

Chapter 2. Building, Site, and Park Project Submission Guidelines

2.1 Introduction

Chapter 2 discusses the submission guidelines for building, site, and park projects. These encompass the types of projects most often submitted to NCPC for review. While there are several types of projects in this category, the submission process and guidelines are the same. The projects 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. 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 Act⁴. More information about NCPC's review of Capper Cramton projects can be found on [NCPC's website](#).
- **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).⁵ Location and program submissions must precede commitments for the acquisition of land to be paid for in whole or in part from Federal or District funds.

2.2 Pre-Submission Briefing



Figure 2: Building, Site, and Park Project Submission Stages: Pre-Submission Briefing

Pre-Submission Briefings provide NCPC staff and the applicant an opportunity to informally discuss the proposed project, identify potential issues, and establish coordination for the planning/environmental/historic preservation review stages prior to Commission review.

During the Pre-Submission Briefing, NCPC staff and applicants should discuss the following:

- Determine if the project requires Commission review or if the project meets one of the exceptions discussed in Chapter 8.
- Determine which review stages are necessary.
- Address the level of security classification for the project.
- Identify unique or complex issues applicable to the project.
- Discuss whether the project involves confidential, or for official use only, information.
- Determine plans and policies applicable to the project.

- Establish a submission schedule.
- Identify if additional information is needed in the submission.
- Identify other agency reviews and approvals.
- Determine National Environmental Policy Act (NEPA)/National Historic Preservation Act (NHPA) Section 106 implications (if applicable).

Applicants should contact the Director of the Urban Design and Plan Review Division, or the assigned NCPC staff member, if known, by phone or email, to request a briefing. Contact information is available on [NCPC's website](#).

Table 2: Pre-Submission Briefing Requirements for Building, Site, and Park Projects

Pre-Submission Briefing Requirements for Building, Site, and Park Projects	
Required?	Yes. At the discretion of NCPC staff, Pre-Submission Briefings may be conducted via phone or email for small and less complex projects. For particularly large, complex, or long-term projects, additional consultations may be necessary.
Timing	Briefings occur early in project development (e.g., 0-15 percent design development ⁶), prior to the initiation of NEPA/Section 106, substantial design, or location decisions.
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 subject matter identified above. Any information that can be shared in advance will better prepare NCPC staff for the briefing.

2.3 Concept Review

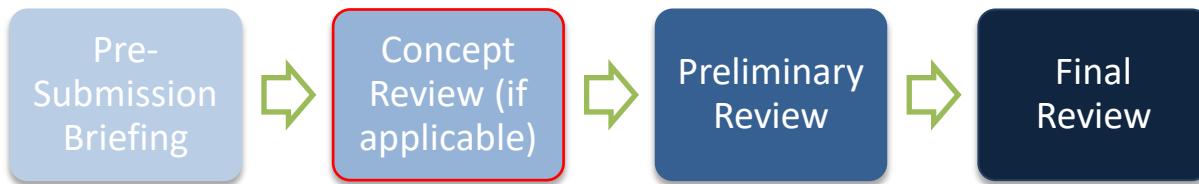


Figure 3: NCPC Submission Stages - Concept Review

Concept Review enables the Commission to provide input into the range of project alternatives considered, and the general consistency of the alternatives with NCPC policies (e.g., the general location, type of development, land use, etc.). This stage of review is important to identify potential issues as early in the project development process as feasible and prior to the expenditure of substantial funds for more detailed project design.

Concept Review is required for commemorative works, and complex projects. For all other projects, NCPC staff reserves the right to require Concept Review. NCPC staff will require Concept Review for these types of complex planning and development projects:

- Project involving the acquisition of land;
- Projects where there are concerns related to the potential suitability of a proposed site;
- Projects where several alternatives are under consideration;



TIP

Concept Review is required for:

- Commemorative works;
- Complex projects.

For all other projects and master plans, NCPC staff will work with applicants to determine if a Concept Review will be beneficial.

