NATIONAL CAPITAL PLANNING CO' 'MISSION
801 PENNSYLVANIA AVENUE, N.W., SU 301
WASHINGTON, D.C. 20576

Master Plan
Submission Requirements
(Approved September 6, 1984 and amended November 7, 1985 and November 3, 1994)

Section 1 - Introduction

Section 5(a) of the National Capital Planning Act of 1952, as amended, (hereinafter "Planning Act"), provides that each Federal and District of Columbia agency prior to the preparation of construction plans originated by such agency for proposed developments and projects or to commitments for the acquisition of land, to be paid for in whole or in part from Federal or District funds, shall advise and consult with the National Capital Planning Commission (hereinafter "Commission") in the preparation by the agency of plans and programs in preliminary and successive stages which affect the Comprehensive Plan for the National Capital.

A master plan is an integrated series of documents which present in graphic, narrative, and tabular form the present composition of an installation and the plan for its orderly and comprehensive long-range development, generally over a period of 20 years. The Commission has determined that an approved master plan is a required preliminary stage of planning prior to agency preparation and submission to the Commission of site and building plans for individual projects. Master plans are necessary for installations on which more than one principal building, structure, or activity is located or is proposed to be located.

Ordinarily, the Commission will not approve, or recommend favorably on, project plans for an installation for which there is no approved master plan unless the agency provides an explanation satisfactory to the Commission as to the agency's reasons for not submitting a current master plan, or modification thereto, for the installation.

In accordance with Section 5(b) of the Planning Act, these requirements shall not apply to the Capitol Grounds or to the planning for structures within existing military, naval, or Air Force reservations erected by the Department of Defense during wartime or national emergency, except that the appropriate defense agency shall consult with the Commission as to any developments which materially affect traffic or require coordinated planning of the surrounding areas.

These requirements are intended to be used in connection with proposed developments of the Federal and District of Columbia Governments, including civilian and military installations within the National Capital Region[1] (hereinafter "Region"), except as provided above. The Commission, as a policy, limits its review of District of Columbia plans to matters of Federal interests.

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[1] "Region" or "National Capital Region" means the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries.

BOARD OF ZONING ADJUSTMENT
District of Columbia
CASE NO. 99-10
EXHIBIT NO. 63

ZONING COMMISSION
District of Columbia
CASE NO.99-10
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The Executive Director of the Commission may extend, modify, or waive any requirement pertaining to the scope and content of a master plan on sites where such requirements cannot be met because of the unique or special character or quality of the installation affected. Where such extension, modification, or waiver involves contents of the master plan that may reasonably be expected to address or involve potential significant off-site impacts, the Executive Director shall provide notice to potentially affected public agencies and, if appropriate, provide opportunity for consultation.

Section 2 - Use of Master Plan by the Commission and Other Agencies

A master plan is used by the Commission as a basic guide in its review of and action on:

A. proposed land acquisitions, changes in land use, and/or preliminary and final site and building plans for individual construction and development projects on an installation within the region, pursuant to Section 5 of the Planning Act;

B. preliminary and final site and building plans for Federal public buildings on an installation within the District of Columbia and District of Columbia Government buildings on an installation within the central area[2] of the District of Columbia (as concurrently defined by the Commission and the Council of the District of Columbia), pursuant to D.C. Code, 1981 edition, sec. 5-432;

C. proposed dispositions of land pursuant to the Federal Property and Administrative Services Act of 1949;

D. annual capital budget proposals of Federal agencies, pursuant to Office of Management and Budget Circular A-11; and

E. advance programs of capital improvements of Federal agencies, pursuant to Section 7(a) of the Planning Act, and multi-year capital improvements plans for the District of Columbia, pursuant to Section 7(b) of the Planning Act.

A master plan also serves as the basic planning document for intergovernmental coordination on developments and projects within an installation.

[2] The "Central Area" of the District of Columbia as currently defined is that area contained within the boundaries of the Downtown and Shaw School Urban Renewal Areas.

Section 3 - Contents of Master Plan Submission

An installation master plan includes narrative materials and data, maps and drawings, and presentation materials which describe and illustrate existing conditions and proposed developments and changes in conditions on the installation.

A. Narrative Materials and Data. (See Section 4 - Form of Submission of Master Plan for information on alternative methods of submitting required narrative materials and data.)

1. Master Plan Report. The master plan report shall include the following:

a. a description and analysis of existing conditions, including employee, visitor, and resident facilities and needs, with reference to the existing conditions map;

b. a description of the relationship of the proposed uses on the installation to the overall missions or responsibilities, functions, and facilities of the agency or agencies that are proposed to occupy the site;

c. a list of master planning objectives;

d. a description of the master plan proposals with reference to the master plan drawings;

e. a summary sheet for easy reference providing the following information for both existing conditions and long-range projections:

(1) total acreage, including a breakdown in acreage of land area by use (for example, office/administrative, training, service);

(2) total population, including a breakdown by employees and visitors (by shifts), residents, and students, noting peak arrival and departure times;

(3) building floor area;

(4) total number of parking spaces; and

(5) any other useful statistics and facts;

f. a description of the relationship of the proposed master plan to the Comprehensive Plan, in particular the Federal Facilities element's employee parking policies, and to the sponsoring agency's own agency-wide, long range plan and program for its installations within the Region, including the rationale for any aspect of the master plan not in conformance with the Comprehensive Plan;

g. a description of community participation efforts, including a description of the efforts of the sponsoring agency to coordinate with affected citizen groups in the vicinity of the installation, and a report of citizen views and comments on the submission;

h. a report on individuals, families, and businesses required to be relocated by the proposals, if any;

i. an analysis, pursuant to the implementation proposals of the Federal Employment element of the Comprehensive Plan, of the availability of affordable housing within reasonable commuting distances from the affected installation for employees and their families in cases in which the master plan proposes to change the location of, or add, 100 or more Federal employees;

j. the status of the sponsoring agency's coordination of its master planning with the local and state planning agencies and the Council of Governments, including reference to any existing agreements with such agencies;

k. a report on the consistency of the proposed master plan or revised master plan with applicable local, subregional, regional, and state development plans and policies, including a description of the rationale of the sponsoring agency in making its determination of consistency;

l. a historic preservation report which includes: an analysis of the effects, if any, that the master plan will have on recognized historic resources both on the installation or in the vicinity; and the status of compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, if applicable (Compliance must be completed prior to Commission action.);

m. a description of the predominate design idea, or set of ideas, which (1) relate the urban design framework and land use proposals within the master plan and (2) will guide the general design, character, materials

and other aspects of buildings, site improvements and landscaping on the installation in the future;

n. a Transportation Management Program (TMP) for installations with 100 or more employees (including existing and proposed employees). The TMP should incorporate the following:

(1) a description of existing and projected peak hour traffic by mode, with indicated points of entrance and exit, the number of existing and proposed bicycle spaces, as well as transit routes and stops and pedestrian facilities serving the installation, both on-site and in the nearby area; and a summary of existing and proposed parking by type of assignment (official cars, vanpools, carpools, single-occupant vehicles, handicapped persons, visitors, etc.);

(2) a description of the Federal agency's existing strategies for assisting employees' commute to work;

(3) stated goals and objectives for the TMP, such as trip reduction, mode split changes, or vehicle occupancy rate increases;

(4) an evaluation of projected transportation impacts resulting from master plan developments and description of potential TMP mitigation measures;

(5) a description of the process for monitoring and evaluating the achievement of goals and objectives and adjusting TMP strategies, as needed; and

(6) a summary of the relationship of the TMP provisions to transportation management and air quality requirements of local, state and regional agencies, including provisions for working cooperatively with affected agencies to address those requirements.

For installations where future site tenants are undetermined, TMP information should be developed to the extent feasible at the time of the initial preparation of the Master Plan, with supplementary information to be developed when tenants are established.

o. a description of proposed energy conservation strategies and policies related to the siting and design of new buildings, the retrofitting of

existing structures, the use of transportation facilities, and the consumption of renewable energy resources for the purpose of complying with Federal energy efficiency objectives;

p. water quality management strategies and policies for controlling the impacts of any on-site discharges to natural drainage ways or to adjacent streams or wetlands and, in conjunction with the stormwater management plan required pursuant to Section 3.B.3.e. for controlling erosion and sedimentation and other non-point sources of pollution; and

q. a staging program reflecting the graphic staging plan required pursuant to Section 3.B.3.F., that indicates in narrative and/or tabular form the proposed sequence of development over the period covered by the master plan.

In cases in which information required in the Master Plan Report is fully provided in the required environmental documentation, it need not be repeated in the Master Plan Report.

2. Environmental Document. The environmental document prepared by the sponsoring agency pursuant to the National Environmental Policy Act of 1969, as amended, and Council on Environmental Quality Regulations shall be a part of the master plan submission. The document shall be an environmental impact statement, if required pursuant to Section 102(2)(C) of NEPA. If an EIS is not required, an environmental assessment shall be submitted. The environmental document should be prepared in consultation with the Commission, pursuant to Section 5.C. of these requirements and the Commission's Environmental Policies and Procedures.

B. Maps and Drawings. (See Section 4 - Form of Submission of Master Plan for information on alternative methods of submitting required maps and drawings.)

1. Vicinity Map. The vicinity map shall show the location of the installation in relation to well-known features of the surrounding community within at least one mile from the installation, such as major transportation facilities, natural features, and public facilities. Existing land uses and zoning shall be shown on the map for the area surrounding the installation. Where adopted local and/or state plans propose changes in surrounding transportation facilities, land use, or zoning, the proposed changes shall be shown on the vicinity map. If the proposed changes cannot be clearly depicted on a vicinity map in combination with existing conditions, a separate vicinity map showing the installation in relation to planned surrounding conditions shall be provided.

2. Inventory Maps. The following inventory maps shall be prepared from a common base map which depicts existing physical conditions on the installation, with the coverage of the map extending beyond the boundaries of the installation in all directions for at least one city block in urban areas and 1/4 mile in suburban and rural areas:

a. Existing land use map. The existing land use map shall indicate by appropriate categories the allocation of land uses on the installation. This allocation should also be provided in tabular form on the existing land use map. (An itemized list of suggested land use categories is available from the Commission staff.)

b. Existing conditions map. The existing conditions map shall include the following:

(1) internal road system, entrance and exit locations, with existing peak hour traffic counts, the number of existing parking spaces for each site, building, and facility, and public transit routes and stops. (This information may be shown on a separate map entitled "Existing Circulation Map", if desired.);

(2) all existing buildings, structures, and other manmade improvements, indicating the use and height of principal buildings and structures;

(3) properties and districts listed in the National Register of Historic Places or on local historical registers;

(4) existing wooded areas, watercourses, ultimate 100-year flood plains, wetlands, and other significant natural areas and features;

(5) existing topography of the installation at a contour interval that clearly indicates the configuration of the land (generally at not less than five-foot intervals);

(6) major utilities; and

(7) if the installation is located within the State of Maryland, areas of critical concern to the State of Maryland as identified by the Maryland Department of State Planning, as well as officially designated coastal zone areas and "primary management areas" and "woodland buffers" along the Patuxent River within

the region, as defined in the Patuxent River Policy Plan, Maryland Department of State Planning.

c. Existing Urban Design Framework Diagram. The existing urban design framework diagram shall include the following:

(1) significant natural and man-made features, such as distinctive building groupings or alignments, important formal or informal landscape compositions, special views and vistas, Special Streets, scenic routes, gateways or edges, etc., noting the role such elements serve in either unifying the installation, manifesting its overall form or precincts therein, or contributing to or reinforcing a larger urban design context such as the National Capital's urban design framework or other Federal interests; and

(2) intrusions, barriers, gaps or other disparate conditions affecting the integrity of the urban design qualities identified above.

