Timing	The timing of the Final Review should coincide with the adoption of a NEPA document (Environmental Assessment (EA)/Environmental Impact Statement (EIS)) and the conclusion of the Section 106 consultation process, if NEPA is being addressed during the master planning process.
Application Form	The Application Form is required.
NEPA	If applicable, provide a copy of the final NEPA documentation (Categorical Exclusion determination, Environmental Assessment or Environmental Impact Statement) and the related Finding of No Significant Impact or Record of Decision. Refer to NCPC's NEPA regulations for more information. Note: the MOA for Section 106 must be signed before a FONSI/ROD is issued.
NHPA Section 106	If applicable, a copy of the final executed documentation (Statement of Effects or Memorandum of Agreement or Programmatic Agreement) for the Section 106 Process is required.
Transportation Management Plan	A Transportation Management Plan (TMP) is required for all master plans and updates. A final version of the TMP is due for the final master plan submission. Refer to the addendum of the Comprehensive Plan's Transportation Element for more information.
Final Master Plan	A final master plan is required. See content below. Note: All documents should be accessible and adhere to Section 508 of the Rehabilitation Act of 1973, as amended in 1998 (29 U.S.C. § 794 (d)).

Table 17: Final Master Plan Content

Final Master Plan Content	
Updates to the Previous Submission	
Updates	<p>Applicants should provide any updates to the following items and address how the Final Master Plan has addressed the Commission's earlier comments:</p> <ul style="list-style-type: none"> ▪ Outreach and coordination ▪ Proposed development/land use plan ▪ Phasing and implementation ▪ Design Guidelines ▪ Tree Preservation and Replacement Plan ▪ Streetscape and landscape plan ▪ Sustainable design plan ▪ Perimeter security plan ▪ Transportation and circulation plan, including TMP
Environmental and Historical Considerations (may be cross-referenced with NEPA/NHPA documentation)	

Final Master Plan Content	
Historic Preservation	Provide any updates to the previously submitted information regarding historic resources within the Area of Potential Effect, and any potential impacts. Describe the project’s approach to addressing the resource (e.g., avoidance, rehabilitation, preservation, restoration, or demolition).
Natural Resources	Describe natural resources on or near the project area, and the project’s anticipated effect on these natural resources such as wetlands and waters, endangered and threatened species, unique or critical habitat or ecosystems, trees, old growth forests, migratory birds, etc. Describe the project’s strategies for minimizing/avoiding impacts to these resources.
Tree Preservation and Replacement Plan	Refine the Tree Preservation and Replacement Plan based on a more developed master plan. Provide any updated information requested with the draft master plan and describe any changes to the previously provided information.
Forest Management Plan	When reforestation or afforestation is required as a result of forest clearing, provide a forest management plan prepared by a licensed forester. The forest management plan must describe the initial planting procedures and the year-by-year maintenance procedures that will be implemented for a minimum of five years following the initial forest planting to ensure the forest’s successful establishment, preservation, and longevity.
Public Realm and View Sheds	Based on a more developed master plan, provide an updated description of the project’s effect on the public realm in the project area, including: <ul style="list-style-type: none"> ▪ The addition or removal of trees ▪ Impacts on viewsheds ▪ Changes in light and shadow ▪ Addition of perimeter security features and antennas
Flooding	Describe any changes to previously provided information, changes to the action since the preliminary review and steps taken to address issues raised by the Commission. Describe the applicant’s floodplain management compliance achieved to date. Note: For federal applicants, this refers to compliance with NEPA and/or their own agency floodplain guidance. For other applicants this refers to NCPC’s NEPA requirements and floodplain guidance.
Stormwater Management Plan	Provide the following: <ul style="list-style-type: none"> ▪ A stormwater management narrative explaining how the master plan complies with all applicable federal (1.7" of rain per Section 438 of the Energy, Independence and Security Act), state, and local requirements (varied based on jurisdiction). ▪ General calculations including required and provided volume. ▪ Description/illustration of the reduction in impervious area. ▪ Description of low impact development strategies, including capacity and size.

3.10 Post-Review: Transportation Management Plan Monitoring

The 2020 Transportation Element introduces an additional element following the final review and approval of a Transportation Management Plan. As individual agencies evaluate projected transportation impacts and mitigation measures, NCPC requests this information to be provided on a biennial basis. NCPC Staff will conduct external outreach and will request applicant agencies to complete a short series of questions, providing a status update on mode split and select transportation demand management strategies. A short question form will be completed through the online Submission Portal and sent to NCPC. This regular reporting assists NCPC in the review of master plan and TMP updates, as well as determining TDM strategy trends. This information is further detailed in the Transportation Element Addendum.