- Projects expected to have significant historic resource or environmental impacts;
- Projects that are expected to have substantial offsite effects;
- Projects affecting multiple jurisdictions; and
- Projects where community concern or controversy is anticipated.

Any applicant may also request Concept Review to solicit the Commission's input or other stakeholder input prior to preparation of the Preliminary Review submission. 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:

- Is the plan or project consistent with the Comprehensive Plan's Federal Elements and other NCPC policies and plans?
- Is the plan or project appropriate for the site, given the site's context?
- If more than one alternative is under consideration, are there meaningful differences (or preferences) from NCPC's perspective?
- Are there particularly unique and/or complex issues?
- Are there relevant stakeholders that should be involved?

2.4 Submission Content for Concept Reviews

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

Table 3: Concept Review Requirements for Building, Site, and Park Projects

Concept Review Requirements for Site, Building, and Park Projects	
Required?	Concept review is required for complex projects. NCPC staff will discuss whether Concept review is required at the Pre-Submission Briefing.
Timing	Concept Review occurs at the early stages of environmental review and public coordination for the project (e.g., 10-25 percent design development).
Application Form	The application form is required.
NEPA	At Concept Review the NEPA Public Scoping process shall have been initiated by the Federal Agency applicant or NCPC for a Non-federal Agency applicant. Alternatively, if the Federal Agency applicant or NCPC is contemplating the use of a CATEX, the initiation of the Public Scoping Process may be deferred until the final decision on use of a CATEX is made.
NHPA Section 106	If the applicant has a Section 106 responsibility, the applicant should have initiated the Section 106 consultation process. No other Section 106 documents are due at this time. If only NCPC has a Section 106 responsibility, NCPC will work with the applicant to initiate the consultation process.
Project Report (content listed below)	Required. If the information below is not available, please describe why and whether it is forthcoming. 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 4: Project Report Content for Building, Site, and Park Projects

Project Report Content for Building, Site, and Park Projects	
Project Overview	
Description of Agency/Mission	Describe the agency, its mission, and existing employment numbers.
Description of Project Area	Describe the project area (including surrounding areas) and existing site conditions, including sensitive environmental resources onsite (e.g., natural habitat areas, wetlands, trees, etc.).
Description of the Proposed Development and Development Alternatives	Describe what is proposed for the project site including the total area of the site to be developed (if applicable) and allocation of land to proposed uses. Describe what other alternatives have or are being considered for the project.
Master Plan Alignment	If the project is part of a master plan, describe any discrepancies between the master plan and what is currently proposed.
Site Acquisition Information	If the submission is for review of a site acquisition project, provide information regarding the location under consideration (i.e. transit accessibility, proximity to federal agencies and amenities, etc.) and the proposed program for the site.
Schedule	Provide a schedule for project construction and occupancy (if applicable).
Project Cost Estimate	Provide a total estimated cost of the project and its funding status.
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	
Site Plan	<p>Provide schematic site plans to depict the relationships of proposed improvements and existing site features. Site plans should include the following information:</p> <ul style="list-style-type: none"> ▪ Site boundaries, including dimensions; and ▪ Existing and proposed topography of the site (preferably at 1-2-foot contour intervals).

Project Report Content for Building, Site, and Park Projects	
	<ul style="list-style-type: none"> ▪ Existing man-made features to remain and all proposed buildings, structures, and related improvements on and immediately adjacent to the site, including, but not limited to access ways, driveways.
Transportation and Circulation	Analysis of existing and proposed transportation and circulation systems, as well as parking supply and needs.
Photographs	Provide photographs and aerial imagery of proposed project site and impacted project areas.
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. 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, trees, migratory birds, etc.
Flooding	<p>Describe any existing and future flood risks and identify floodplains.</p> <p><u>If available:</u></p> <ul style="list-style-type: none"> ▪ Describe if the project is a critical action and how the proposed action will generally (in terms of flooding) affect, or be affected by, neighboring properties. Describe how the proposed design will minimize flood risk to the proposed action and the operations it supports. Describe how the proposed design will minimize impacts to the floodplain. <p><u>If the project involves site selection:</u></p> <ul style="list-style-type: none"> ▪ Describe the site selection process and the role that floodplain risk management played in decision-making. If sites outside the floodplain were not considered, or a site outside the floodplain was considered and rejected, please explain why. <p><u>If the project involves investment in existing facilities:</u></p> <ul style="list-style-type: none"> ▪ Describe if the applicant considered relocation of existing functions Does the proposed design make the existing facility and its operations more resilient to flood impacts, and if so, describe how.
Stormwater Management	Include a description of existing characteristics of the site and unique features or conditions that would affect stormwater management. Describe the conceptual approach to managing stormwater on the project site. Identify which federal, state, and local regulations and guidance will be applied to the project and which jurisdiction will approve the stormwater management plan and erosion and sediment control plan.