3. Master Plan Proposals. The following maps illustrating the master plan proposals shall be prepare from a common base map which depicts future physical conditions to be achieved on the installation through the master plan, with the coverage of the map extending beyond the boundaries of the installation as required on the inventory base map;

a. Urban Design Framework Diagram. The urban design framework diagram should precede and be more diagrammatic than the maps listed below. The framework diagram shall graphically indicate the retention, enhancement or modification of the inventoried urban design features and the broad urban design principles and development controls which, together, serve to support and strengthen the intended form and character of the installation.

b. Land Use Plan. The land use plan shall indicate by appropriate categories the proposed general land use of all land within the installation.

c. Circulation Plan. The circulation plan shall indicate at least the following:

(1) the proposed internal road system of the installation incorporating existing-to-remain and proposed roads and showing the functional classification of all roads;

(2) existing-to-remain and proposed ingress and egress points serving the installation and their relationship to the existing, programmed, and planned roads immediately adjacent to the facility;

(3) existing-to-remain and proposed off-street parking facilities showing the number of existing or estimated parking spaces for each separate facility;

(4) the proposed pedestrian circulation system, incorporating existing features to remain;

(5) the proposed public transportation system showing the routes and stops serving the installation; and

(6) proposed bicycle paths, if any, incorporating existing features to remain.

d. Site Development Plan. The site development plan shall indicate the general location and use of all existing to-remain and proposed buildings and structures, the general order of magnitude of building scale and orientation, and other site improvements such as landscaping. The site development plan shall be accompanied by two site development cross sections. These sections shall be cut through the center of the site at approximately 90 percent to each other to show the topography of the site, buildings, structures and landscape elements. On large installations with low intensity development, the cross sections may be limited to areas of major building concentrations.

e. Landscape Plan. Ideally, the landscape plan should be presented as a separate plan. It may be incorporated in the site development plan if the combined plan satisfies all content requirements and is clearly readable. The landscape plan is not intended to present precise landscaping proposals but rather to indicate the general landscaping concepts to be achieved in future projects. The landscape plan, shall indicate at least the following:

(1) wooded areas, including those to be retained and cleared, and, in urbanized sites, the general location of all existing trees one foot or more in diameter to be retained or removed;

(2) the general location and extent of all proposed landscaping within the installation; and

(3) existing-to-remain and proposed topography of the installation at a contour interval that clearly shows the relationship of the proposed changes to the existing topography.

f. Stormwater Management Plan. The stormwater management plan shall indicate the location and size of natural drainage ways, storm sewer line and outfalls, infiltration devices, retention and detention ponds, storm drainage outfalls, and any other mitigation measures to control erosion and sediment discharges, stormwater quantity and quality, and pollution prevention on the installation, including measures required by state or local law, with back-up computations.

g. Staging Plan. The staging plan shall graphically illustrate the proposed sequence of development over the projected period covered by the master plan in five-year development stages. Projects to be developed in the initial five-year stage shall accord with the sponsoring agency's proposed capital improvements program submitted annually to the Commission under Section 7(a) of the Planning Act and described in the Commission's Federal Capital Improvements Program for the National Capital Region.

C. Presentation Materials

1. Models. Models should be submitted with master plans for sites on which significant concentrations of new buildings programs are proposed to show the topography of the site and illustrate the site development, circulation, and landscape proposals. A joint determination will be made between the sponsoring agency and Commission staff regarding the need for a model. Where a model is needed, buildings may be shown in massing forms without depiction of architectural style or details. Models will be returned to the sponsoring agencies following action by the Commission.

2. Photographs. Sponsoring agencies shall submit photographs to aid in the review and evaluation of proposed master plans. Where possible, photographs shall include both direct overhead and oblique aerial views, eye level panoramic views, and views of special features of the installation.

Section 4 - Form of Submission of Master Plan

A. Map Scales. Maps should preferably be at a scale of 1:1000, or alternatively 1:2000 in the case of large installations that cannot be depicted on a single sheet at the larger scale. In the case of an unusually large Federal installation, sectionalized maps at either scale would be preferred together with an overall composite map of the entire installation at a scale appropriate to its size. Sponsoring agencies, in accordance with Executive Order 12770, "Metric Usage in Federal Government Programs", at the earliest feasible time, should submit their maps and drawings in metric units.

B. Presentation and record map sheet sizes. Presentation and record maps should be at a standardized sheet size, whenever possible. Individual sheets should be a maximum of 34 by 44 inches, in order to be compatible with the Commission's microfilm program.

C. Reduced size maps. The master plan maps shall also be reduced to page size for incorporation in the master plan submission. The reduced size maps may be incorporated in the Master Plan Report required in Section 3.A.1. If incorporated in the Master Plan Report, the reduced size maps may be of a size compatible with the format of the report selected by the sponsoring agency. If submitted separately from the Master Plan Report, the reduced size maps shall be of a page size no larger than 8-1/2" x 14".

D. Numbers of copies of maps and other documents. The numbers of copies of maps and other documents to be submitted vary according to jurisdiction and the related referral requirements that must be met by the Commission. (See Sections 5.F. and 8.). Copies of full size maps and other required master plan documents shall be submitted according to the following schedule:

Jurisdiction	Number of Sets
For installations within the District of Columbia requiring regional review	13 complete sets of maps and supporting documents
For installations in Maryland requiring regional review	16 complete sets of maps and supporting documents
For installations in Virginia requiring regional review	16 complete sets of maps and supporting documents

For installations in the District of Columbia, Maryland or Virginia not requiring regional review	3 complete sets of maps and supporting documents

E. Electronic Data Submissions. Sponsoring agencies may provide their master plan submissions (maps and narrative) electronically. Agencies are encouraged to contact the staff to coordinate the procedures for electronic submissions.

Section 5 - Master Plan Coordination and Review Process

The following steps are involved in the coordination and review of a master plan prior to and during its preparation by a sponsoring agency and following its submission to the Commission.

A. Informal consultation with the Commission staff. An informal consultation session with the Commission staff should be held by a sponsoring agency prior to initiating the preparation of a proposed master plan or a significant modification to an existing master plan.

At such a session, a joint determination will be made as to whether there are any unique or special characteristics of the affected installation which necessitate modification of any requirements respecting the master plan submission. A joint determination will also be made as to whether, because of special characteristics of an installation or proposed developments to be accommodated by a master plan, there is a need for a presentation of any type to the Commission prior to the preparation and submission of the master plan. The session will also be used to plan for early consultation with other organizations as part of the intergovernmental review process.

B. Early consultation and discussion of proposed master plan with other affected government agencies. After it has been contacted by a sponsoring Federal agency concerning the initiation of planning for an installation in the region, the Commission, as appropriate, will contact the planning agency, intergovernmental review official, chief administrative officer, and responsible elected official of the affected local government(s) and the affected area and state clearinghouse(s) about the work involved and the anticipated schedule for submission of the proposed master plan or revised master plan to the Commission. Where appropriate, the Commission will arrange a meeting of concerned agencies and officials with the agency sponsoring the master planning work to discuss that work, prior to any submission to the Commission.

The purpose of this step is to give local, regional, and state agencies an opportunity to learn about proposed Federal plans being developed in the region and permit early identification of possible questions, issues and concerns. This step in the process has

been established in accordance with the Commission's "Procedures for Intergovernmental Cooperation in Federal Planning in the National Capital Region". Although this step applies as a requirement only to sponsoring Federal agencies, the Commission will, upon request of an affected District of Columbia agency preparing a master plan for an installation outside the District of Columbia within the region, arrange similar early consultation with the affected local, regional, and state agencies and officials.

C. Determination of appropriate environmental document for the proposed master plan. Master plan submissions must include appropriate environmental documentation, pursuant to Section 3.A.2. of these requirements and the Commission's Environmental Policies and Procedures.

The sponsoring agency should consult with the Commission at the earliest possible time in its master planning to determine whether projects covered by the master plan will require Commission approval thereby requiring Commission participation with the sponsoring agency in determining the appropriate environmental document for the master plan.

The environmental determination of the sponsoring agency must be made, and the environmental document submitted, in accordance with the Commission's Environmental Policies and Procedures. The required consultation regarding environmental documentation may occur in the initial informal consultation by the sponsoring agency with the Commission staff.

D. Submission of the proposed master plan to the Commission for review and action. The sponsoring agency shall submit the master plan in accordance with established monthly deadlines, which are available from the Commission.

E. Commission initiation of procedures for compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, if applicable. Master plan submissions must include a historic preservation report, pursuant to Section 3.A.1.l. of these requirements. If Section 106 of the Act is applicable, the sponsoring agency shall complete compliance therewith prior to Commission action.

Upon receipt of a master plan submission from the District of Columbia Government for one of its installations within the Central Area of the District of Columbia, the Executive Director of the Commission will determine whether the master plan is subject to the provisions of Section 106. If he so determines, the Executive Director will initiate procedures for compliance. Compliance will be completed prior to Commission action on the proposed master plan.

F. Referral where appropriate, of the proposed master plan to the responsible local, regional and state agencies. Upon receipt of a master plan, the Commission will refer the plan to the affected local planning agency and regional and state clearinghouse for review and comment. The master plan will in turn also be referred by the regional clearinghouse (the Metropolitan Washington Council of Governments) to the designated intergovernmental review official of the affected jurisdiction for review and comment.

G. Resolution of planning issues, if any, between local and Federal agencies. Upon the identification of planning issues raised by a proposed master plan, the Commission staff in conjunction with the staff of the Council of Governments, will work with the affected local, regional or state agencies and the Federal agency to resolve such issues in accordance with "Procedures for Resolving Planning Issues That May Arise Between Local and Federal Agencies in the National Capital Region" adopted by the Commission on November 18, 1982, and the Commission's "Procedures for Intergovernmental Cooperation in Federal Planning in the National Capital Region".

H. Referral, where appropriate, of the proposed master plan to the Commission's Coordinating Committee. Upon receipt of a master plan for a Federal or District of Columbia installation in the District of Columbia, the Commission will refer the master plan to its Coordinating Committee, pursuant to Section 2(d) of the Planning Act, for review and coordination.

The committee is composed of representatives of Federal and District of Columbia agencies involved in planning and development activities. The master plan will also be referred to the Council of Governments and the designated intergovernmental review official of the District of Columbia.

I. Review and preparation of recommendations by the Commission staff. Following the receipt of comments from other organizations and the Coordinating Committee, where appropriate, the staff will prepare recommendations for action by the Commission on the master plan. The staff recommendations will be provided to the Commission and made available to the sponsoring agency and the general public approximately one week in advance of the scheduled Commission review and action on the plan.

J. Notification to the public and public participation in Commission review. In accordance with the Commission's "Revised Procedures for Public Participation", organizations in the vicinity of an installation will receive a notice titled "Tentative Agenda Items" indicating the tentative schedule for the Commission's review of a master plan submission. Organizations or individuals may submit written comments for consideration by the Executive Director of the Commission in the preparation of staff recommendations. In addition, organizations or individuals may appear before

the Commission to comment on a master plan submission and/or to comment on the Commission staff's recommendations on the submission.

K. Review and action by the Commission. The Commission will review the master plan submission at a scheduled meeting. The sponsoring agency will be notified by the staff of the schedule for Commission review, and the staff will coordinate with the agency concerning a presentation of the submission to the Commission.

L. Official notification of Commission action on the master plan. Notification of the Commission action on the master plan will be provided by letter to the sponsoring agency immediately following such action.

Section 6 - Time Period for Review

Master plans for installations for which a referral to local, regional, and state agencies is required will be subject to a review period of approximately 90 days, whenever possible, 60 days of which will be devoted to review by the agencies receiving the referral. A sponsoring agency may request a reduction of 30 days of this review period from the Executive Director of the Commission if special and unusual circumstances warrant, but every effort should be made to comply with the 90-day review.

Section 7 - Presubmission Requirements

As noted in Section 5.A. at the time of initial informal consultation on the proposed preparation of a master plan, the sponsoring agency and Commission staff will determine whether, because of special characteristics of an installation or the developments being considered for that installation, there is a need for any type of presentation to the Commission prior to the preparation and submission of the master plan. In some cases a presentation for information purposes may be appropriate to provide an opportunity for the Commission to become familiar at an early stage with an evolving development proposal.

In other cases, the submission of site boundaries, a development program, and development concepts may be required to obtain Commission views and action on an acquisition proposal pursuant to Section 5 (a) of the Planning Act prior to the expenditure of funds for the preparation of a master plan. Where land is already under the jurisdiction of the sponsoring agency, the submission of development concepts to obtain Commission views on a particular proposal in advance of the preparation of a master plan may also be appropriate under certain circumstances. In cases where a presubmission of some form or a presentation is determined to be required or warranted, the contents will be determined through consultation by the sponsoring agency with the Commission staff.

