

## **Mt. Washington Improvement Association (MWIA) Developers Guide & Preliminary Development Information Questionnaire (MWIA-PDIQ):**

**Thank you for contacting the MWIA about your Proposed Development. The MWIA endeavors for an open and transparent review of all proposed developments. The intent of this Guide is to articulate the minimum steps, roles, submissions and actions necessary for the MWIA to consider any Proposed Development.**

1. Developer initiates interest by reaching out to City Planning or District 5 Council Person, both of which notify the MWIA. The Developer may also initiate contact directly through the MWIA President or Zoning & Land Use Committee (Zoning Committee) Chair.
2. MWIA will require the Developer to complete and return to MWIA the MWIA - Preliminary Development Information Questionnaire (MWIA-PDIQ), see attached.
  - a. The Developer is encouraged to engage City Planning's Pre-Development Process to assist them completing the MWIA-PDIQ.
3. MWIA Zoning Committee will review the submitted MWIA-PDIQ for completeness and request additional information if deemed necessary.
4. After MWIA Zoning Committee determines a MWIA-PDIQ has been satisfactorily completed, the committee will share the MWIA-PDIQ with MWIA Board at the next available Board Meeting and request a Neighbor's Meeting. Depending on the proposed development, a Neighbor's Meeting could consist of any variation of Adjoining Property Owners/Occupants (at a minimum) and/or up to the entire MWIA community including but not limited to other neighborhood associations like Mt. Washington Preservation Trust and/or The Mt. Washington Village Business Association. MWIA will coordinate the Neighbors Meeting date/time/location to encourage participation of all parties.
5. The Neighbor's Meeting will be the Developer's opportunity to engage the neighbors, present their proposed development and have an open dialog about their proposal. Neighbors will be encouraged to attend and share their open and honest opinions.
  - a. Copies of the Developer's Proposal should be made available to all attendees at the meeting and electronic copies in PDF form should be provided to MWIA for record and for sharing with neighbors who were unable to attend.
  - b. Following the Neighbor's Meeting the Developer will be provided up to 7 calendar days to determine how they want to proceed by requesting/notifying MWIA of one of the following:
    - i. Proceed as Proposed - (with no modifications to the MWIA-PDIQ). This option requests the steps of these guidelines continue and eventually the MWIA Board provide a Letter of Support or Opposition to the MWIA-PDIQ as submitted.
    - ii. Proceed as Proposed with Minor Points of Clarification - (the developer will provide a MINOR REVISION MWIA-PDIQ clarifying one or two specific issues with the PDIQ). This option requests the steps of these guidelines continue with the MWIA-PDIQ REVISION and eventually the MWIA Board provide a Letter of Support or Opposition to the MWIA-PDIQ REVISION. These must be made within 7 calendar days of the date of the Neighbor's Meeting. It is at the sole discretion of the MWIA to determine if a MWIA-PDIQ REVISION should be allowed to continue or if the developer should restarted at Guideline Item 2.
    - iii. Withdraw their proposal in its entirety without penalty to resubmit at a later date under a new MWIA-PDIQ. If the Developer wishes to make substantive modifications to address more than minor clarifications, the MWIA encourages the Developer to exercise this option. Please note Developer has this option

available throughout the duration of these guidelines until the date of the MWIA Board Meeting to withdraw their proposal.

6. After the Neighbor's Meeting, the MWIA will post the Developers MWIA-PDIQ on the MWIA Website and/or make it available to any neighbor for review and comment. If a MWIA-PDIQ REVISION is submitted it will also be posted on the MWIA Website and/or made available to any neighbor for review and comment.
7. The neighbor's comment period will last a minimum of 14 calendar days from the date of the Neighbor's Meeting and until the day before the next public / open MWIA Board Meeting when all comments will be gathered and presented at the Board Meeting. The Board will have open discussion and choose to take one of two actions:
  - a. Recommend Support for the Proposed Development as submitted and presented. (MWIA letter will reference by Date and Title the MWIA-PDIQ (REVISION as Applicable) and all attachments thereto.)
  - b. Recommend Opposition of the Proposed Development as submitted and presented. (MWIA letter will reference by Date and Title the MWIA-PDIQ (REVISION as Applicable) and all attachments thereto.)
8. An MWIA Board recommendation of support for a Proposed Development, in no way releases a Developer from any requirements of any Jurisdictions Having Authority, Laws, Codes, including but not limited to: the City of Baltimore, State of Maryland or the Federal Government.
9. MWIA Developers Guide and MWIA-PDIQ are subject to change at any time without notification to a Developer and are enforceable on all Proposed Developments which have not been Permitted.

