

Chapter 1. Submission Process Overview

NCPC’s Submission Guidelines are critical to the Commission’s ability to carry out its congressionally mandated planning and review authorities. The purpose of this document is to describe the submission process and specific requirements for each stage of review. NCPC has also developed several resource guides (referenced throughout this document) that are related to the plan review process and explain particular topics in more detail. These are available on NCPC’s website and include the following:

- NCPC’s Mission and Authorities
- Intergovernmental Referral for Projects/Master Plans
- National Environmental Policy Act
- National Historic Preservation Act
- Capper Cramton Lands
- Private Contributor Policy
- Foreign Missions
- Stormwater Management
- Flooding
- Transportation Management Plans
- Public Process
- Classified Materials Policy
- Coordinating Committee

The submission process serves as NCPC’s basic planning tool for projects that the Commission reviews and approves. Agencies that are subject to plan and project review must submit development proposals in accordance with the Submission Guideline process. While there are unique requirements for individual project types, the review process generally follows four basic steps. Each step is designed to provide NCPC staff and the Commission with increasingly detailed information as the project and any related National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA) Section 106 analyses progress. Understanding NCPC’s submission process and completing timely submissions are important to avoiding costly delays and revisions later in the project’s design.

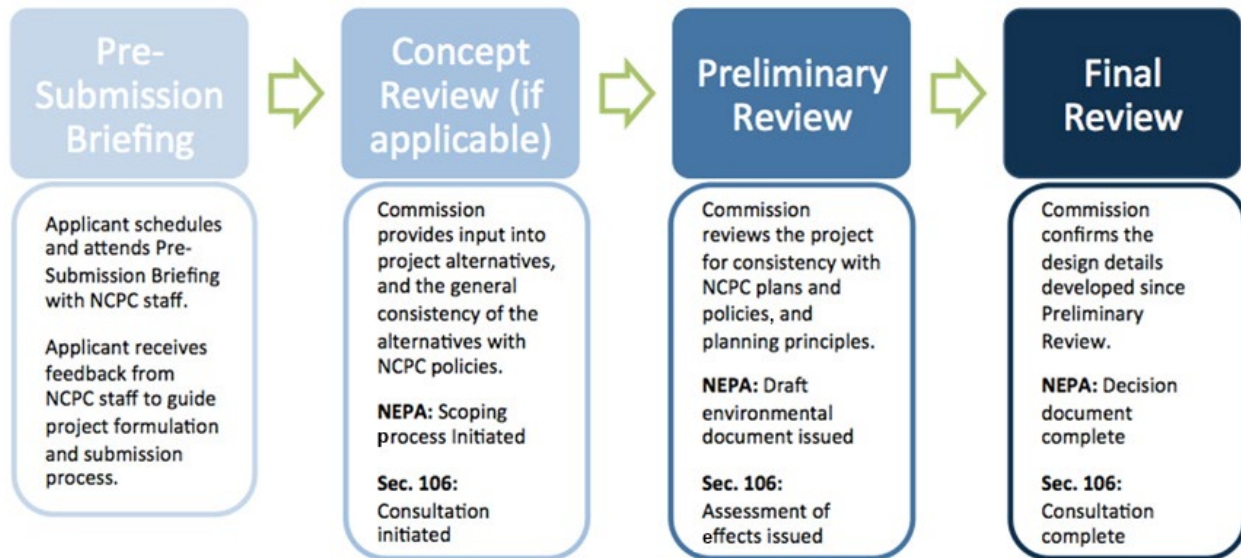


Figure 1: NCPC General Submission Stages

Information Presentations

Information Presentations are distinct from the formal review stages described in the guidelines. They are reserved for introducing large or complex sites or projects before a formal submission is made to the Commission, or to provide an update on specific topics related to projects the Commission has previously reviewed. These presentations occur by recommendation of NCPC staff, and the Commission does not take an action. Information Presentations are also used by NCPC staff or another entity to brief the Commission on planning-related topics that will not come before the Commission for review in the future. Examples include NCPC studies or initiatives or an update on studies in the region. NCPC staff may also brief the Commission on staff-level comments related to environmental reviews. The Commission as a whole does not provide a formal response, but individual Commissioners may provide input which is captured in the Commission meeting minutes.