2.5 Preliminary Review

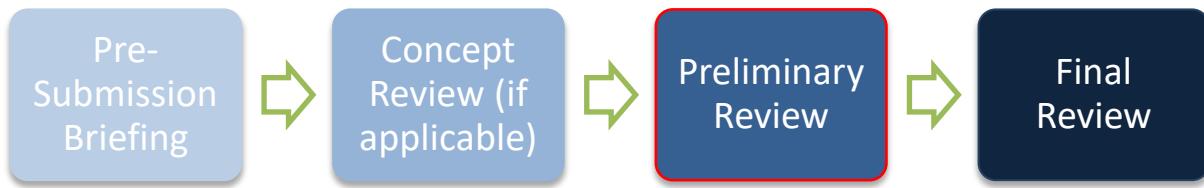


Figure 4: Building, Site, and Park Project Submission Stages: Preliminary Review

At Preliminary Review, the Commission will take an approval action on the submission and may provide comments, requests, or recommendations that the applicant should address for the Commission's Final Review.

Preliminary Review is required for all projects and generally is the most extensive review stage. It is the best opportunity for the Commission to provide feedback on a project developed to a reasonable degree of certainty (25-35 percent design development), but prior to the point where project decisions or direction are permanently set. During Preliminary Review, the Commission focuses their review on questions and issues such as:

- Is the proposed project consistent with the Comprehensive Plan's Federal Elements and other Commission plans including elements of massing, placement, parking, building height, and site design?
- Is the plan or project appropriate for the site, given the site context? Does it preserve natural areas?
- How do the site's various elements relate to one another?
- What are the streetscape and/or landscape strategies?
- Does the proposed design address flooding and/or stormwater concerns?
- Does the project address sustainability goals and objectives?
- If the project is an open space plan, what is the planned programming (passive, active, natural)? Is the project linked to larger open space networks?
- How will the project affect views/viewsheds?
- How will site access, circulation, and linkages be achieved? Does the project support alternative modes of transportation?
- What is the parking strategy and what parking ratio is proposed?
- What is the architectural strategy (fenestration, materials, transparency)?
- If more than one alternative is under consideration, what is the applicant's preferred alternative?
- Who are the relevant stakeholders for the project and what are their interests?



TIP

NCPC's Preliminary Review aligns most closely with the U.S. Commission of Fine Arts' Concept Review.

2.6 Intergovernmental Referrals

Certain projects submitted to NCPC for review will also be transmitted by NCPC to other local and state government agencies for input. Projects that are referred for intergovernmental review include:

- 1) Master plans (new plans and major modifications)
- 2) U.S. Postal Service projects in the NCR
- 3) Any projects on installations/campuses that are not included within the most current master plan approved by NCPC.

Projects on installations/campuses where there is no approved master plan require an intergovernmental review and extended review time of 30–60 days. Master plans require an extended review time of 90 days. See the Intergovernmental Referral Resource Guide on NCPC's website for more information.

