

NCPC Plan Review



Overview

Established by Congress in 1924, the National Capital Planning Commission (NCPC) is the federal government’s central planning agency for the National Capital Region (NCR). Through planning, policymaking, and project review, NCPC protects and advances the federal government’s interest in the NCR’s development. The Commission provides overall planning guidance for federal land and buildings in the region by reviewing the design of federal and certain local projects, overseeing long-range planning for future development, and monitoring capital investment by federal agencies.

The 12-member Commission meets monthly (except August) to adopt, approve, or provide advice on plans and projects that impact the NCR. The Commission is supported by a staff of planners, architects, urban designers, landscape architects, and other professionals. Learn more about NCPC’s [staff](#) and the [Commission](#) online.

NCPC’s Legislative Authorities

NCPC is an establishment within the executive branch charged with oversight of the development of federal property in the NCR. Its fundamental authority derives from the National Capital Planning Act of 1952, as amended, including the Home Rule amendments. This legislation created the Commission as it exists today. While the National Capital Planning Act defines and authorizes NCPC’s core mission, other authorities serve as the basis for additional Commission activities.

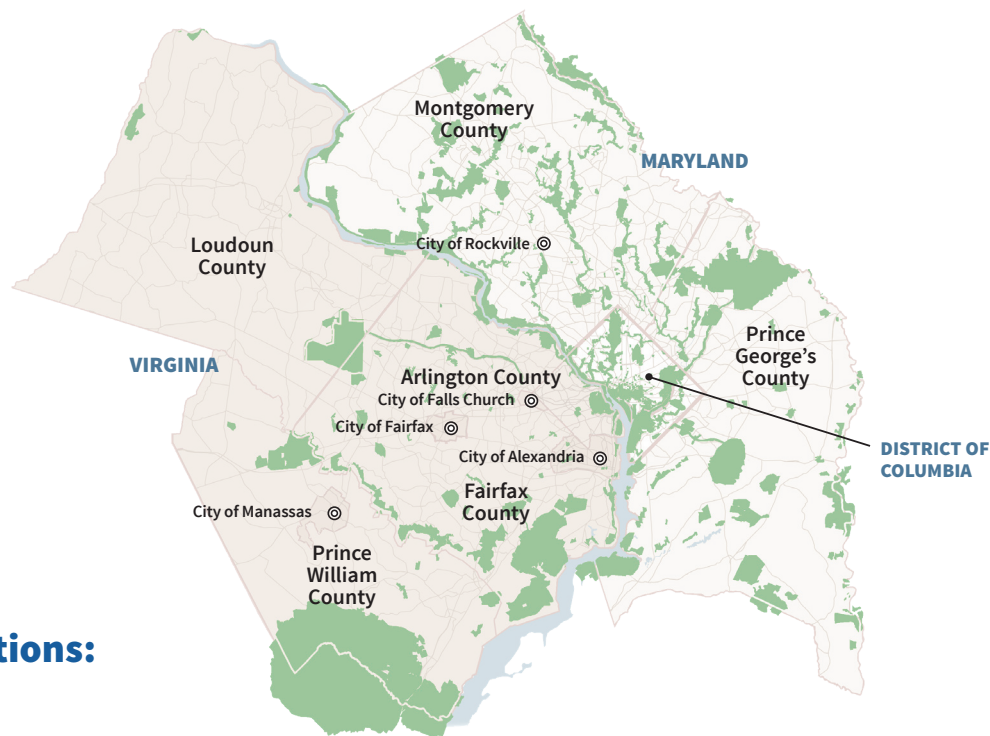
NCPC’s activities include:

- Comprehensive Planning
- **Plan and Project Review**
- Capital Improvements
- District Zoning
- Land Acquisition and Disposition

The purpose of this Resource Guide is to provide an overview of NCPC’s plan and project review process and answer questions frequently asked by applicants with federal property in the NCR.