Section 8 - Amendments or Modifications to Master Plans

The process outlined above also applies to proposed modifications or revisions to master plans that have been previously approved by the Commission. Once a master plan has been approved, regional review of subsequent proposed modifications or revisions will be required only where the Executive Director of the Commission, in consultation with the sponsoring agency and affected local jurisdiction(s), determines that: (1) a major change in the character or intensity of an existing use is proposed, or (2) the proposed modifications or revisions would significantly change the off-site impact of the Federal activities and uses carried out within the site.

Section 9 - Review and Updating of Master Plans

Agencies are encouraged to review master plans on a periodic basis to insure that both inventory material and development proposals are current. Such reviews should be conducted at least every five years. Sponsoring agencies should advise the Commission of the results of such reviews and provide to the Commission proposed schedules for the updating of master plans on a five-year cycle when updating is determined to be needed.

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVENUE, N.W., SUITE 301
WASHINGTON, D.C. 20576

Project Plans
Submission Requirements
(Approved by the Commission on October 3, 1991)

Section 1 - Introduction

A. Statutory Authority

Congress created the National Capital Planning Commission (Commission) to serve as the central Federal planning agency for the unique concentration of Federal activities and interests in the National Capital Region (Region).[1] One of the Commission's principal responsibilities is to coordinate development activities of Federal and District of Columbia agencies in the region. These agencies must submit development proposals to the Commission under the following statutes:

1. Federal and District of Columbia Land Acquisition and Development Proposals

   Section 5(a) of the National Capital Planning Act of 1952, as amended (40 U.S.C. 71d(a)) ("Planning Act"), requires each Federal and District of Columbia agency, prior to the preparation of construction plans or to commitments for the acquisition of land in the region, to consult with the Commission in its preliminary and successive stages of planning.

2. Federal Public Buildings in the District of Columbia

   Section 16 of the Act of June 20, 1938, ("Zoning Act," D.C. Code Ann. Sec. 5-432 (1981)), requires Commission approval of the location, height, bulk, number of stories, and size of Federal public buildings in the District of Columbia and the provision of surrounding open space.

3. District of Columbia Public Buildings in the Central Area

   Section 5(c) of the Planning Act (40 U.S.C. 71d(c)) requires Commission approval of District of Columbia public buildings within the central area of the District as

[1] The region includes the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun and Prince William Counties in Virginia; and all cities that exist or may come to exist in Maryland and Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties.

concurrently defined by the Commission and Council of the District of Columbia (Central Area).

4. Commemorative Works on Federal Lands

Section 7(b) of "An Act to provide standards for placement of commemorative works on certain Federal lands in the District of Columbia and environs, and for other purposes", November 14, 1986 (Commemorative Works Act, 100 Stat. 3650, 40 U.S.C.S. 1007) requires Commission approval of site and design proposals for commemorative works proposed in the District or its environs.

B. Applicability of Requirements[2]

This document details the process for submitting proposals and plans for Commission action. It applies to the following types of projects and proposals of the District and Federal governments, including civilian and military installations and facilities in the region:

1. site acquisition;

2. building construction or renovation, with or without related site improvements;[3]

3. site development, such as grading, landscaping, street and road extensions and improvements involving changes in cartway configurations, and surface parking;

4. all forms of commemorative works.

C. Extension, Modification or Waiver

The Executive Director of the Commission ("Executive Director") may extend, modify, or waive requirements under certain limited circumstances. Where a waiver affects submission materials that may address potentially significant offsite impacts, the Executive Director must provide notice to potentially affected public agencies

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[2]Section 5(b) of the Planning Act generally exempts projects within the U.S. Capitol grounds or structures erected by the Department of Defense during wartime or national emergency within existing military, naval, or Air Force reservations. In the latter case, the affected Defense agency should consult with the Commission if off-site effects are anticipated.

[3]Submission requirements for the installation of antennas on Federal sites are covered in the Commission's Guidelines and Submission Requirements for Antennas on Federal Property in the National Capital Region.

and provide opportunity for consultation. Waivers may be granted or requirements extended or modified where the project submitted for review has:

1. unique or special character or qualities, such as extraordinarily limited size and/or scope, that make certain elements of the required materials unnecessary;

2. been sufficiently documented in prior submissions with materials that remain current;

3. unique implications necessitating the submission of specialized materials.

D. Review for Plan Conformity

1. The Commission's review includes assessment of conformance with applicable provisions of the Comprehensive Plan for the National Capital (Comprehensive Plan). Federal elements of the Comprehensive Plan (available from the Commission) contain goals policies, and implementation proposals addressing a variety of subjects, such as locations of Federal facilities, employee services, affordable housing for Federal employees, and energy conservation in the design and construction of Federal facilities.

2. Since master plans are necessary for installations on which more than one principal building, structure, or activity is located or proposed to be located, the Commission's Master Plan Submission Requirements, where applicable, must also be followed. The Commission is unlikely to approve or recommend favorably on projects on installations for which there is no approved master plan.

   Site acquisition (location and program) proposals and schematic development or preliminary plan submissions serve as the basic planning documents for intergovernmental coordination on sites where no master plan is required (see Section 5.F).

Section 2 - Exceptions

As authorized by the Planning Act, the Commission has determined that plans need not be submitted for projects where:

A. the replacement of walks, roadways, and parking areas involves no change in the location or the existing character or extent of the improvement;

B. the rehabilitation and improvement of buildings and structures involve no change in the existing character, predominant use, or extent of the building or structure;

C. the replacement of trees, shrubs, and other plant materials, including changes in species, involves no change in the existing character of the site;

D. replacement (excluding relocations or extensions) of underground utility lines such as pipes and cables (excluding pumping stations and treatment facilities) will not (1) necessitate removal of existing trees or changes in the natural topography or (2) perpetuate or create an adverse environmental impact.

Section 3 - Submission Stages

Sponsoring agencies should contact the Commission staff at the earliest possible time in site acquisition or project planning to confirm appropriate submission stages and resolve questions concerning submission contents (see Section 5.A). When the agency holding jurisdiction over an affected site and the agency proposing a development differ, the former is normally considered as the sponsoring agency. Project plans and related documentation must be submitted to the Commission at the following stages, where applicable:

A. Location and Program submissions must precede commitments for the acquisition of land to be paid for in whole or in part from Federal or District funds.

B. Schematic Development submissions are required where size, complexity, and/or projected impacts of proposed projects (including site improvements and commemorative works) necessitate early Commission guidance prior to the expenditure of substantial funds for more detailed project design. In cases involving complex planning and development proposals, the Executive Director may require schematic development submissions.

Where issues relate to the potential suitability of a proposed site, the Executive Director may require that schematic development proposals accompany the location and program submission. Any sponsoring agency may choose to make a schematic development

submission to solicit the Commission's views prior to preparation of preliminary plans.

C. Preliminary submissions must be made for all new construction or renovation projects (except as outlined in Section 2) after tentative design decisions have been made but well before detailed design work begins, typically at the 20 to 25 percent development stage. Timely submissions of preliminary plans are vital to avoid costly revisions in later detailed design stages.

If major changes are made in either the design or program of a proposed development after the Commission has reviewed a preliminary submission, the affected sponsoring agency shall submit revised preliminary plans for review as far in advance of completion and submission of final plans as possible, except where such changes have been made specifically in response to Commission recommendations on the preliminary submission. Preliminary submissions may take the form of:

1. preliminary site and building plans for projects involving both building construction or renovation and related site improvements;

2. preliminary building plans for projects involving additions or renovation where no site improvements are involved;

3. preliminary site development plans for projects involving only site improvements;

4. preliminary designs for all commemorative works proposals. In cases in which the proposed commemorative works involve only site improvements, including sculpture, content requirements for preliminary site development plans apply. Where proposed commemorative works include substantial structures, content requirements for preliminary site and building plans apply.

D. Final submissions must follow preliminary submissions (see Section 3.C), after design decisions have been made (including building and landscaping materials), typically at the 60 to 70 percent development stage, and prior to advertisement and award of construction contracts.

Final site and building plans for Federal public buildings in the District of Columbia and District government public buildings

within the central area will ordinarily satisfy requirements under Section 16 of the Zoning Act and Section 5(c) of the Planning Act.

Sponsoring agencies may not lawfully deviate from final plans approved by the Commission under these provisions. Therefore, sponsoring agencies are urged to resolve all outstanding planning and design issues with affected agencies and organizations prior to the submission of final site and building plans.

If substantial changes (see Section 2, for guidance) must be made in final plans after the Commission has taken action on them but prior to construction, sponsoring agencies are required to submit revised final plans for Commission review and action.

Section 4 - Contents of Submissions

Project plan submissions include narrative materials and data, maps and drawings, and presentation materials which describe and illustrate existing conditions and proposed developments. Although the required narrative materials, data, and supporting documentation requirements are generally consistent for all submission stages, greater detail must be provided at successive stages to reflect decisions made as project planning advances.

A. Narrative Materials and Data

1. Project Report

A project report is required at all stages (except that, where required information is fully provided in accompanying environmental documentation, it need not be repeated in the project report). Where a project report has been submitted at an earlier review stage, a fully updated supplement may be submitted at successive stages. The Supplement should include responses to any Commission recommendations from the previous stage.

The project report serves as required development program information for location and program submissions. Project reports must contain the following information:

a. name and telephone number of agency project manager;

b. narrative description of the project, including existing conditions to be affected and a summary of the basic design concept on which the physical form of the proposal is based;

c. total area of site and allocation of land to proposed uses;

d. area of building(s) and site coverage;

e. existing assigned employment and projected assigned employment over a 20-year period, in five-year increments;

f. description of the relationship of the project to the agency's master plan, where applicable, including rationale for any deviations;

g. status of coordination with affected local and state governments and the Metropolitan Washington Council of Governments (COG) for projects not previously coordinated through an installation master plan;

h. status of community participation, including a summary of community views;

i. schedule for construction and occupancy;

j. total estimated cost of project and funding status;

k. a Transportation Management Program (TMP) for any project that will increase the employment level on a work site to 500 or more employees (including existing and proposed employees). Over and above this requirement, sponsoring agencies are encouraged to prepare TMP's for projects that will increase employment levels to 100 or more employees.

Where the TMP for a project is an integral part of an installation TMP approved by the Commission as part of a master plan submission, a summary of provisions of the installation TMP applicable to the project will satisfy the requirements of this section.

The TMP should incorporate the following:

(l) stated goals for trip reduction, mode split, and vehicle occupancy;

(2) firm commitments to strategies to minimize vehicle work trips and discourage single-occupant travel during peak and off-peak hours;

(3) description of measures to monitor achievement of goals and to adjust trip reduction strategies as needed;

(4) description of existing and projected peak hour traffic by mode and a summary of existing and proposed parking by type of assignment (official cars, vanpools, carpools, single occupant vehicles, handicapped persons, visitors, etc.);

(5) evaluation of projected transportation impacts and description of proposed mitigation measures;

(6) summary of the relationship of the TMP provisions to transportation management requirements of local, state and regional agencies, including provisions for working cooperatively with affected agencies to address those requirements.

The format and content of each TMP may vary on a case by case basis, according to transportation management requirements of local jurisdictions and specific details of the project and site. The Commission staff is available to facilitate coordination of a sponsoring agency's transportation management planning with the Metropolitan Washington Council of Governments Transportation Planning Board, affected local officials, and the General Services Administration. A transportation management strategies handbook will be available through this coordination.

2. Environmental Documentation

a. The environmental document prepared by a Federal sponsoring agency pursuant to the National Environmental Policy Act of 1969, as amended, (NEPA) and Council on Environmental Quality Regulations must be part of each submission. The document must be an environmental impact statement (EIS), if required by NEPA Section 102(2)(C). Otherwise, an environmental assessment ("EA") must be submitted (along with the agency's formal determination that an EIS is not

required), unless the agency demonstrates that the project qualifies as a categorical exclusion in its environmental policies and procedures.

For Federal public building projects in the District of Columbia or any other developments requiring Commission approval, the sponsoring agency must consult with the Commission at the earliest possible time and permit it to participate with the agency in determining the appropriate environmental document.

The NEPA process must be completed prior to the initial submission, but the initial stage document may be used for successive stages if current and substantively sufficient. Where substantial changes are made, the environmental document must be amended by the sponsoring agency and resubmitted at the appropriate successive review stage.

b. Each submission by a District of Columbia sponsoring agency must include an EA. If the proposed development is a District of Columbia public building within the boundaries of the central area, the Executive Director will determine the appropriate environmental document for Commission action.

