

Report Requirements

Foreign Missions Projects

Preliminary Review

Project Overview

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 the Foreign Mission Center, describe any discrepancies between the master plan and what is currently proposed, with an explanation. If the project is part of the International Chancery Center, describe any discrepancies between the development controls and what is currently proposed.
Schedule	Provide a schedule for project construction and occupancy (if applicable).

Outreach and Coordination

Public Engagement	Describe community and local coordination 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 any affected federal agencies and state and local governments. Identify concerns or issues that were raised and future plans for ongoing coordination.

Project Information and Drawings

Description of Buildings	Describe existing and proposed buildings including mass, height, and bulk.
Site Plan	<p>Provide a site plan that shows the relationship 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 ✓ 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

Vicinity Map	<p>Show the project in its surrounding context. The vicinity map should contain:</p> <ul style="list-style-type: none"> ✓ 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.
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 changes in volumes and impact those changes are likely to have on existing infrastructure and mode share. ✓ 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 the approved master plan/development controls. <p>A Transportation Management Plan is strongly encouraged for projects that will increase employment to 100 or more employees.</p>
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	Provide photographs and aerial imagery of proposed project site and impacted project areas.
Environmental and Historical Considerations	

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 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.
Energy and Sustainability	Describe how the project's design meets energy conservation and sustainability objectives.
Public Realm and Viewsheds (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.
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. 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? If so, describe how.
Stormwater Management	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.