For more information about NCPC’s Legislative Authorities visit <https://www.ncpc.gov/about/authorities/>

The National Capital Region



Frequently Asked Questions:

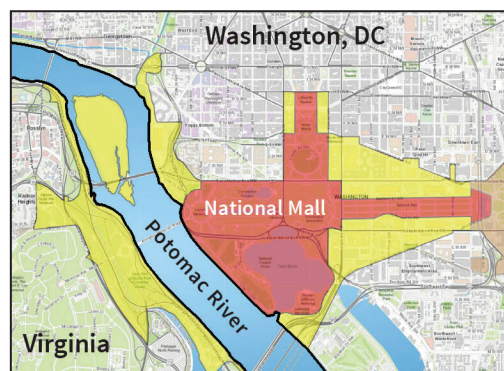
Q: What properties are considered part of the National Capital Region?

A: The NCR includes properties located within the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities in Maryland or Virginia in the geographic area inside the boundaries of the NCR of the combined area of the counties listed such as the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Rockville. As noted above, NCPC is charged with oversight of the development of federal property within the NCR.

.....

Q: My agency manages a facility(s) on federally owned land in the environs of Maryland or Virginia. What improvements qualify for review by NCPC?

A: NCPC's review is required for different types of projects on federal land in the environs of Maryland and Virginia. This includes building, site, and park projects; master plans; projects on land in Maryland purchased with [Capper-Cramton funds](#); commemorative works on land administered by the National Park Service or the General Services Administration within the District of Columbia and a select portion of land along the Potomac River in Virginia (in yellow on map); and antenna or telecommunication infrastructure installations.



Building, site, and park projects are 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. Examples of projects in this category 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.

.....

Q: Why is the Commission's review necessary?

A: NCPC, through planning, policymaking, and plan review, defines and protects both federal interests and broader national interests in the region's development as the seat of the federal government. NCPC's review is important because local and state governments do not have the authority to review development on federal land. One of NCPC's primary functions is to review development projects and master plans in the NCR for consistency with the Federal Elements of the [Comprehensive Plan for the National Capital](#). NCPC aims to improve projects through a collaborative process, encourage coordination among agencies, and provide opportunities for public input. Engaging the public and stakeholders is part of all projects and work that NCPC does and is a crucial part of its mission as a public planning agency. The Commission is often called upon to be a cross-agency convener for federal and District agencies.

Q: Does the Commission have approval or advisory authority?

A: The Commission has approval authority for projects on federal land in Washington, DC; projects on District land within the Central Area; projects on land purchased with Capper-Cramton funds; commemorative works located in the District and on a select portion of land along the Potomac River in Virginia administered by the National Park Service or General Services Administration; and transfers of jurisdiction in Washington, DC between federal agencies, a federal agency and a District agency, and District agencies.

The Commission has advisory authority for master plans for federal property in the NCR; projects on federal land in those portions of Maryland and Virginia within the NCR; and projects on District land in Washington, DC outside of the Central Area.

.....

Q: What information is needed for NCPC to review the project?

A: Submission materials generally consist of an [application form](#), a project report, and any available National Historic Preservation Act (NHPA) or National Environmental Policy Act (NEPA) documentation required for the project. NCPC's Submission Guidelines describe the Commission's statutory authority, the content of submissions, submission stages, and the overall coordination and review process of NCPC's project review. Agencies that are subject to plan and project review must submit development proposals in accordance with the process laid out in the guidelines. Visit our [website](#) to learn more and download a copy of NCPC's Submission Guidelines.

.....

Q: The project has a strict timeline, and it is imperative to stay on schedule.

When should I submit the project to the Commission for review?

A: The Commission typically meets on the first Thursday of each month, except for August. Submission deadlines for most projects fall approximately 35 days before Commission meetings. Some projects need 90 days for review. These include:

- Master plans
- Projects not on an approved master plan and requiring referral to state or local authorities
- Technically complex proposals
- Projects requiring additional time to gather public input.

Visit <https://www.ncpc.gov/review/deadlines/> for a list of Commission meeting dates and submission deadlines.

Q: How do I submit the project for review?

A: When you are ready to submit your project for review, contact the NCPC Project Officer assigned to your agency and request a link to the online submission portal. The portal allows you to upload all project documents, including any necessary NHPA or NEPA documentation. All documents submitted to NCPC should be accessible and adhere to Section 508 of the Rehabilitation Act of 1973, as amended in 1998 (29 U.S.C. § 794 (d)).

.....

Q: My project contains sensitive information that should not be shared with the public.