If an EIS is required, it will be filed by the Commission, based on environmental information provided by the sponsoring agency (see Section 5.D).

3. Historic Preservation Documentation

a. Each submission by a Federal sponsoring agency must include a determination by the agency head or other authorized official, as to whether the project is subject to Section 106 of the National Historic Preservation Act of 1966, as amended (Section 106), or Section 2(b) of Executive Order 11593 of May 13, 1971.

In addition, an analysis must be submitted of any effects of the proposed project on recognized historic resources, both on the site and in such close proximity that their setting or use may be altered by the project.

If a Section 106 review is required, submissions must include documentation of consultation with the affected

State Historic Preservation Officer (SHPO) and the Advisory Council on Historic Preservation (ACHP), as follows:

(1) The initial submission stage must include a copy of the sponsoring agency's letter to the affected SHPO initiating the review process. Generally, such letters will provide sufficient analysis of the effects of a proposed project to satisfy submission requirements. Where potential impacts on historic resources merit special attention, the Executive Director may require that the sponsoring agency obtain the views of the affected SHPO, or the review body advising that SHPO, prior to Commission action.

(2) The final submission stage must include a copy of the letter(s) from the SHPO and, if applicable, the ACHP, certifying compliance with Section 106.

b. The Commission undertakes the Section 106 process, if applicable, for District of Columbia Public buildings in the central area (see Section 5.D.2).

4. Floodplain Management and Wetlands Protection

The initial submission by a Federal agency for a project located in a floodplain or wetland must include a copy of the agency's Statement of Findings pursuant to Executive Order 11988 or Executive Order 11990. This statement must evaluate potential impacts and identify proposed mitigation measures.

B. Maps and Drawings

1. Location and Program Submissions

As noted in Section 3.A, these submissions are required where land acquisition is proposed. They must include the following maps, as applicable:

a. A vicinity map must be submitted, uncolored, at a minimum scale of 1 inch equals 400 feet, except where extremely large sites require a smaller scale to meet sheet size limitations (see Section 4.D.1), and must contain the following information:

(1) boundaries of the 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;

(2) existing zoning on non-Federal lands surrounding the site and proposals of adopted local and/or state plans affecting land use, zoning, and transportation facilities in the surrounding area (a separate map depicting the site in relation to planned surrounding conditions may be used if proposed changes cannot be clearly presented in combination with existing conditions).

b. A boundary map must be submitted, uncolored, at a minimum scale of 1 inch equals 50 feet for sites of less than 40 acres and 1 inch equals 100 feet for larger sites, except where extremely large sites require a smaller scale to meet sheet size limitations (see Section 4.D.l). Where appropriate, multiple sheets, with match lines, may be used to present the boundary map for such large sites.

The boundary map must contain the following information:

(1) site boundaries, including dimensions;

(2) topography of the site (preferably at 1- or 2-foot contour intervals);

(3) outlines of buildings (with annotations indicating those proposed to remain and to be demolished); roadways and parking areas; vehicular entrances to the site; major utilities; walkways, fences, walls and other man-made improvements; and substantial groupings of trees and shrubs.

c. A basic development proposals map, although not required at the location and program stage, should be submitted where early development proposals have been identified in order to provide for Commission review and recommendations at the earliest possible opportunity. This map must be submitted, uncolored, at the same scale as the boundary map (these two maps

may be combined if the information presented is clear and readable) and must contain the following information:

(1) proposed building locations;

(2) proposed vehicular access points and roadway locations;

(3) proposed groupings of trees and other basic landscape features;

(4) any other tentatively identified building or site design features.

2. Schematic Development Submissions

As noted in Section 3.B., these submissions are made where, because of a project's size, complexity, and/or projected impacts early Commission review and guidance is needed. Because such submissions often focus on specific development issues or expected impacts, flexibility is permitted in the type and detail of information provided.

The Commission staff is available to advise on the appropriate level of detail for schematic development submissions. Such submissions must include the following maps and drawings, as applicable:

a. A vicinity map (see Section 4.B.1.a);

b. Schematic development drawings, including the following:

(1) A schematic site plan is required where the project involves new buildings or structures and/or other site changes in order to depict the siting relationships of proposed improvements and existing site features. The schematic site plan must contain the following information:

(a) site boundaries, including dimensions;

(b) existing topography of the site (preferably at 1 or 2 foot contour intervals) and a general indication of proposed substantial site grading;

(c) existing man-made features to remain; general location and footprint of proposed buildings and structures; and general location and layout of major proposed site improvements, including roadways and parking areas, public transportation facilities such as bus bays and shelters, major walkways, stormwater management facilities, and landscape proposals;

(d) any additional information helpful in depicting early site planning direction.

(2) Schematic architectural drawings are required where the project involves proposed buildings or structures, except in cases in which the sponsoring agency and the Commission staff have concluded that the schematic development submission should be limited to site development proposals.

These drawings must contain the following information, as applicable:

(a) schematic floor plans indicating pedestrian and vehicular entrances, general allocation of principal uses, public areas, and any proposed special interior features;

(b) schematic elevations indicating the height of the building or structure, general bulk and massing, tentative fenestration proposals, and other features affecting the general design and character of the proposed building or structure;

(c) any additional information helpful in depicting early design direction for the building or structure.

3. Preliminary and Final Submissions

As noted in Sections 3.C and 3.D, these submissions are required for all projects and must include the following maps and drawings, as applicable:

a. A vicinity map (see Section 4.B.1.a);

b. A site plan is required for all preliminary and final plan submissions, except building plans for additions to or renovation of existing buildings where no site improvements are proposed. This plan must be submitted, uncolored, at a minimum scale of 1 inch equals 50 feet for sites of less than 40 acres and 1 inch equals 100 feet for larger sites, except where an extremely large site requires a smaller scale to meet sheet size limitations (see Section 4.D.1). Where appropriate, multiple sheets, with match lines, may be used to present the site plan for such large sites.

Where proposed improvements involve only a portion of a site, the site plan must show the entire site area, indicating relationships between the portion to be improved and the portion to remain undisturbed.

Where an existing adjacent facility has an integral supporting relationship to a proposed facility, such as an existing parking lot proposed to serve a new office building, the existing facility must be included on the site plan to show functional relationships. The site plan must contain the following information:

(1) site boundaries, including dimensions;

(2) existing and proposed topography of the site (preferably at 1- or 2-foot contour intervals);

(3) existing man-made features to remain and all proposed buildings, structures, and related improvements on and immediately adjacent to the site, including, but not limited to, access ways, driveways, sidewalks, walls, fences, loading areas, off-street parking, and public transportation facilities such as bus bays and shelters.

c. A landscape and grading plan is required for all preliminary and final plan submissions, except building plans for additions to or renovation of existing buildings where no site improvements are proposed. Although a separate landscape and grading plan drawing 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. The landscape and grading plan must be submitted, uncolored, and contain the following information:

(1) existing and proposed topography of the site (preferably at 1 or 2 foot contour intervals);

(2) general locations of all existing-to-remain, existing-to-be-removed, and proposed trees, shrubs, and other plant materials;

(3) at the preliminary stage, general identification of proposed plant materials, and, at the final stage, a list of the type, quantity, and size of proposed plant materials.

d. A stormwater management and erosion and sediment control plan is required for all final plan submissions for projects for which there is more than 5,000 square feet of disturbed site area. The plan must include locations and sizes of natural drainageways, storm sewer lines and outfalls, infiltration devices, retention and detention ponds, and any other needed mitigation measures to control stormwater runoff and limit erosion and sedimentation on the site, with back-up calculations. The plan may be incorporated in the project environmental document.

e. Floor plans must be submitted at preliminary and final stages, uncolored, for each floor of proposed buildings (a single drawing is sufficient for identical floors) at a scale commensurate with sheet size limitations (see Section 4.D.1). The scale should be sufficiently large to permit presentations in a conference room at a distance of 20 to 25 feet. Floor plans must contain the following information:

(1) uses allocated to all interior spaces;

(2) interior partitions, stairs, and elevators;

(3) overall dimensions;

(4) dimensions of interior spaces;

(5) elevation of each floor level.

f. Elevations of all sides (facades) of proposed buildings or structures must be submitted, uncolored, at preliminary and final stages, at the same scale as the floor plans, indicating the following:

(1) height, bulk, and massing of the building or structure;

(2) pedestrian and vehicular entrances;

(3) fenestration;

(4) general identification of materials (preliminary stage) and detailed identification of materials (final stage);

(5) treatment of the roof and all related appurtenances, including features such as penthouses, ventilation shafts, chimneys, smoke stacks, antennas, and related screening;

(6) in the District of Columbia, the point of measurement of the height of the building in accordance with the Zoning Act.

g. At least <u>two cross sections</u> through proposed buildings, at the same scale as the floor plans, and <u>one or more exterior wall sections</u> showing the proposed installation of principal exterior materials must be submitted uncolored at preliminary and final stages.

h. <u>Roof plans</u> for proposed buildings must be submitted at preliminary and final stages, at the same scale as the floor plans, indicating the following:

(1) roof design, including materials and finishes to be used;

(2) roof appurtenances, including all proposed screening. (Note: Antenna installations are also subject to separate Commission guidelines and submission requirements.)

i. Construction and equipment drawings for exterior building features, site work, and any other proposals requiring coordination with off-site facilities and activities must be submitted at the final stage.

C. Presentation Materials

1. Rendered Plans and Perspectives

One set of rendered plan maps and drawings must be submitted at each review stage. Rendered presentation maps and drawings should be presented in color. At least one rendered perspective of all proposed buildings and substantial site developments is required at the schematic development stage, as applicable, and at preliminary and final stages. Perspectives prepared at an early stage may be resubmitted at later stages if the project design is unchanged.

2. Models

A model must be submitted for all major development proposals (model requirements for a particular submission may be obtained from the Commission staff). Models must depict topography, existing-to-remain and proposed buildings and improvements, pedestrian and vehicular circulation parking and loading areas, public transportation facilities, and principal landscape features. They should be prepared at the same scale as the project site plan, or larger if necessary for presentation purposes.

D. Form of Submissions

1. Sheet Size

Submission drawings should be a standardized sheet size, whenever possible, and in no event exceed a sheet size of 33 by 44 inches, in order to be compatible with the Commission's microfilm file requirements. For projects

requiring larger maps or drawings, multiple sheets with match lines within the maximum size limits may be submitted.

2. Orientation

Maps and drawings, where applicable, should be oriented so that north is at the top of the sheet, confirmed by a north arrow. Map and drawing scales should be indicated in numerical and graphic form for reference at full sheet size and in copy reductions.

3. Number of Copies

At least three sets of full size maps and drawings (except construction and equipment drawings) and narrative materials must be submitted at each stage. One set of construction and equipment drawings must be submitted at the final stage (see Section 4.B.3.i).

As discussed in Sections I.D.2 and 5.F, where projects are located on sites for which master plans are not required, the location and program and schematic development or preliminary plan submissions will normally function as the master plan and must be referred to other agencies and organizations as part of the Commission review process.

The number of sets of submission materials required in such cases is defined in Section 4.D of the Commission's Master Plan Submission Requirements.

4. Reduced Size Drawings

One set of maps and drawings, including vicinity map, boundary map, site plan, landscape and grading plan, floor plans of the entrance level and any other levels containing major public spaces, and elevations, as applicable to the specific type of submission, must be submitted at a reduced page size no greater than 8-1/2 by 14 inches and in a form that permits reproduction by standard copying machine.

5. Electronic Data

The Commission, in collaboration with affected Federal and District of Columbia agencies, will seek in the near future to establish guidelines for the optional submission of narrative

materials and maps and drawings in electronic data form. In the interim, sponsoring agencies are encouraged to contact the Commission staff if they have an interest in transferring electronic data for projects on a demonstration trial basis.

Section 5 - Project Plans Coordination and Review Process

A. Early Contact with Commission Staff

Sponsoring agencies should contact the Commission staff at the earliest planning stage for land acquisition and siting and design of proposed new developments in order to prepare for required submissions. On a case-by-case basis the Commission staff will assist sponsoring agencies in determining;

1. whether a schematic development submission is required for a complex project and, if so, the appropriate level of detail;

2. type and scope of required environmental documentation;

3. level of progress required in the Section 106 review process at the initial submission stage;

4. whether a model is required for presentation;

5. appropriate intergovernmental review process, including the need for early consultation with affected non-Federal agencies.