1.1 Project Types

The specific submission and review process depends on the type of project. The process does not change whether NCPC has an approval or advisory review of a project (the underlying ownership of land and the project's location largely determine NCPC's authority for review of projects). The term "project" is broad and refers to the many types of submissions that NCPC reviews: building and site improvements, parks and open space acquisition/disposition/improvements, site acquisition, commemorative works, master plans, transfers of jurisdiction, and foreign missions. This document includes the submission guidelines for all project types with the exception of zoning referrals from the District of Columbia, which are referred to NCPC by the District of Columbia Zoning Commission.

Building, Site, and Park Projects:

Chapter 2 discusses the submission process for building, site and park projects. These are the most common types of projects submitted to NCPC for review. They include:

- **Building and Site Improvements:** These projects include 1) building construction or renovation, with or without site improvements, 2) site improvements such as grading, landscaping, and street and road construction or improvements, and 3) perimeter security.
- **Parks and Open Space Acquisition/Disposition/Improvements:** These are projects to acquire, dispose, develop, or improve parks and open spaces. Examples of parks and open space include natural areas, parks, trails, greenbelts and greenways, community gardens, and cemeteries, schoolyards, playgrounds, public seating areas, public plazas, and vacant lots. This also includes Capper-Cramton projects which are projects on park land purchased through the Capper-Cramton Act.¹
- **Site Acquisition:** These projects are commitments for the acquisition of land paid for fully or in part with federal or District funds (regardless of development) in the National Capital Region (NCR).²

Other Projects:

NCPC has separate submission requirements for master plans, commemorative works, antennas, transfers of jurisdictions, foreign missions, and projects requiring referral for intergovernmental review and comment. Refer to the cited chapters for additional details of what is required for these submissions:

- **Master Plans (Chapter 3):** NCPC requires master plans for campus developments or military installations with more than one principal building. Approved master plans are required prior to the development of individual building and site projects. The Planning Act requires that NCPC use master plans as a guide for reviewing development on campuses/institutions. New and major modifications to master plans are subject to intergovernmental referral, meaning they are transmitted to local and state government agencies for input (see the Intergovernmental Referral Resource guide on NCPC's website). Master plans generally follow the same stages of review as other projects discussed in these guidelines. However, the information required for master plans is different from what is required for specific projects due to the scope and long-term nature of master planning. Therefore, NCPC has developed separate submission guidelines specifically for master plans.
- **Commemorative Works (Chapter 4):** These projects extend to any statue, monument, sculpture, memorial, plaque, inscription, or other structure or landscape feature, including a garden or memorial grove, designed to perpetuate in a temporary or permanent manner the memory of an individual, group, event, or other significant element of American history. The Commemorative Work is constructed on lands and properties administered by the National Park Service and the General Services Administration in the District of Columbia and the Environs. 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.³
- **Antennas (Chapter 5):** These projects include 1) antennas and antenna support structures (such as towers, monopoles, and equipment shelters), whether federally owned or leased, on federal property; 2) antennas moved or relocated to another location on a federal facility; and 3) 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 the Commission's guidelines on antennas (see Chapter 5).
- **Transfers of Jurisdiction (Chapter 6):** These projects include transfers of jurisdiction of federally owned property within Washington, DC between federal agencies, federal agencies and the District government, and/or between District government agencies. Notwithstanding the transfer of jurisdiction, the land remains federally owned, and the transfer only affects the government entity with custody and control over the federal land.
- **Foreign Missions (Chapter 7):** These projects include applications for foreign mission development or modifications to an existing foreign mission at the International Chancery Center or Foreign Mission Center.

1.2 Applicant Form and Project Report

Submissions for Commission review require a standard application form and a project report. The application form can be downloaded from [NCPC's website](#). The application form collects information on applicants and projects. Project reports are required at the various submission stages and generally include a project narrative, studies, and exhibits (e.g. maps, renderings, studies, and/or figures) to provide more specific project information. Examples of effective project submissions are on [NCPC's website](#).

Before preparing a submission, applicants should review NCPC's Environmental and Historic Preservation Policies and Procedures (located on [NCPC's website](#)). The applicable policies and procedures are outlined for each project type in subsequent chapters.



TIP

A submission consists of a standard application form and a project report with supporting materials.