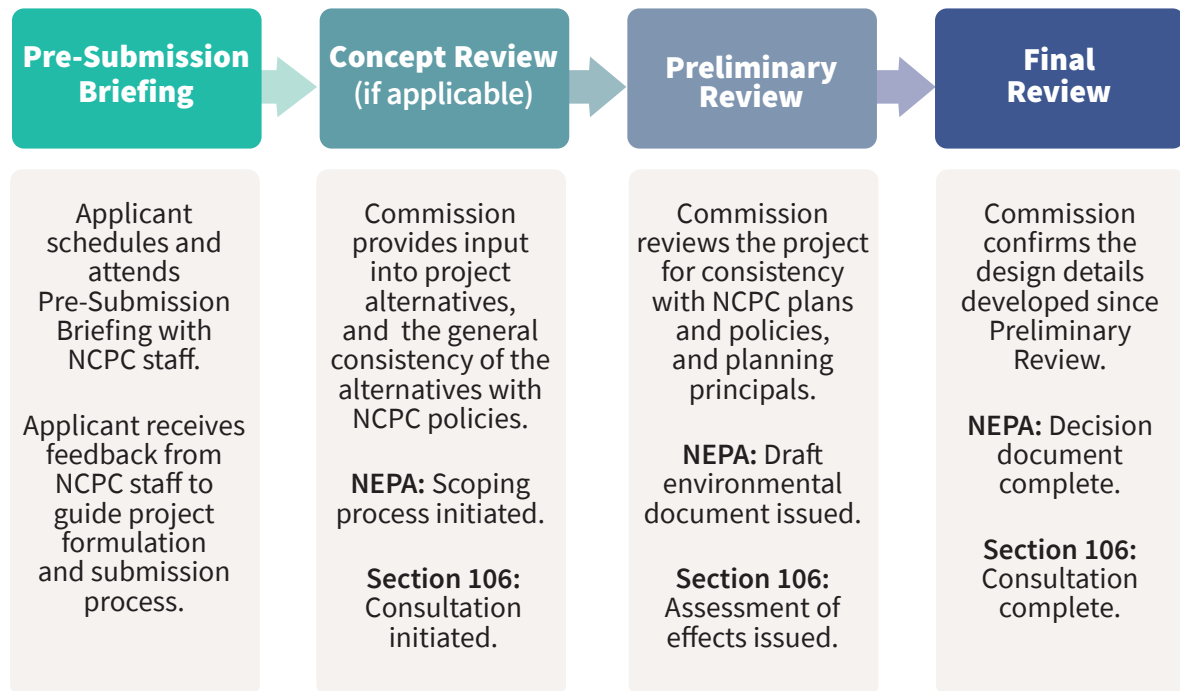
Does the project still require review by NCPC?

A: Yes. NCPC recognizes that some federal properties have enhanced security needs. As such, NCPC's submission requirements offer flexibility to meet the needs of individual agencies and protect information that is designated by the applicant as Controlled Unclassified Information (CUI). Contact the NCPC Project Officer for more information, and refer to NCPC's [Resource Guide for CUI Master Plans](#).

Q: What does the NCPC's review process involve?

A: 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 NEPA and 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. Refer to [NCPC's Submission Guidelines](#) for more information about the unique submission requirements based on your individual project type.

NCPC General Submission Stages



.....

Q: Who is the NCPC Project Officer for the facility that my agency manages?

A: For facilities located in the environs of Maryland and Virginia, NCPC Project Officers (PO) are assigned to facilities according to the agency that manages the facility's improvements, also referred to as the applicant agency. In cases where an applicant agency manages several projects in multiple locations, the PO assignments are subdivided by locality. Refer to the enclosed chart for the current PO assignments and contact information. PO assignments for facilities located in the District are made on a rolling basis. If you have any questions about who to reach out to, contact info@ncpc.gov or call (202) 482-7200.

Applicant Resources:

Submission Application Form: https://www.ncpc.gov/docs/Application_form_2018.pdf

Applicant Resource Guides: <https://www.ncpc.gov/review/guides/>

Submission Deadlines: <https://www.ncpc.gov/review/deadlines/>

Submission Guidelines: <https://www.ncpc.gov/review/guidelines/>

NCPC Staff Contacts: <https://www.ncpc.gov/about/staff/udprd/>

More FAQs: <https://www.ncpc.gov/about/faqs/>