B. Early Consultation with Other Agencies

If the potential for off-site impacts necessitates early consultation with other agencies, the Commission staff will contact the planning agency, intergovernmental review officer, chief administrative officer, and responsible elected official of the affected local government and regional and state clearinghouses to arrange a meeting about the project and its anticipated submission schedule. (In general, early consultation will be required on sites not covered by master plans. Frequently, the coordination previously provided through the review of an agency's master plan will satisfy early consultation requirements for projects within the installation covered by the master plan.)

Early consultation meetings, which occur prior to initial submissions to the Commission, give local, regional, and state agencies necessary information about proposed developments;

facilitate early identification of issues and concerns; and establish continuing coordination for planning and construction stages, as needed (see Section 5(a) of the Commission's Procedures for Intergovernmental Cooperation in Federal Planning in the National Capital Region.

C. Submission Schedule

Submissions (including all required materials) must meet established deadlines (available from the Commission staff) in order to qualify for Commission review at a scheduled monthly meeting.

D. District of Columbia Projects in the Central Area

As noted in Sections 4.A.2&3, if the proposed development is a District of Columbia public building within the central area, the Commission is responsible for environmental documentation and compliance with Section 106 where applicable. Where the Executive Director has determined that Commission action requires an EIS, the NEPA process must be completed prior to the initial action.

If a Section 106 review is required, initial action will normally be scheduled immediately after the Executive Director initiates the process, unless, because of potential impacts on recognized historic resources, the views of the District of Columbia SHPO or the District of Columbia Historic Preservation Review Board are required. Compliance with Section 106 must be completed prior to Commission action on final site and building plans.

E. Coordinating Committee

Pursuant to Section 2(d) of the Planning Act, submissions for proposed projects located in, or adjacent to, the District of Columbia will be referred by the Commission staff to the Coordinating Committee to ensure coordination with interested and affected District of Columbia and Federal agencies.

F. Referral

Upon receipt of location and program and schematic development or preliminary plan submissions for projects on sites not covered by a master plan and not subject to review by the Commission's Coordinating Committee, the Commission will refer the submissions to affected local planning agencies and regional and

state clearinghouses for review and comment. Such submissions are also referred by the regional clearinghouse (COG) to designated intergovernmental review officials of affected jurisdictions for review and comment.

G. Resolution of Planning Issues

As planning issues are raised by the Coordinating Committee or from the referral process, the Commission staff, in conjunction with the COG staff, will work with affected local, regional, or state agencies and the sponsoring agency to resolve such issues.

H. Review, Evaluation, and Recommendation of the Commission Staff

Following receipt of comments from other organizations and the Coordinating Committee, the staff will prepare recommendations for Commission action. Staff recommendations will normally be provided to the Commission and made available to the sponsoring agency and general public approximately one week in advance of scheduled Commission meetings. In the event unresolved issues delay staff recommendations, the staff will inform the sponsoring agency of the steps to be taken to resolve outstanding concerns.

I. Public Notice and Participation

In accordance with the Commission's Revised Procedures for Public Participation, organizations in the vicinity of a project site will be mailed a notice of "Tentative Agenda Items" indicating a tentative schedule for Commission review of the proposals described. Organizations or individuals may submit written comments for consideration by the Executive Director in preparing staff recommendations. In addition, organizations or individuals may register to appear before the Commission to comment on project submissions and/or staff recommendations.

J. Action of the Commission

The Commission reviews project submissions at scheduled meetings. The Commission staff will notify the sponsoring agency of the schedule for review and any requirements concerning its participation in the presentation to the Commission.

K. Official Notification of Commission Action

A letter notifying the sponsoring agency of Commission action on its project submission will immediately follow such action.

Section 6 - Time Period For Review

Submissions requiring referral to local, regional, and state agencies will normally require a 90-day review period, of which 60 days will be devoted to review by agencies receiving the referral. Under special circumstances, a sponsoring agency may request a waiver of up to 30 days of this review period from the Executive Director. Project submissions for sites not requiring referral are subject to a review period of approximately 30 days.

Section 7 - Delegation of Authority to Executive Director

Where a project is outside the District of Columbia within an installation for which the Commission has approved a master plan, the Executive Director may approve the following:

A. preliminary and final site and building plans for proposed temporary or permanent additions of less than 10,000 square feet of floor area to existing structures and for temporary or permanent structures of less than 10,000 square feet of floor area, if the Executive Director determines that:

    1. the proposed development:

        a. is consistent with the recommendations of the Commission on the land use and circulation plan elements of the master plan;

        b. will have no significant adverse impact on the environment, access and egress facilities, and utilities;

        c. is compatible with existing and proposed developments in its immediate vicinity.

    2. the addition or relocation of employees to the proposed development would not cause a significant impact on low- and/or moderate-income housing needs in the vicinity of the development.

B. final site and building plans where such plans conform to applicable recommendations made by the Commission in its

review of the preliminary site and building plans for the project and of any EIS or environmental assessment submitted pursuant to the Commission's Environmental Policies and Procedures.

ATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVENUE, N.W., SUITE 301
WASHINGTON, D.C. 20576

NCPC File No. 0735A

Environmental Policies and Procedures

(As adopted September 13, 1979 and amended September 3, 1981 and on October 21, 1982)

Section 1 - Purpose

All Federal agencies must direct, to the fullest extent possible, their policies, plans, and programs to protect and enhance environmental quality. In view of the unique Federal presence at the seat of government, a special effort should be made in the National Capital Region to implement the National Environmental Policy Act, as amended (NEPA). These procedures supplement the Council on Environmental Quality's regulations for implementing the procedural provisions of NEPA and describe the way the National Capital Planning Commission beginning at the earliest possible point, considers the environmental aspects of proposed actions. The Commission's goal is to avoid or minimize adverse environmental effects.

Section 2 - Definitions

Underlined words are defined as follows:

"Commission" means the National Capital Planning Commission created by the Planning Act.

"Comprehensive Plan" means the Comprehensive Plan for the National Capital prepared and adopted pursuant to the Planning Act.

"Council" means the Council of the District of Columbia, as defined in Section 103 of the Home Rule Act.

"EIS" means environmental impact statement prepared pursuant to Section 102 (2)(C) of NEPA.

"Environmental assessment" means a document that briefly discusses the environmental consequences of a proposed action and alternatives prepared for the purposes set forth in 40 CFR 1508.9.

"Environs" means the territory surrounding the District of Columbia within the Region.

"EPA" means the United States Environmental Protection Agency.

"Executive Director" means the director employed by the Commission pursuant to Section 2 (C) of the Planning Act.

"Home Rule Act" means the District of Columbia Self-Government and Governmental Reorganization Act (December 24, 1973, 87 Stat. 774).

"Mayor" means the Mayor of the District of Columbia, as defined in Section 103 of the Home Rule Act.

"NEPA" means the National Environmental Policy Act, as amended (42 U. S. C . 4321, et seq.).

"Planning Act" means the National Capital Planning Act of 1952, as amended (40 U.S.C. 71-71i, 72, 73, 74; D.C. Code, 1981 edition, secs. 1-2001 to 1-2011) .

"Redevelopment Act" means the District of Columbia Redevelopment Act of 1945, as amended (D.C. Code, 1981 edition, secs. 5-801 to 5-820).

"Region" means the National Capital Region as defined in Section 1(b) of the Planning Act.

"Zoning Act" means the Act of June 20, 1938, 52 Stat. 797, as amended (D.C.Code, 1981 edition, secs. 5-413 to 5-432).

"Zoning Commission" means the Zoning Commission created by Section 1 of the Act of March 1, 1920, 41 Stat. 500, as amended (D.C. Code, 1981 edition, sec. 5-412).

"Zoning Regulations" means the regulations, including the maps, and amendments thereto, promulgated by the Zoning Commission pursuant to the Zoning Act.

Section 3 - Principal Functions - Major Decision Points

This section describes the major decision points for the Commission's principal functions. It does not contain an exhaustive list of the Commission's functions.

A. Federal Elements of the Comprehensive Plan

The Commission's comprehensive planning process begins when the Commission staff starts to prepare a specific Federal element (e.g. Federal land use, Federal employment, foreign missions and international agencies). The NEPA process usually starts with the preparation of a study or planning report on the proposed element and a related environmental analysis.

The degree of specificity of the report varies depending on the subject matter of the element and on the Commission's direction to the staff. The report is circulated for agency and public review and comment. Generally the major decision points on a Federal element of the Comprehensive Plan are:

1. First major decision point

   In the case of a study report, after analyzing alternative policies and comments, the Commission selects, from among the alternative policies, that alternative for which the staff should prepare a draft proposed element.

2. Second major decision point

   After the staff has prepared a draft proposed element and related planning report, the Executive Director determines the type of environmental document to be prepared on the proposed element.

3. Third major decision point

   When the staff has prepared the appropriate environmental document, the draft proposed element is presented to the Commission. When satisfactory to the Commission, it authorizes the proposed element (accompanied by the planning report and the environmental document) to be circulated for agency and public review and comment.

4. Fourth major decision point

   After the circulation period has ended and comments analyzed, the proposed element is presented to the Commission for adoption not earlier than thirty days after the filing with EPA of the final EIS.

B. District Elements of the Comprehensive Plan

The District of Columbia government shall provide the Commission with an environmental assessment on each District element or group of elements, or amendments thereto, to assist the Commission in its review of such element or elements, or amendments, and in determining whether to prepare an EIS or make a finding of no significant impact and to aid Commission compliance with NEPA when no EIS is necessary, in accordance

with 40 CFR 1508.9. The environmental assessment should be submitted as early as possible in the District's planning process.

1. First major decision point

The Executive Director shall determine the appropriate environmental document required for Commission action. If the Executive Director determines, in consultation with the Mayor or his designee, based on the District government's environmental assessment and draft element, or group of elements, or amendments thereto, that an EIS may be required for Commission action on the element, the District government, with Commission cooperation, shall provide the information set forth in Appendix B necessary to assist the Commission in the preparation of an EIS.

Where the District government has prepared an EIS or its equivalent, as part of its preparation of a District element or elements, or amendments thereto, the Commission may take responsibility for the scope and contents of such EIS or its equivalent in lieu of Commission preparation of a separate EIS.

2. Second major decision point

After the element or elements, or amendments thereto, have been adopted by the Council and submitted to the Commission pursuant to Section 2(a)(3) of the Planning Act, the Commission reviews the element with regard to its impact on the interests or functions of the Federal establishment in the National capital and may take such action or actions as it deems appropriate pursuant to Section 2(a)(4) of the Planning Act.

The environmental document submitted for the first major decision point may be used for the second major decision point if no substantial changes have been made in the element. If substantial changes have been made, the appropriate environmental information will be supplemented or amended by the District government.

If an EIS is required, the Commission shall not take action pursuant to Section 2(a)(4) of the Planning Act earlier than thirty days after the filing with EPA of the final EIS or later than sixty days after submission of the element or elements,

or amendments thereto, to the Commission, whichever shall first occur.

C. Federal, Federally-assisted, and District of Columbia projects

1. Federal developments and projects requiring Commission approval

A Federal agency shall consult with the Commission at the earliest possible time with respect to a plan for a development or a project requiring Commission review and approval as set forth in Sec. 7 of these procedures and shall permit the Commission to participate with it in determining the appropriate environmental document for such development or project.

For each action listed under Sec. 7, except for any action determined to be a categorical exclusion pursuant to Sec. 8, the sponsoring agency's submission to the Commission must include an EIS or an environmental assessment. Prior to Commission action on an agency's submission, the Commission shall take responsibility for the scope and contents of the environmental document. For all actions listed under Sec. 7, the following are major decision points:

a. First major decision point

At the time of initial consultation with the Commission by the sponsoring agency, the Executive Director and the sponsoring agency shall determine the appropriate environmental document required for Commission action. If the determination is made that an EIS is required, the sponsoring agency, with Commission cooperation, will be required to prepare an EIS.

b. Other major decision points

The number and nature of other major decision points depend on the type of submission by the sponsoring agency (e.g., master plan, location and program, development concepts, preliminary site and building plans) in accordance with the Commission's Site and Building Plan Requirements.

