

# Report Requirements

## Building, Site, and Park Projects

### Preliminary Review

#### Project Overview

<b>NCPC Plans and Policies</b>	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.
<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 have or are being 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.

#### Outreach and Coordination

<b>Public Engagement</b>	Describe community and local coordination conducted for the project, what concerns or issues were raised, and future plans for ongoing coordination.
<b>Coordination with Federal, State, and Local Jurisdictions</b>	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

<b>Description of Buildings (if applicable)</b>	Describe existing and proposed buildings including mass, height, and bulk.
<b>Site Plan</b>	<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"> <li>✔ Site boundaries, including dimensions</li> <li>✔ Buildings to remain and be demolished</li> <li>✔ Roadways entrances, and parking areas</li> <li>✔ Major utilities</li> <li>✔ Walkways</li> <li>✔ Fences</li> <li>✔ Walls and other man-made improvements</li> <li>✔ Substantial groupings of trees and shrubs</li> </ul>
<b>Vicinity Map</b>	<ul style="list-style-type: none"> <li>✔ Show the project in its surrounding context. The vicinity map should contain:</li> <li>✔ 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.</li> <li>✔ Existing zoning on non-federal lands surrounding the site and related master plans or proposals for the area if applicable.</li> </ul>
<b>Architectural and Design Program (if applicable)</b>	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.

## Project Overview

<b>Existing Tree Survey and Inventory</b>	<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. AFSD 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>
<b>Tree Preservation and Replacement Plan</b>	<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"> <li>✓ 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.</li> <li>✓ Identification of preservation areas and areas for replanting.</li> <li>✓ 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.</li> </ul>
<b>Landscape and Streetscape Plan (if applicable)</b>	<p>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.</p>
<b>Transportation and Circulation</b>	<p>Describe the transportation and circulation plan for the proposed site. The description should include the following:</p> <ul style="list-style-type: none"> <li>✓ Analysis of existing and proposed transportation access to the site (including roads, transit, bicycle, and pedestrian), including expected changes in volumes and impact those changes are likely to have on existing infrastructure and mode share.</li> <li>✓ 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.</li> <li>✓ Describe planned onsite circulation improvements (walkways, access corridors).</li> <li>✓ Describe approach or strategies to encourage transit use and alternative modes of transportation to access the site.</li> <li>✓ 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 B of the Comprehensive Plan's Transportation Element. If a deviation is sought from Comprehensive Plan requirements, the proposal should include an analysis and evaluation of the proposed ratios, prepared in consultation with NCPC staff.</li> </ul> <p>This information may be cross-referenced with the TMP if one is required for the project. For any project that will increase employment on a work site to 500 or more employees (existing and new), a separate Transportation Management Plan (TMP) is required. TMPs are strongly encouraged for projects that will increase employment to 100 or more employees. See page 30 for more information on the TMP.</p>
<b>Perimeter Security</b>	<p>If applicable, discuss the perimeter security requirements of the proposed projects, 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.</p>
<b>Photographs</b>	<p>Photographs and aerial imagery of proposed project site and impacted project areas.</p>
<b>Environmental and Historical Considerations</b> <b>(may be cross-referenced with any NEPA/NHPA documentation)</b>	
<b>Historic Preservation</b>	<p>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).</p>

## Project Overview

<b>Natural Resources</b>	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.
<b>Energy and Sustainability</b>	Describe how the project's design meets energy conservation and sustainability objectives.
<b>Public Realm and Viewsheds (if applicable)</b>	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.
<b>Flooding</b>	<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 NCPD's NEPA requirements and floodplain guidance.</p> <p><u>If the project involves site selection:</u></p> <ul style="list-style-type: none"> <li>✓ 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.</li> </ul> <p><u>If the project involves investment in existing facilities:</u></p> <ul style="list-style-type: none"> <li>✓ 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.</li> </ul>
<b>Stormwater Management (if applicable)</b>	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.

## Equity Considerations\*

<b>Equity Goals</b>	Describe how the project helps to implement the applicant agency's equity goals.
<b>Data Analysis</b>	<p>Identify if the proposed project is located in or directly adjacent to an underserved community. If yes, include a brief profile of demographic information and indicators of any socioeconomic and/or environmental burdens and disparities present in the community.</p> <p>If known, describe any previous impacts on underserved communities caused by the development of the federal installation where the project is located and how they have been addressed previously (if at all) and/or in the current submission.</p>
<b>Community Engagement</b>	<p>In addition to general outreach and coordination, describe how the agency has engaged with underserved communities who have historically been excluded from planning processes. Include the methods, timeframe, and frequency of the project outreach and describe how outreach efforts were proactive in terms of meeting community needs and circumstances. Include evidence of outreach efforts such as meeting minutes, as applicable. Indicate how the agency has also coordinated with local jurisdictions to understand local equity issues and concerns.</p> <p>Describe any negative outcomes identified by underserved communities that could result from the proposed project including any visual impacts or incompatibility with the surrounding community. Describe how the project has changed to address these issues and any plans for ongoing engagement.</p>
<b>Physical Access</b>	Describe if the project would allow universal and equitable physical access for visitors and employees to onsite public amenities, and to services in the surrounding community. Describe any physical barriers that the plan or project would create between an underserved community and access to existing community amenities, services, and connections, and how those barriers would be mitigated.

## Project Overview

<b>Economic Development</b>	Describe the economic benefits and opportunities that the project would provide in underserved communities such as increasing investment, enhancing community-serving establishments, connecting residents with construction jobs, and providing long-term employment opportunities. Describe potential negative economic impacts and how these will be addressed
<b>Cultural Affirmation and Diversity</b>	Describe any efforts to partner with underserved communities to incorporate local and underrepresented cultural identities and traditions into the proposed project. Community stakeholders to engage may include residents as well as local community organizations, artists, and businesses. Through community consultation, methods such as programming, commemoration, arts, and education can be developed to support ongoing civic engagement and community enrichment. Indicate any potential effects on the cultural resources of underserved communities and how those are addressed in the proposal. (This may be cross-referenced with NHPA documentation.)
<b>Sustainability, Resilience, and Health</b>	Describe how the project addresses climate change and natural resource impacts to underserved communities. Identify if the project would affect health and environmental outcomes for surrounding underserved communities. (This may be cross-referenced with NEPA documentation.)

*\*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.*