2.7 Submission Content for Preliminary Reviews

Table 5: Preliminary Review Requirements for Building, Site, and Park Projects

Preliminary Review Requirements for Building, Site, and Park Projects	
Required?	Preliminary Review is required for all projects. NCPC staff may decide to combine Preliminary and Final Review for less complex projects.
Timing	Preliminary review occurs after tentative design decisions have been made but well before detailed design work begins (e.g., 25–35 percent design development). Preliminary Review should be completed prior to the issuance of design build contracts.
Application Form	The application form is required.
NEPA	If the applicant has a NEPA responsibility, submit the draft NEPA document (Environmental Assessment (EA)/Environmental Impact Statement (EIS)) or the selection of a Categorical Exclusion (CATEX) applicable to the project (if not already selected during Concept Review). If only NCPC has a NEPA responsibility, NCPC will work with the applicant to develop this information.
NHPA Section 106	If the applicant has a Section 106 responsibility, include the Assessment of Effects for the Section 106 if relevant or documentation of the consultation process. If only NCPC has a Section 106 responsibility, NCPC will work with the applicant to develop this information.
Transportation Management Plan	A Transportation Management Plan (TMP) will be required for any project anticipated to have transportation implications, including those resulting from a change in use, increase in federal employees or visitors travelling to a workplace or other destination, increase in parking, or physical alterations or improvements that cause circulation impacts. If a TMP is required, a draft is due at Preliminary Review. Refer to the addendum of the Comprehensive Plan's Transportation Element for more information.
Project Report (content listed below)	<p>Required. If the information below is not available, please describe why and whether it is forthcoming.</p> <p>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)).</p>

Table 6: Project Report Content for Preliminary Review of Building, Site, and Park Projects

Project Report Content for Preliminary Review of Building, Site, and Park Projects	
Project Overview	
NCPC Plans and Policies	Describe the proposed project and provide a general summary of compliance with NCPC plans and policies. Staff can provide relevant plans and policies to the applicant.
Description of Project Area	Describe the project area (including surrounding areas) and existing site conditions, including sensitive environmental resources onsite (e.g., natural habitat areas, wetlands, trees, etc.).
Description of the Proposed Development and Alternatives	Describe what is proposed for the project site including the total area of the site to be developed (if applicable) and allocation of land to proposed uses. Describe what other alternatives have or are being considered for the project.
Master Plan Alignment	If the project is part of a master plan, describe any discrepancies between the master plan and what is currently proposed.
Schedule	Provide a schedule for project construction and occupancy (if applicable).
Proposed Schedule / Project Cost Estimate	Provide a total estimated cost of the project and its funding status.
Outreach and Coordination	
Public Engagement	Describe community and local coordination conducted for the project, 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.
Detailed Project Information and Drawings	
Description of Buildings (if applicable)	Describe existing and proposed buildings including mass, height, and bulk.
Site Plan	<p>Provide a site plan that shows the relationship of proposed improvements to existing site features. The site plan should include:</p> <ul style="list-style-type: none"> ▪ Site boundaries, including dimensions ▪ Buildings to remain and be demolished ▪ Roadways entrances, and parking areas ▪ Major utilities ▪ Walkways ▪ Fences ▪ Walls and other man-made improvements ▪ Substantial groupings of trees and shrubs