Some decisions can be accomplished in one step while others can only be accomplished in a series of steps. In

each instance, the appropriate environmental document must be completed prior to Commission action. The environmental document submitted for the first major decision point may be used for other major decision points if sufficient for such other major decision points and no substantial changes have been made in the proposal. If substantial changes have been made, the appropriate environmental document will be supplemented or amended by the sponsoring agency.

2. Non-Federal, including District of Columbia, developments and projects requiring Commission approval

Non-Federal agencies shall consult with the Commission at the earliest possible time as to the environmental document necessary with respect to a plan for a development or a project requiring Commission review and approval as set forth in Sec. 7, of these procedures. For each action listed under Sec. 7, the sponsoring agency's submission to the Commission must include either an environmental assessment generally in the format set forth in the "Outline for Preparation of Environmental Assessments" (Appendix A) or in the format set forth in the "Outline of Information Necessary for the Preparation of Environmental Impact Statements" (Appendix B), as determined by the Commission, or other environmental documentation prepared pursuant to NEPA by, or on behalf of, another Federal agency. Prior to Commission action on an agency's submission, the Commission shall take responsibility for the scope and contents of the environmental document. For all actions listed under Sec. 7, the following are major decision points:

a. First major decision point

At the time of the initial submission by the sponsoring agency, the Executive Director shall determine the appropriate environmental document required for Commission action. If the Executive Director determines that the environmental information submitted is not sufficient for the making of a determination, more information will be requested from the agency. If the Executive Director, after consultation with the sponsoring agency, determines that an EIS is required for Commission action, the

Commission will prepare an EIS based on the environmental document submitted by the agency.

b. Other major decision points

The number and nature of other major decision points depend on the type of submission by the sponsoring agency (e.g., master plan, location and program, development concepts, preliminary site and building plans, Capper-Cramton Act general development plans, urban renewal plans) in accordance with the Commission's Site and Building Plan Requirements or Urban Renewal Requirements, as the case may be. Some decisions can be accomplished in one step while others can only be accomplished in a series of steps. In each instance, the appropriate environmental document must be completed prior to Commission action.

The environmental document submitted for the first major decision point may be used for other major decision points if sufficient for such other major decision points and no substantial changes have been made in the proposal. If substantial changes have been made, the appropriate environmental document will be supplemented or amended by the sponsoring agency.

3. Federal developments and projects requiring Commission review and comments

The Commission shall require that the sponsoring agency include, as part of its submission, an EIS or environmental assessment of the development or project.

4. Non-Federal, including District of Columbia, developments and projects requiring Commission review and comment

The Commission shall require that the sponsoring agency include, as part of its submission, an environmental assessment of the development or project.

Section 4 - Federal Involvement

The Commission shall consult with appropriate Federal and non-Federal agencies and with interested private persons and organizations when its involvement is reasonably foreseeable. Sponsoring agencies are urged to contact the Commission staff at the earliest possible time. The Commission

staff is available at all times to advise and consult with sponsoring agencies prior to formal submission of plans for Commission review. The environmental affairs office of the Commission is available to advise agencies of studies or other information foreseeably required for later Commission action.

Section 5 - Delegations to Executive Director

In conjunction with carrying out these procedures, the Commission delegates to the Executive Director the functions of:

A. Determining whether to prepare an EIS or make a "Finding of No Significant Impact";

B. Obtaining the information required for the preparation of a draft EIS or an environmental assessment;

C. Preparing a draft EIS;

D. Circulating a draft EIS for review and comment to EPA, affected and interested public agencies, and the general public;

E. Integrating agency and public comments, where appropriate, into and preparing the final EIS; and

F. Distributing the final EIS to EPA and all agencies and individuals who commented on the draft EIS.

Section 6 - Actions Which Normally Require Commission Preparation of Environmental Impact Statements

There are no actions which normally require an EIS. However, with respect to plans for developments or projects for which a Federal agency has determined that an EIS is normally required, the Commission will cooperate with the agency in the preparation of the EIS when Commission action on such development or project is reasonably foreseen. For those instances in which the Commission does not participate as a cooperating agency, the Commission will take responsibility for the scope and contents of such EIS and adopt it in accordance with 40 CFR 1506.3.

Section 7 - Actions Which Normally Require Environmental Assessment But Not Really Necessarily Environmental Impact Statements

Based on a review of the typical classes of actions it undertakes, the Commission has determined that the following actions will normally require an environmental assessment but not necessarily an EIS prior to its action:

A. certify to the Council, together with findings and recommendations, whether a District element of the Comprehensive Plan, or amendment thereto, adopted by the Council pursuant to Section 2(a)(3) of the Planning Act, has a negative impact on the interests or functions of the Federal establishment in the National Capital pursuant to Section 2(a)(4)(A) of the Planning Act;

B. determine whether a modification, submitted by the Council pursuant to Section 2(a)(4)(B) of the Planning Act, to the District element of the Comprehensive Plan, or amendment thereto, as to which the Commission has certified a negative impact on the interests or functions of the Federal establishment in the National Capital pursuant to Section 2(a)(4)(A) of the Planning Act, has been made in accordance with the Commission's findings and recommendations;

C. determine whether a modified element of, or amendment to, the Comprehensive Plan, submitted by the Council pursuant to Section 2(a)(4)(C) of the Planning Act, has a negative impact on the interests or functions of the Federal establishment in the National Capital;

D. adopt a Federal element of the Comprehensive Plan or amendment thereto pursuant to Section 4(e) of the Planning Act if the Executive Director determines that such element or amendment:

1. involves a significant cumulative effect on the environment that will not be assessed in connection with a later Commission action for which an environmental assessment is normally required by this section;

2. contains provisions having the force of law; and (c) contains a degree of specificity that is capable of environmental analysis;

E. make a preliminary report and recommendation to Federal and District of Columbia agencies on plans and programs submitted to the Commission pursuant to Section 5(a) of the Planning Act;

F. submit a final report to a Federal or District of Columbia agency which does not concur in the Commission's preliminary report and recommendations and which has so advised the Commission with its reasons therefore, pursuant to Section 5(a) of the Planning Act;

G. approve the location, height, bulk, number of stories, and size, and the provision for open space in and around District of Columbia public buildings in the central area of the District as concurrently defined by the Commission and Council, pursuant to Section 5(c) of the Planning Act;[1]

H. submit to the Zoning Commission proposed amendments or general revisions to the Zoning Regulations, pursuant to Section 8(a) or the Planning Act;

I. acquire lands in the District of Columbia and adjacent areas in Maryland and Virginia for the National Capital park, parkway, and playground systems pursuant to Section 11 of the Planning Act and, in connection with acquisitions in Maryland and Virginia, make agreements with state officials as to the arrangements for such acquisitions;

J. make a comprehensive or general plan of the District of Columbia pursuant to Section 6(a) of the Redevelopment Act;

K. adopt the boundaries of urban renewal areas pursuant to Section 6(b)(2) of the Redevelopment Act;

L. adopt urban renewal plans for urban renewal areas pursuant to Section 6(b)(2) of the Redevelopment Act;

M. adopt modifications to urban renewal plans pursuant to Section 12 of the Redevelopment Act;

N. approve the location, height, bulk, number of stories, and size of Federal public buildings in the District of Columbia and the provisions for open space in and around the same, pursuant to Section 16 of the Zoning Act (D.C. Code, 1981 edition, sec. 5-432);

O. adopt, or alter and adopt, sections of the plan for the extension of a permanent system of highways prepared by the Mayor, pursuant

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[1] The central area has been concurrently defined by the Commission and Council pursuant to Section 5(c) of the Planning Act to include the Shaw School and Downtown Urban Renewal Areas.

to Section 2 of the Act of March 2, 1893, 27 Stat. 532 (D.C. Code, 1981 edition, sec. 7-108);

P. approve plats adjusting the permanent system of highways to provide ground for educational, religious, or similar institutions, pursuant to Section 3 of the Act of June 28, 1898, 30 Stat. 520 (D.C. Code, 1981 edition, sec. 7-113);

Q. approve new highway plans for portions of the District of Columbia prepared by the Mayor, pursuant to the Act of March 4, 1913, 37 Stat. 949 (D.C. Code, 1981 edition, sec. 7-122);

R. approve the sale of real estate owned in fee simple by the District of Columbia for municipal use which the Council and Commission find to be no longer required for public purposes, pursuant to Section 1 of the Act of August 5, 1939, 53 Stat. 1211 (40 U.S.C. 72c; D.C. Code, 1981 edition, sec. 9-401);

S. approve the sale by the Secretary of the Interior of real estate held by the United States in the District of Columbia under the jurisdiction of the National Park Service which may be no longer needed for public purposes, pursuant to Section 4 of the Act of August 5, 1939, 53 Stat. 1211 (40 U.S.C. 74a; D.C. Code, 1981 edition, sec. 9-404);

T. approve the exchange of District-owned land, or part thereof, for an abutting lot or parcel of land, or part thereof, pursuant to the Act of August 1, 1951, 65 Stat. 150 (D.C. Code, 1981 edition, sec. 9-501);

U. approve plans for replatting and/or method of condemnation with respect to the acquisition of property under the District of Columbia Alley Dwelling Act (June 12, 1934, 48 Stat. 930, as amended; D.C. Code, 1981 edition, secs. 5-101 to 5-111);

V. approve settlements for the purpose of establishing and making clear the title of the United States in land and water in, under, and adjacent to the Potomac River, the Anacostia River, or Eastern Branch, and Rock Creek, pursuant to the Act of June 4, 1934, 48 Stat. 836 (D.C. Code, 1981 edition, sec. 8-102);

W. approve the location and construction in the District of Columbia of bathing pools or beaches by the Director of the National Park Service, pursuant to the Act of May 4, 1926, 44 Stat. 394, as amended (D.C. Code, 1981 edition, sec. 8-163);

X. approve harbor regulations made by the Council which affect the interests and rights of the Commission, pursuant to Section 895 of the Act of March 3, 1901, 31 Stat. 1335, as amended (D.C. Code, 1981 edition, sec. 22-1701);

Y. approve the location of court buildings on portions of Judiciary Square or within the area bounded by 4th and 5th Streets, D and G Streets, N.W., pursuant to Section 1 of the Act of June 25, 1934, 48 Stat. 1215, as amended (D.C.Code, 1981 edition, sec. 9-203);

Z. approve plans showing the location, height, bulk, number of stories, and size of, and the provisions for open space and off street parking in and around, buildings for foreign governments and international organizations on land sold or leased by the Secretary of State in the northwest section of the District of Columbia bounded by Connecticut Avenue, Van Ness Street, Reno Road, and Tilden Street, pursuant to Section 4 of the Act of October 8, 1968 (Public Law 90-553); and

AA. approve transfers of jurisdiction over properties within the District of Columbia owned by the United States or the District among or between Federal and District authorities, pursuant to Section 1 of the Act of May 20, 1932, 47 Stat. 161, as amended (40 U.S.C. 122; D.C. Code, 1981 edition, sec. 8-111) except where such transfers or jurisdiction conform to master plans or site and building plans approved by the Commission pursuant to Section 5(a) of the Planning Act or to urban renewal plans and modifications thereof adopted by the Commission and approved by the Council pursuant to Sections 6 and 12 of the Redevelopment Act.