End of MWIA Developers Guide

## **MWIA - Preliminary Development Information Questionnaire (MWIA-PDIQ)**

**Thank you for contacting Mt Washington Improvement Association about your Proposed Development. Please fill out the following form so that we have the basic information on your proposal and the necessary contact information. This form will help us address your proposal in a timely and efficient manner.**

### **Contact Information of Concerned Parties:**

- 1) Please identify the Property Address(s) of Proposed Development:
- 2) Please identify the Owner of property and their address if different from the Proposed Development (list all if there are multiple owners):
- 3) Please provide a List of all properties owned by the Owner(s) within ½ mile radius of the Proposed Development.
- 4) Please identify the Developer name, address, email, and contact phone of the Proposed Development if it differs from the Owner.
- 5) Please provide a List of all properties the Owner(s) & Developer are affiliated with within ½ mile radius of the Proposed Development.
- 6) Proposed Developer PRIMARY Contact Person (this should be the primary point of contact for all communications regarding the Proposed Development) name, address, email, and contact phone(s).
- 7) Contact information for owners of the adjoining properties and addresses:
- 8) Other interested parties:

### **Project Information:**

(You = Proposed Property Developer and or Owner)

- 1) Have you submitted a predevelopment form to or had a predevelopment meeting with Baltimore City Department of Planning? (If so please provide a copy of the predevelopment form submitted or provide the name and contact information of the Planning Person(s) who attended the meeting.)
- 2) What is the current use & zoning of the Proposed Development and are there any existing or have there ever been any conditional uses, restrictions or covenants which may restrict the development of the proposed property?
  - a) Please include an existing Street/Boundary Site plan @ 1"=30' scale, showing: property boundaries, all adjoining properties, all structures, and amenities.
  - b) Please provide copies of any conditional uses, restrictions or covenants which may restrict the development of the property.
- 3) Is the Proposed Development within an existing Planned Unit Development (PUD)?

- a) Please provide copies of any PUD affiliated with the Proposed Property.
- 4) What is the proposed use & development program for the Proposed Development?
  - a) If a zoning or use change is being requested please describe said changes using “City Planning Zoning terminology, ie. Zoning Change, Conditional Use or Variance, to describe the request being made.
  - b) Please include a Proposed Use Street/Boundary Site plan @ 1”=30’ scale, showing proposed: property boundaries, all adjoining properties, all structures, and amenities.
- 5) What is the size of Proposed Development in terms of interior square footage and exterior lot size? Please include plans showing per floor square footage if proposed development is multi-story.
- 6) What is your anticipated construction start date and anticipated construction completion date of the Proposed Development? (Start - Month/Year) & (Finish - Month/Year)
- 7) Are there third party agreements attached to property that govern the use or sale of the property before or after the Proposed Development?
- 8) Does the Proposed Development require CHAP approval or fall within the Mt. Washington Historic District?
- 9) What is the required parking and what is the proposed parking?
- 10) Will a traffic impact study be required?
- 11) Does the Proposed Development met current federal, state and local storm water management regulations?
- 12) Has financing been secured for the Proposed Development?
- 13) What tenants (if any) are being targeted to lease space in the Proposed Development?
- 14) Has an architect and engineer been identified for this Proposed Development? Please provide company and lead designer/ engineer.
- 15) What else would you like us to know about this Proposed Development?

**Attachments:**

**Please include the following in PDF Format. Label all sheets with the proposed development Name and Address and date.**

- 1) Please include an existing Street/Boundary Site plan @ 1”=30’ scale, showing: property boundaries, all adjoining properties, all structures, and amenities.
- 2) Please include a Proposed Use Street/Boundary Site plan @ 1”=30’ scale, showing proposed: property boundaries, all adjoining properties, all structures, and amenities.
- 3) Please include Conceptual Development Architectural Plans to present to the Public the initial appearance of your Proposed Development. These should contain Text Flags Identifying them as

“DRAFTS” understanding that these are subject to various other Architectural Reviews and all other Jurisdictions Having Authority.

- a. Conceptual Development Architectural Plans should include floor plans showing basic square footage by floor and exterior elevations showing views of all sizes of Proposed Development structures with vertical dimensions of top of walls and roof.
- 4) Please include copies of any Predevelopment form if submitted to City Planning
- 5) Please include any items applicable as identified in this MWIA-PDIQ.

End of MWIA- PDIQ