Project Report Content for Preliminary Review of Building, Site, and Park Projects	
Vicinity Map	<ul style="list-style-type: none"> ▪ Show the project in its surrounding context. The vicinity map should contain: ▪ Boundaries of proposed site, existing uses, building outlines, streets, and other physical features, both within the site and in the surrounding area extending at least 500 feet in all directions. ▪ Existing zoning on non-federal lands surrounding the site and related master plans or proposals for the area if applicable.
Architectural and Design Program (if applicable)	Describe the site's existing architectural and design characteristics and the proposed architectural and design program and features proposed, 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.
Existing Tree Survey and Inventory	<p>Provide a survey plan prepared by an Arborist of existing trees located on and within 15 feet of the project site. The survey should document the location, size, species, critical root zone, and the species and condition ratings of individual trees and identify areas where natural regrowth is present. The survey and inventory should analyze existing and proposed grade changes and include notations indicating the likelihood of the tree's ability to survive construction activity.</p> <p>Provide a Forest Stand Delineation (FSD) plan prepared by an Arborist or Forester for forests and stands of trees located on and within 15 feet of the project site. A FSD plan identifies existing forest cover and environmental features on a proposed development site. The FSD plan includes an accurate depiction of the forest species, composition, age, condition, location, acreage, and areas of natural regrowth that exist on a property.</p>
Tree Preservation and Replacement Plan	<p>Identify trees to be preserved and trees to be removed on the plan. Describe the tree preservation and replacement plan for the proposed project. The description should include the following:</p> <ul style="list-style-type: none"> • If the project is part of a master plan, describe how the project supports and is consistent with the master plan's tree preservation and protection plan. Explain and justify any deviations from the approved master plan. • Identification of preservation areas and areas for replanting. • Description of methods to protect trees, the approach to replace trees that are removed, and any deviations from the policies set forth in Section G of the Comprehensive Plan's Federal Environment Element.
Landscape and Streetscape Plan (if applicable)	Describe the existing site landscaping and streetscape and the improvements proposed, including landscaping, perimeter security features, lighting, and signage and discussion of how the proposed improvements will relate to the adjacent public areas (e.g., streets). Provide images or drawings if available.
Transportation and Circulation	<p>Describe the transportation and circulation plan for the proposed site. The description should include the following:</p> <ul style="list-style-type: none"> ▪ Analysis of existing and proposed transportation access to the site (including roads, transit, bicycle, and pedestrian), including expected

Project Report Content for Preliminary Review of Building, Site, and Park Projects	
	<p>changes in volumes and impact those changes are likely to have on existing infrastructure and mode share.</p> <ul style="list-style-type: none"> ▪ If the project is part of a master plan, describe how the project supports and is consistent with the master plan's transportation and circulation elements. Explain and justify any deviations from the approved master plan. ▪ Describe planned onsite circulation improvements (walkways, access corridors). ▪ Describe approach or strategies to encourage transit use and alternative modes of transportation to access the site. ▪ Describe the parking ratios proposed for the project. Explain any inconsistencies between the ratios proposed, and 1) the approved master plan (if applicable) and 2) the requirement set forth in Section D of the Comprehensive Plan's Transportation Element. ▪ If a deviation is sought from Comprehensive Plan's parking policies, the applicant should provide a narrative that explains how the project meets one or more of the criteria described in Table 7, including data and analysis as applicable, along with a discussion of why the project cannot implement strategies to adequately reduce transportation demand.
Perimeter Security	If applicable, discuss the perimeter security requirements of the proposed project, justification for the proposed security, and any improvements that will be necessary. Discuss any impacts the security infrastructure may have on the public realm (sidewalks, streets, landscaping, access/circulation for all modes). Include the security requirements on the site plan and show diagrams/illustrations as necessary.
Photographs	Photographs and aerial imagery of proposed project site and impacted project areas.
Environmental and Historical Considerations (may be cross-referenced with any NEPA/NHPA documentation)	
Historic Preservation	Identify the Area of Potential Effect (APE), historic resources within the APE, and any potential impacts. 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 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, trees, migratory birds, etc.
Energy and Sustainability	Describe how the project's design meets energy conservation and sustainability objectives.
Public Realm and View Sheds (if applicable)	In addition to the Landscape and Streetscape Plan, describe how the project would generally affect the public realm in the project area including a description of the addition or removal of trees; existing view sheds and how the project would affect views; and anticipated changes in light and shadow.

Project Report Content for Preliminary Review of Building, Site, and Park Projects	
Flooding	<p>Describe if the project is a critical action and how the proposed action will generally (in terms of flooding) affect, or be affected by, neighboring properties. Describe how the proposed design will minimize flood risk to the proposed action and the operations it supports. Describe how the proposed design will minimize impacts to the floodplain.</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> <p><u>If the project involves site selection:</u></p> <ul style="list-style-type: none"> ▪ Describe the site selection process, including an explanation of the factors used in decision-making. If sites outside the floodplain were not considered, or a site outside the floodplain was considered and rejected, please explain why. <p><u>If the project involves investment in existing facilities:</u></p> <ul style="list-style-type: none"> ▪ Describe if the applicant considered relocation of existing functions. Does the proposed design make the existing facility and its operations more resilient to flood impacts, and if so, describe how.
Stormwater Management (if applicable)	Describe 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 doesn't change. Confirm coordination with the applicable permitting agency.