Section 8 - Categorical Exclusions

The Commission has determined that the following are categorical exclusions within the meaning of 40 CFR 1508.4:

A. make a Federal interest review of, and, as a part thereof, coordinate Federal agency comments on, general plans and capital improvement programs of local governments in the Maryland and Virginia portions of the Region and on regional policies and plans of the Metropolitan Washington Council of Governments pursuant to the Commission's function as the central Federal planning agency in the region and in furtherance of the purposes set forth in Section 1(a) of the Planning Act;

B. comment upon the multi-year capital improvements plan for the District developed by the Mayor under Section 444 of the Home Rule Act, pursuant to Section 7(b) of the Planning Act;

C. recommend a six-year program of public works projects for the Federal government pursuant to Section 7(a) of the Planning Act;

D. comment on capital budget estimates of Federal agencies pursuant to Office of Management and Budget Circular No. A-11;

E. make recommendations to the Mayor concerning the acquisition of areas for, or the establishment upon property not acquired under the authority of the Act of public parking facilities pursuant to Section 3 of the District of Columbia Motor Vehicle Parking Facility Act of 1942 (February 16, 1942, 56 Stat. 91, as amended; D.C. Code, 1981 edition, sec. 40-805(1) and (2));

F. make recommendations to the Council on proposed closings of streets, roads, highways, and alleys, or parts thereof, pursuant to the Street and Alley Closing and Acquisition Procedures Act of 1982 (D.C. Law 4-201, effective March 10, 1983);

G. advise and consult with appropriate planning agencies having jurisdiction over the affected part of the environs with respect to general plans for proposed developments or projects submitted pursuant to Section 5(a) of the Planning Act involving a major change in the character or intensity of an existing use in the environs, pursuant to Section 5(d) of the Planning Act;

H. make a report and recommendations to the Zoning Commission, as provided in Section 5 of the Zoning Act, on proposed amendments to the Zoning Regulations, pursuant to Section 8(a) of the Planning Act;

I. make a report and recommendation, including a final report, to the Council on any proposed change in or addition to the regulations or general orders regulating the platting and subdividing of lands and grounds in the District of Columbia, pursuant to Section 8(d) of the Planning Act;

J. comment on state and local undertakings reviewed pursuant to Attachment A to Office of Management and Budget Circular No. A-95 (Revised); and

K. take any other action which any other Federal agency has designated as a categorical exclusion.

Any of the actions listed above may, in extraordinary circumstances, have a significant environmental effect. If the Executive Director makes such a determination, the appropriate environmental document will be prepared and made available to the Commission prior to its taking action on the item.

Section 9 - Environmental Data and Analysis Available to Commission

The alternative considered by the Commission shall be encompassed by the range of alternatives discussed in the relevant environmental documents. All relevant environmental documents, comments, and responses shall accompany the proposal through the Commission's approval process.

Section 10 - Public Information

Interested persons can obtain information or status reports on EISs and other elements of the NEPA process from the Commission's Office of Public Affairs, 801 Pennsylvania Avenue, N.W., Washington, D.C. 20576, telephone (202) 724-0174.

Section 11 - Supersession

The Commission's environmental policies and procedures published at 36 F.R. 23706, 37 F.R. 3010, 37 F.R. 4936, 37 F.R. 11198, and 37 F.R. 16039 are superseded.

Section 12 - Authority

These procedures are adopted pursuant to the National Environmental Policy Act of 1969, as amended, 42 U.S.C. 4321 et seq., and the Council on Environmental Quality's Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act -43 F.R. 55978-56007).

Appendix A

OUTLINE FOR PREPARATION OF ENVIRONMENTAL ASSESSMENTS

The environmental assessment should contain brief discussions of the following:

I. Description and purpose of and need for the proposal.

II. Alternatives, including the No Action alternative.

III. Environmental effects of the proposed action and alternatives. The most important or significant environmental consequences of the areas listed below should be discussed. Only those areas which are relevant to the proposal should be addressed in as much detail as is necessary to allow an analysis of the alternatives and the proposal.

The areas to be considered are the following:

A. Natural/ecological features (such as flood plains, wetlands, coastal zones, wildlife refuges and endangered species);

B. Air quality;

C. Sound levels;

D. Water supply, wastewater treatment and storm water runoff;

E. Energy requirements and conservation;

F. Solid Waste;

G. Transportation;

H. Community facilities and services;

I. Social and economic;

J. Historic and aesthetic.

IV. Listing of agencies and persons consulted in preparation of the assessment.

Appendix B

OUTLINE OF INFORMATION NECESSARY FOR PREPARATION OF ENVIRONMENTAL IMPACT STATEMENTS

I. DESCRIPTION OF PROPOSAL

A. Purpose of and Need for Action. In discussing the purpose of and need for the action, this section should also include a brief description of the proposal, its size and location, and any appropriate maps and/or diagrams. Where applicable, Comprehensive Plan modifications (as a related proposed action) should also be identified.

B. Affected Environment. Identification and succinct description of the geographic area(s) affected by the proposed action and the alternatives considered including: other activities in the area affected by or related to the proposed action, (if any). The CEQ Regulations advise that "the description shall be no longer than is necessary to understand the effects of the alternatives. Data and analysis in a statement shall be commensurate with the importance of the impact with the less important material summarized, consolidated, or simply referenced". (40 CFR 1502.15)

II. ALTERNATIVES INCLUDING PROPOSED ACTION

As advised by the CEQ Regulations, this section "... should present the environmental impacts of the proposed action and the alternative in comparative form, thus sharply defining the issues and providing a clear basis for choice among options ...". (sec. 1502.14).

All reasonable alternatives should be addressed, including ones not within the jurisdiction of the responsible agency, and the no action alternative. Also included should be a brief explanation of the reasons for eliminating other alternatives which were considered.

This section should provide enough detail so that the comparative merits of each alternative can be evaluated.

III. ENVIRONMENTAL CONSEQUENCES

This section should include discussions of the following:

A. Environmental Effects of the Alternatives and the Proposed Action [2]

In this discussion, consideration should be given to the following factors where needed to reflect the most significant or important effects for analysis of the alternatives:

1. Physical - Biological

   a. Natural/Ecological Features - This should include a discussion of effects on topography, hydrology, soils, flora, fauna, floodplains, wetlands, coastal zones, endangered species, etc.

   b. Air Quality - This discussion should focus on effects on the particular site/area affected by stationary, mobile and/or demolition/construction sources, if any, related to the proposed action and alternatives within the context of overall air quality goals/objectives.

   c. Sound levels - This discussion should focus on potential sound level effects associated with the proposed action and alternatives, such as demolition/construction, stationary (mechanical equipment) and mobile (transportation) sources on-site and in the surrounding area, within the context of existing and relevant knowledge of noise effects, mitigation measures, and any existing or proposed noise standards/controls. Any unusual noise generation from the proposed action must be addressed.

   d. Site and Surrounding Area Land Uses, Plans, Policies and Controls - This discussion should focus on the effects of the proposed action and alternatives on such things as street layouts and traffic movement/circulation patterns; setback and siting relationships; vehicular/pedestrian access; proposed Federal, state, local and regional land use plans, policies and controls; etc.

2. Urban Systems

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[2] Each of the factors listed should address direct and indirect effects and their significance and any appropriate means to mitigate adverse environmental impacts.

a. Water Supply, Wastewater Treatment and Storm Water Runoff - This discussion should focus on the effects on availability and capacity of the existing water supply, changes/expansions accounted for) to serve the proposed action(s) and alternatives based on documentation and evaluation of the anticipated water supply needs, and wastewater treatment and storm water demands, recognizing any unusual requirements, within the framework of applicable Federal, regional and local regulations and standards. Any potential impacts on specific bodies of water (such as Rock Creek, the Potomac and Anacostia Rivers, etc.) should be addressed.

b. Public Utilities, Energy Requirements and Conservation

This discussion should focus on:

(1) off-site effects of the proposed action, including anticipated insufficient capacity, delivery, and service level problems (Example: the inability of an off-site central heating facility to service a new project);

(2) any on-site problems, such as effects on air quality from on-site plants; and

(3) energy requirements and conservation measures related to the proposed action and alternative, and mitigation measures for each.

c. Solid Waste - This discussion should focus on the effects on the availability and capacity of disposal systems to serve the project and alternatives (with any timely changes or expansions accounted for), based on the anticipated amount and type of solid waste generated, including any unusual or special disposal requirements, methods for handling them, and recycling applicability.

d. Community Facilities and Services - This discussion should focus on the effects of the proposed action and alternatives on such facilities as police, fire, recreation/parks, schools, libraries, etc.

e. Housing - (Optional, depending upon the nature of the proposed action, as it may affect jurisdictional or regional housing markets and requirements (aggregate demand, type, location, size, etc.))

f. Transportation - This discussion should focus on the effects on such things as transit systems capacities and constraints, vehicular congestion, safety considerations, mobile source levels, etc.

3. Socio-Cultural and Economic Environments

a. Socio-Cultural - This discussion should focus on effects on the existing population patterns and characteristics (number, age, sex, race, family structure, etc.), any relevant demographic trends, and any related changes in land use, water and public services of the area(s) involved. The scope of this discussion is dependent upon the nature and extent of the proposed action (e.g., a large-scale Federal employment change could be expected to have a regional focus).

b. Economic - Effects on local and/or regional economic changes should be addressed, as available to able to be projected (employment changes, absolute/relative income changes, expenditure patterns, property value and tax changes, and direct and induced changes in development/construction patterns, business relocation, etc.).

4. Historic and Aesthetic Values - Any effects on historic properties or districts, unique features (architectural styles, vistas), etc., should be discussed, as well as compliance with Section 106 of the National Historic Preservation Act of 1966.

IV. LIST OF PREPARERS

According to the CEQ Regulations, this should include the "names and qualifications of persons primarily responsible for preparing the environmental impact statement or significant background papers, including basic components of the statement".

V. LIST OF AGENCIES, ORGANIZATIONS AND PERSONS RECEIVING COPIES OF THE STATEMENT

VI. INDEX

VII. APPENDIX (if any)

According to section 1502.18 of the CEQ Regulations, the Appendix shall: (a) consist of material prepared in connection with an environmental impact statement (as distinct from material which is incorporated by reference); (b) normally consist of material which substantiates any analysis fundamental to the impact statement; (c) normally be analytical and relevant to the decision to be made; and (d) be circulated with the environmental impact statement or be readily available on request.

N IONAL CAPITAL PLANNING COM SSION
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Procedures for Intergovernmental Cooperation in Federal Planning in the National Capital Region

The following procedures were adopted by the Commission on September 1, 1983, and amended on November 7, 1985. These procedures implement applicable provisions of the National Capital Planning Act of 1952, as amended, and the Intergovernmental Cooperation Act of 1968.

Background

The Commission is the central planning agency for the Federal government in the National Capital Region. It reviews and comments upon or approves development policies, plans and programs submitted by Federal agencies and the District of Columbia government. It also reviews and comments on policies, plans and programs prepared by local, state, subregional and regional agencies (hereinafter called non-Federal agencies) in the Washington metropolitan area. It also acts on policies, plans and programs prepared by its staff. For the sake of simplicity, these procedures use the word "plan" to cover all matters reviewed and acted upon by the Commission.

Consistency With Acts, Executive Orders, Agreements or Understandings

The procedures are in accord with the National Capital Planning Act of 1952, as amended by the District of Columbia Self-Government and Governmental Reorganization Act, and the Intergovernmental Cooperation Act of 1968, including the policy in Title V of that Act that Federal plans for the region, to the maximum extent practicable, should be consistent with official local, state and regional plans.

The procedures are also consistent with the "Principles and Process for Identifying Federal Interests in the National Capital Region" adopted by the Board of Directors of the Metropolitan Washington Council of Governments and the Commission on September 8 and 16, 1982, respectively.

The Commission has been advised by the Office of Management and Budget that the Commission need not issue implementing regulations under Executive Order 12372, Intergovernmental Review of Federal Programs, since its provisions apply to Federal agencies which provide financial assistance programs or undertake direct development activities.

Intergovernmental Cooperation in Federal Planning
in the National Capital Region

Sections:

1. Purpose of these procedures
2. Definitions that apply to these procedures
3. Referrals by the Commission
4. The Consultation Process
5. Steps in the Consultation Process

Section 1 - Purpose of these procedures

The purpose of these procedures is to implement the National Capital Planning Act and the Intergovernmental Cooperation Act and to foster intergovernmental cooperation in the National Capital Region by identifying the types of plans reviewed by the Commission, the Federal and non-Federal agencies to whom plans will be circulated, and the process by which the Commission consults with these agencies.

Section 2 - Definitions that apply to these procedures

The following terms are used frequently in these procedures: "Commission" means the National Capital Planning Commission. "National Capital Region" or "Region" means the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties.

"National Capital" means the District of Columbia and territory owned by the United States within the National Capital Region outside the District of Columbia. "COG" means the Metropolitan Washington Council of Governments. "Non-Federal agencies" means COG, state and local governments, and sub-regional and regional agencies that prepare or review plans for all or a portion of the National Capital Region. "Comprehensive Plan" means the Comprehensive Plan for the National Capital. "Plans" mean proposed policies, plans and programs initiated by the Commission and other Federal agencies and departments and non-Federal agencies for the region as a whole or for portions of the region. "Coordinating Committee" means the committee of representatives of agencies of the Federal and District of Columbia Governments and of planning and developmental agencies of the environs established by the Commission pursuant to Section 2(d) of the National Capital Planning Act.

