

# Report Requirements

## Building, Site, and Park Projects

### Final Review

#### Project Overview

<b>NPCP Plans and Policies</b>	Describe the proposed project and provide a general summary of compliance with NPCP plans and policies. Staff can provide relevant plans and policies to the applicant.
<b>Description of Project Area</b>	Describe the project area (including surrounding areas) and existing site conditions, including sensitive environmental resources onsite (e.g., natural habitat areas, wetlands, trees, etc.).
<b>Description of the Proposed Development and Alternatives</b>	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.
<b>Master Plan Alignment</b>	If the project is part of a master plan, describe any discrepancies between the master plan and what is currently proposed.
<b>Schedule</b>	Provide a schedule for project construction and occupancy (if applicable).
<b>Proposed Schedule / Project Cost Estimate</b>	Provide a total estimated cost of the project and its funding status.

#### Updates to Previous Submissions

<b>Updates</b>	<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"> <li>✓ Project Description;</li> <li>✓ Employment;</li> <li>✓ Schedule and Cost Estimate;</li> <li>✓ Transportation and Circulation;</li> <li>✓ Site Plan, Boundary Map and/or Vicinity Map;</li> <li>✓ Tree Preservation and Replacement Plan;</li> <li>✓ Building Description;</li> <li>✓ Viewsheds Description;</li> <li>✓ Lighting and Streetscape Plan;</li> <li>✓ Architectural and Design Program;</li> <li>✓ Photographs;</li> <li>✓ Energy and Sustainability;</li> <li>✓ Flooding.</li> </ul>
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#### Outreach and Coordination

<b>Public Engagement</b>	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.
<b>Coordination with Federal, State, and Local Jurisdictions</b>	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

<b>Landscape and Grading Plan</b>	<p>The landscape and grading plan must contain the following information:</p> <ul style="list-style-type: none"> <li>✓ General locations of all existing-to-remain, existing-to-be-removed, and proposed trees, shrubs, and other plant materials;</li> <li>✓ A chart that demonstrates the required quantity or acreage of replacement trees and the quantity or acreage of trees proposed;</li> <li>✓ 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</li> <li>✓ Depiction of the final site grading plan.</li> </ul> <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>
<b>Forest Management Plan</b>	<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>
<b>Floor Plans</b>	<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"> <li>✓ Uses allocated to all interior space</li> <li>✓ Interior partitions, stairs, and elevators</li> <li>✓ Overall dimensions, including interior spaces</li> <li>✓ Elevation of each floor level</li> </ul>
<b>Elevation</b>	<p>Elevation of all sides (facades) of proposed buildings or structures must indicate the following:</p> <ul style="list-style-type: none"> <li>✓ Height, bulk, and massing of building or structure</li> <li>✓ Pedestrian and vehicular entrances</li> <li>✓ Fenestration</li> <li>✓ Identification of materials</li> <li>✓ Treatment of the roof and all related appurtenances, including features such as penthouses, ventilation shafts, chimneys, smoke stacks, antennas, and related screening</li> </ul>
<b>Cross Sections</b>	<p>Cross sections of proposed buildings and one or more exterior wall sections showing the proposed installation of principal exterior materials.</p>
<b>Roof Plans</b>	<p>Proposed building roof plans must indicate the following:</p> <ul style="list-style-type: none"> <li>✓ Roof design, including materials and finishes to be used</li> <li>✓ Any mechanical equipment, solar arrays or other roof appurtenances in addition to proposed screening.</li> </ul>
<b>Construction and Equipment Drawings</b>	<p>For exterior building features, site work, and any other proposals requiring coordination with offsite facilities and activities.</p>
<b>Environmental and Historical Considerations</b> <b>(may be cross-referenced with NEPA/NHPA documentation)</b>	
<b>Historic Preservation</b>	<p>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).</p>
<b>Natural Resources</b>	<p>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.</p>

<b>Public Realm and Viewsheds</b>	<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"> <li>✓ The addition or removal of trees</li> <li>✓ Impacts on viewsheds</li> <li>✓ Changes in light and shadow</li> <li>✓ Addition of perimeter security features</li> </ul>
<b>Flooding</b>	<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>
<b>Stormwater Management (if applicable)</b>	<p>Provide the following:</p> <ul style="list-style-type: none"> <li>✓ 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).</li> <li>✓ General calculations including required and provided volume.</li> <li>✓ Description/illustration of the reduction in impervious area.</li> <li>✓ Description of low impact development strategies, including capacity and size.</li> </ul>
<b>Equity Considerations*</b>	
<b>Equity Impacts</b>	<p>Provide any updates to the previously submitted information regarding equity considerations, and steps taken to address issues raised by the Commission.</p>
<b>Community Engagement</b>	<p>Describe any engagement with underserved communities since Preliminary Review, and how the project has changed to address negative outcomes identified that could result from the proposal. Describe any plans for ongoing engagement.</p>

*\*Applicants are required to include equity considerations for all projects with a site selection component and complex projects in or directly adjacent to underserved communities. For all other projects, NCPC staff reserves the right to request information regarding equity considerations in coordination with the applicant.*