Table 7: Criteria for Deviations from Parking Policies

Criteria for Parking Deviations	
If a project deviates from NCPC's parking policies, the applicant should provide a narrative that explains how the request meets one or more of the criteria outlined below, including data and analysis as applicable.	
Criterion 1	Agency mission requires that a majority of employees commute when multimodal access is a challenge, such as times when transit is unavailable or bike/pedestrian travel is unsafe, work in overlapping shifts, or are not allowed to telework or use alternative work schedules.
Criterion 2	A lack of bicycle and pedestrian infrastructure makes access to the facility from transit stations a challenge, and local/regional plans do not anticipate area improvements to the bicycle/pedestrian network or an expansion of high-capacity transit access (i.e., BRT, LRT, rapid bus).
Criterion 3	The distance from the nearest major transit stop to core work areas exceeds a half mile measured by pedestrian infrastructure, or an approximately 10-minute walk. This should include any distance traveled across an installation or campus to worksites for employees.

Criteria for Parking Deviations	
Criterion 4	Commute times via public transportation versus personal vehicle are a hardship for a majority of the employees at a particular facility. For example, if the average one-way commute for most employees via public transportation exceeds 1.5 hours, but the average drive time is 30 minutes, a deviation may be considered.

Table 8: Criteria for Deviations from Tree Preservation and Replacement Policies

Criteria for Tree Preservation and Replacement Policy Deviations	
If a project deviates from NCPC's tree preservation and replacement policies, the applicant should provide a narrative that explains how the request meets one or more of the criteria outlined below, including data and analysis as applicable.	
Criterion 1	<p>The project cannot provide the total quantity of replacement trees required and the balance of replacement tree(s) is offset with sustainable, low impact development (LID) practices on the project site or property. The LID practices proposed are in addition to those necessary for compliance with other regulations (e.g. stormwater regulations). These practices must provide equal environmental benefits to those of canopy trees such as stormwater capture and treatment, reduced urban heat island effect, air pollution mitigation, and/or carbon sequestration.</p> <p>One or more of the following LID practices are proposed:</p> <ul style="list-style-type: none"> • Bioretention • New plantings • Tree preservation • Vegetated walls • Vegetated roofs • Permeable paving • Renewable energy • Harvested stormwater irrigation • Other practices not listed above must be approved by NCPC <p>Provide documentation with metrics that demonstrate how the LID practice(s) selected will equate to at least one of the benefit(s) that the remaining quantity of replacement trees would have provided annually. For purposes of calculating the environmental benefit(s) of the remaining trees, mature, large canopy tree species, in good condition must be used. Location and sun exposure factors should be consistent with project site conditions.</p>

Criterion 2	The project is an ecological restoration or management project (e.g.; stream restoration, forest management) where tree removal is necessary to implement the restoration or management of a natural resource. A comprehensive re-vegetation plan, which may include natural regeneration, is included in the restoration project and the impacted or disturbed area is restored to an equal or improved ecological structure and function. A narrative that describes the ecological benefit provided and demonstrates that the functions are equal to, or greater than, the prior conditions is provided.
Criterion 3	The project is a restoration of a cultural landscape that requires removal of existing tree(s) and vegetation to return it to its original historic character, and the addition of new trees or LID practices on the site is not appropriate. The restoration plan includes trees and other vegetation in the appropriate places and quantities to serve the environmental and cultural landscape function of that site, such as forest canopy, floodplain, historic landscape, etc.
Criterion 4	The project is located in the Monumental Core and there is limited space available for planting or additional LID practices on the project site or on nearby sites within the agency's jurisdiction. The proposed plan maximizes tree preservation and planting and other vegetation to the extent practical, and installs larger caliper trees, in lieu of a higher quantity of small trees, where appropriate.

2.8 Final Review Description

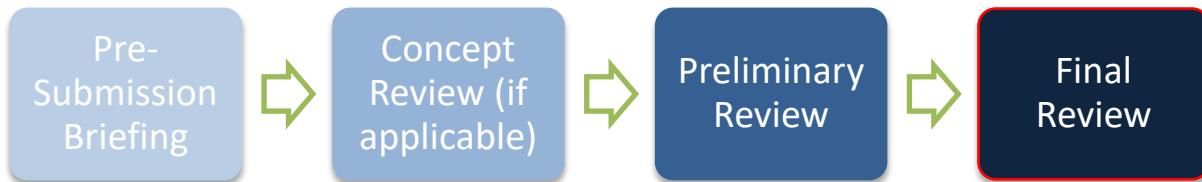


Figure 5: Building, Site, and Park Project Submission Stages: Final Review

The purpose of the Final Review is for the Commission to confirm the design details developed since Preliminary Review and understand how the applicants have responded to the Commission's previous comments. Final Review completes NCPC's review of a project.

During Final Review, the Commission generally focuses their review on questions and issues like:

- Were the comments provided during Preliminary Review adequately addressed?
- What does the landscaping plan include?
- How has the applicant addressed applicable Stormwater Management Permit requirements?
- What are the streetscape, lighting, signage, and perimeter security design details?
- Does the site plan address the project's relationship to open spaces and adjacent uses?
- What is the site's final circulation and parking plan?


TIP
 Final Review approval expires after five years.

- Is the applicant confident that the site layout and design is not going to substantially change?

2.9 Commission Final Approvals

Applicants may not lawfully deviate from final plans approved by the Commission when the Commission has an approval authority.⁷ Therefore, applicants are urged to resolve all outstanding planning and design issues with affected agencies and organizations prior to the submission for Final Review. Final Review approval expires after five years. If the applicant has not started construction during this time, they must resubmit the project. If substantial changes (see Chapter 8) must be made to approved final plans after the Commission has taken action, applicants are required to submit revised plans for Commission review and action.

2.10 Submission Content for Final Reviews

Table 9: Final Review Requirements for Building, Site, and Park Projects

Final Review Requirements for Building, Site, and Park Projects	
Required?	Final Review is required for all projects.
Timing	Final Review occurs when the applicant has made all design decisions (including building and landscaping materials) and prior to advertisement and award of construction contracts (e.g., 50-70 percent design development).
Application Form	The application form is required.
NEPA	<p>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.</p> <p>If only NCPC has a NEPA requirement, NCPC will work with the applicant to complete the final NEPA documentation.</p>
NHPA	If National Historic Preservation Act (NHPA) Section 106 consultation is required for the project, provide final executed documentation (e.g., Statement of Effects, Memorandum of Agreement or Programmatic Agreement).
Transportation Management Plan	A Transportation Management Plan (TMP) will be required for any project anticipated to have transportation implications, including those resulting from a change in use, increase in federal employees or visitors travelling to a workplace or other destination, increase in parking, or physical alterations or improvements that cause circulation impacts. If a TMP is required, a draft is due at Preliminary Review. Refer to the addendum of the Comprehensive Plan's Transportation Element for more information.
Project Report (content listed below)	<p>Required. If the information below is not available, please explain why.</p> <p>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)).</p>

Table 10: Project Report Content for Final Review of Building, Site, and Park Projects

Project Report Content for Final Review of Building, Site, and Park Projects	
Project Overview	
NCPC Plans and Policies	Describe the proposed project and provide a general summary of compliance with NCPC plans and policies. Staff can provide relevant plans and policies to the applicant.

Project Report Content for Final Review of Building, Site, and Park Projects	
Description of Project Area	Describe the project area (including surrounding areas) and existing site conditions, including sensitive environmental resources onsite (e.g., natural habitat areas, wetlands, trees, etc.).
Description of the Proposed Development and Alternatives	Describe what is proposed for the project site including the total area of the site to be developed (if applicable) and allocation of land to proposed uses. Describe what other alternatives were considered for the project.
Master Plan Alignment	If the project is part of a master plan, describe any discrepancies between the master plan and what is currently proposed.
Schedule	Provide a schedule for project construction and occupancy (if applicable).
Proposed Schedule / Project Cost Estimate	Provide a total estimated cost of the project and its funding status.
Updates to Previous Submissions	
Updates	<p>Applicants should update the following items to capture changes and the development of more detailed information since the Concept and/or Preliminary Review and whether they were made in response to the Commission's comments:</p> <ul style="list-style-type: none"> ▪ Project Description ▪ Employment ▪ Schedule and Cost Estimate ▪ Transportation and Circulation, including TMP When Applicable ▪ Site Plan, Boundary Map and/or Vicinity Map ▪ Tree Preservation and Replacement Plan ▪ Building Description ▪ Viewsheds Description ▪ Lighting and Streetscape Plan ▪ Architectural and Design Program ▪ Photographs ▪ Energy and Sustainability ▪ Flooding
Outreach and Coordination	
Public Engagement	Provide an update on public engagement activities, including a summary of public comments received on the draft NEPA document (if applicable) and other comments or issues raised by the public since Preliminary Review.
Coordination with Federal, State, and Local Jurisdictions	Provide the current status of coordination with other federal, state, and local agencies and jurisdictions including a summary of received comments. Provide a high level schedule for additional permits and approvals.
Detailed Project Information and Drawings	
Landscape and Grading Plan	<ul style="list-style-type: none"> ▪ The landscape and grading plan must contain the following information:

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	<ul style="list-style-type: none"> ▪ General locations of all existing-to-remain, existing-to-be-removed, and proposed tree shrubs, and other plant materials; ▪ A chart that demonstrates the required quantity or acreage of replacement trees and the quantity or acreage of trees proposed; ▪ General identification of proposed plant materials, and, at the final stage, a list of the genus, species, quantity, and size of proposed plant materials; and ▪ Depiction of the final site grading plan. <p>Although a separate landscape and grading plan is preferable, it may be combined with the site plan if proposals are clear and readable. If submitted as a separate plan, the landscape and grading plan must be at the same scale as the site plan.</p>
Forest Management Plan	<p>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.</p> <p>If the project is part of a master plan, the project should describe how it will comply with the master plan's forest management plan.</p>
Floor Plans	<p>Must be submitted for each floor of proposed buildings (a single drawing is sufficient for identical floors). Floor plans must contain the following information:</p> <ul style="list-style-type: none"> ▪ Uses allocated to all interior space ▪ Interior partitions, stairs, and elevators ▪ Overall dimensions, including interior spaces ▪ Elevation of each floor level
Elevation	<p>Elevation of all sides (facades) of proposed buildings or structures must indicate the following:</p> <ul style="list-style-type: none"> ▪ Height, bulk, and massing of building or structure ▪ Pedestrian and vehicular entrances ▪ Fenestration ▪ Identification of materials ▪ Treatment of the roof and all related appurtenances, including features such as penthouses, ventilation shafts, chimneys, smoke stacks, antennas, and related screening.
Cross Sections	<p>Cross sections of proposed buildings and one or more exterior wall sections showing the proposed installation of principal exterior materials.</p>
Roof Plans	<p>Proposed building roof plans must indicate the following:</p> <ul style="list-style-type: none"> ▪ Roof design, including materials and finishes to be used ▪ Any mechanical equipment, solar arrays or other roof appurtenances in addition to proposed screening.

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Construction and Equipment Drawings	For exterior building features, site work, and any other proposals requiring coordination with offsite facilities and activities.
Environmental and Historical Considerations (may be cross-referenced with NEPA/NHPA documentation)	
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, trees, migratory birds, etc. Describe the project's strategies for minimizing/avoiding impacts to these resources.
Public Realm and View Sheds	<p>Based on a more developed project design, provide an updated description of the project's effect on the public realm in the project area, including:</p> <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
Flooding	<p>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.</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 (if applicable)	<p>Provide the following:</p> <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.