Section 3 - Referrals by the Commission

The Commission will refer for intergovernmental review and comment, Federal elements of the Comprehensive Plan for the National Capital and modifications thereto; the Proposed Federal Capital Improvements Program for the National Capital Region; Proposed agency regional (or system) plans and major modifications thereto; installation master plans and major modifications thereto; U.S. Postal Service projects in the region; and other projects/plans proposed on sites outside of major installations in the region.

A. Plans of the Commission

1. Federal Elements of the Comprehensive Plan for the National Capital

The Comprehensive Plan for the National Capital consists of "Federal elements" prepared and adopted by the Commission, and "District elements" prepared by the Mayor, adopted by the Council of the District of Columbia, and reviewed by the Commission.

Federal elements deal with Federal activities and interests in the planning and development of the National Capital Region. The process of preparing a Federal element, or an amendment to an adopted Federal element, begins with the preparation of preliminary staff reports and background staff studies for the Commission.

When a draft of a proposed element or a proposed amendment to an adopted element is completed, the Commission authorizes its circulation to Federal, District of Columbia and other non-Federal agencies and interested organizations and citizens for review and comment. Depending on the scope and content of a particular element and its potential impact, if any, on the National Capital Region, the Commission may circulate a draft prior to circulating the proposed element.

2. Federal Capital Improvements Program for the National Capital Region

Each year the Commission prepares and adopts a Federal Capital Improvements Program (FCIP) which contains the Commission's recommended capital program for the National Capital Region for the next five years. The FCIP

includes proposed land acquisitions, planning and design activities and construction projects.

The Commission circulates the proposed FCIP to affected Federal and non-Federal agencies for review and comment prior to its adoption and transmittal to the Office of Management and Budget and the affected implementing Federal agencies.

B. Plans of Other Federal Agencies

Federal agencies and departments prepare long-range regional plans for their facilities in the region, master plans for their major installations, five-year capital improvement programs, and site and building plans for individual construction projects on Federal land in the region.

These proposed plans are submitted by the sponsoring Federal agency to the Commission pursuant to the National Capital Planning Act and, where appropriate, are referred to the affected non-Federal agencies for review and comment prior to Commission action thereon.

C. Plans of the District of Columbia

1. District Elements of the Comprehensive Plan and Amendments Thereto

District elements of the Comprehensive Plan deal with land use, transportation, public works, and other issues related to the development of the District of Columbia. District elements, and amendments thereto, are prepared by the Mayor, adopted by the Council of the District of Columbia, and reviewed by the Commission to determine their effect on the Federal activities and interests in the National Capital Region.

The Commission circulates District elements and amendments thereto to affected Federal agencies for comments only on the impact on Federal interests or functions. Comments on other aspects of such elements or amendments should be presented to the Mayor and/or the Council during the District's preparation and adoption of such elements or amendments.

2. Other Plans

Various plans, including site and building plans for individual construction projects, are submitted by the District to the Commission for either recommendation or approval. The Commission refers such plans to affected Federal agencies and to the Coordinating Committee. Consistent with the objectives of the District of Columbia Self-Government and Governmental Reorganization Act (the "Home Rule" Act), the Commission limits its review of most District plans to a "Federal interest" review.

3. Zoning

The Commission reviews proposed actions of the Zoning Commission of the District of Columbia. Prior to this review, the Commission may participate in the public hearing before the Zoning Commission. The Commission may also participate in cases before the Board of Zoning Adjustment. Commission review of District zoning matters is limited to the effect of the proposed zoning on the Federal activities and interests in the National Capital and the consistency of the proposed zoning with the Comprehensive Plan.

D. Plans of Other Non-Federal Agencies in the National Capital Region

The Commission reviews proposed plans and rezonings in the region initiated or under consideration by non-Federal agencies. These include plans initiated by local governments or by the states of Maryland or Virginia, plans initiated by the Metropolitan Washington Council of Governments (COG), and plans for rapid rail transit facilities prepared by the Washington Metropolitan Area Transit Authority (WMATA) submitted for Commission review and comment in accord with Article VI, Section 15 at the interstate compact that established the authority. The Commission's role is to make recommendations to the sponsoring agency on the impact, if any, on Federal activities or interests in the National Capital Region. The Commission circulates such plans to affected Federal agencies for review and comment.

E. Capper-Cramton Lands

The Commission administers a grant-in-aid program under sections l(b) and l(c) of the Capper-Cramton Act (Act of May 29,1930, 46 stat. 482, as amended) for the acquisition as parkland of lands in stream valleys in Maryland and Virginia tributary to the Potomac and Anacostia Rivers. The taking lines and general development plans for such stream valley parks proposed by local park authorities are subject to approval by the Commission. The Commission circulates such plans to affected Federal agencies for review and comment.

Section 4 - The Consultation Process

A. Consultation With COG

The National Capital Region includes the District of Columbia, two counties and six cities in the State of Maryland and four counties and three cities in the Commonwealth of Virginia. It is an interstate metropolitan region. Sixteen local governments formed COG in 1957 as the metropolitan-wide governmental organization concerned with all aspects of metropolitan development. The commission on September 16, 1982, and the COG Board of Directors, on September 8, 1982, adopted "Principles and Process for Identifying Federal Interests in the National Capital Region." Pursuant to this agreement, the Commission consults with COG on the potential impact, if any, of proposed Federal plans on the region and on COG's official policies, plans and programs.

B. Consultation With Local Jurisdictions

The Commission refers proposed Federal plans for review of potential local impact to the local planning agencies of affected jurisdictions and sends a copy of the transmittal letter to the chief administrative officers and heads of the local elected governing bodies of those jurisdictions. The Commission also refers Federal plans through COG to the intergovernmental review officers of affected jurisdictions.

C. Consultation With State Agencies in Maryland and Virginia

Proposed Federal plans are sent to the Maryland Department of State Planning and to the Virginia Department of Planning and Budget by the Commission for review and comment by affected

state agencies and departments prior to Commission action thereon. Such proposed Federal plans in the Virginia portion of the region are also sent to the Northern Virginia Planning District Commission, which, as the sub-regional planning agency, is recognized by the State as a sub-state clearinghouse.

D. Consultation With WMATA

The Commission refers proposed Federal elements of the Comprehensive Plan and proposed Federal Capital Improvement Programs to WMATA for review and comment on their impact on the region's metrorail and metro bus systems.

Section 5- Steps in the Consultation Process

There are two major steps in the Commission's consultation process. The first step is called early consultation" and refers to consultation by Federal agencies and the Commission with affected non-Federal agencies prior to any formal submission by the initiating Federal agency to the Commission. The second step starts after the formal submission to the Commission with the referral of applicable submission for review and comment by the affected non-Federal agencies.

A. Early Consultation

The Commission conducts an "early consultation" process as part of its regional referral activities. The purpose of this process is to give non-Federal agencies an opportunity to learn as early as practicable about proposed Federal plans being developed in the region by Federal agencies and departments. This also permits an early identification of possible questions and issues of concern to non-Federal agencies.

The Commission requests all affected Federal agencies and departments to contact it as early as possible in their initiation of planning in the region. The Commission, in turn, contacts the affected local planning agency, and the designated intergovernmental review official, the chief administrative officer, and the responsible elected official in the affected local government and the area and state clearinghouses about the work involved and the anticipated schedule for completion of the planning work and submission to the Commission.

Where appropriate, the commission will also arrange a joint meeting of all concerned with the sponsoring Federal agency or

department for a briefing and an opportunity to discuss the planning work underway prior to any submission to the Commission.

B. Formal Referral and Consultation

1. Timing of Referral

Proposed Commission policies, plans and programs are circulated for intergovernmental review as soon as they are completed and prior to any action thereon by the Commission.

Proposed policies, plans and programs initiated by other Federal agencies and departments are circulated to affected non-Federal agencies as soon as they have been submitted to the Commission pursuant to the National Capital Planning Act.

2. Time Period for Review

Federal elements of the Comprehensive Plan are circulated to the District of Columbia Government for a period of 60 days for review and comment. Other Federal plans affecting the District of Columbia and District properties in the Maryland and Virginia portions of the region are circulated to the District of Columbia government for a period of 60 days, whenever possible, for review and comment. All such proposals are scheduled for review by the Commission's Coordinating Committee.

Proposed Federal plans affecting the Maryland or Virginia portions of the region and/or the region as a whole are circulated to affected non-Federal agencies for a period of 60 days, whenever possible, for review and comment. However, no referral will be made of other Federal agency plans if, as a result of the early consultation process, the affected non-Federal agencies advise the Commission in writing that no additional referral is required.

3. Response to Formal Referral

(a) Written Response

The formal referral letter contains a date by which a written response from the non-Federal agencies should

be received by the Commission. Approximately two weeks prior to a Commission meeting the Executive Director's Recommendation (EDR) is prepared for each item scheduled for action at the next Commission meeting. All written responses received by the date in the referral letter are considered in the preparation of the EDR. Copies of the written responses are attached to the EDR. Copies of the EDR may be obtained from the Commission's Public Affairs Officer on the Monday before the Commission meeting.

(b). Oral Presentations At A Commission Meeting

(i) Registration For A Commission Meeting

If in addition to submitting a written response, representatives of non-Federal agencies wish to express their views at a Commission meeting, they should notify the Public Affairs Officer by the date indicated for such notice in the formal referral letter. Ordinarily, registering to speak prior to the deadline in the referral letter ensures that the Commission will hear oral presentations and that registrants will be notified if an item has been removed from the agenda for a particular meeting.

(ii) Written Statements

If a representative of a non-Federal agency wishes to present a written copy of the oral presentation, a copy should be submitted to the Secretary of the Commission by noon of the day preceding the meeting. Copies will be reproduced by the Secretary and distributed to each member of the Commission prior to the meeting. Otherwise, materials should be delivered in twenty-five copies to the Public Affairs Officer prior to the beginning of the meeting.

(iii) Audio Visual Materials

Speakers who wish to make slide or film presentations or other audio-visual presentations must make arrangements with the Public Affairs Officer prior to the Commission meeting.

NCPC

Guidelines and Submission Requirements for Antennas on Federal Property in the National Capital Region

Approved: January 7, 1988
Amended: April 6, 1989, November 6, 1997 and August 2, 2001

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Background

In January of 1988, the Commission adopted "Guidelines and Submission Requirements for Antennas on Federal Property in the National Capital Region" (Antenna Guidelines) in accordance with the National Capital Planning Act of 1952 (as amended). The Antenna Guidelines were developed to address the aesthetic impact of various types of antennas on the skyline of the Nation's Capital.

In light of increasing concerns about the effects of transmitting antennas on health and safety, the Commission, in the Spring of 1994, created the Antenna Task Force. One of the purposes of the Task Force was to investigate the various visual, health and safety issues raised by the general public regarding the proliferation of antennas in the National Capital Region (NCR). The Commission's Antenna Task Force examined various issues, including: aesthetic concerns related to antennas; human health and safety effects associated with exposure to radiofrequency (RF) radiation; the cumulative visual and health effects of transmitting antennas; and the potential for new telecommunications technology to replace existing antennas.

As a result of its investigations, the Task Force recommended revisions to the Antenna Guidelines, which the Commission adopted on November 6, 1997. The 1997 revisions can be grouped into four categories: language to conform the Antenna Guidelines to existing Commission policy or federal legislation; wording to clarify which antennas do and do not require submission; language to clarify necessary materials to be included in each submission; and language detailing applicable RF standards with which antenna submissions should comply.

In the fall of 2000, the Commission decided to revisit the Antenna Guidelines again with the objective of updating the guidelines to be consistent with new regulations, and clarifying the review schedule, including an explanation of when regional referrals would be required. Also, new sections have been proposed to address the placement of commercial antennas on federal property, and to provide definitions for the terms used in the guidelines. The process for renewing Commission approval for antennas that are still needed has been simplified, and these proposed renewals are now eligible for approval by the Executive Director through the Commission's delegation of authority.

Introduction

The Commission finds that antennas, as well as antenna support structures including monopoles, towers, equipment shelters and other structures, may adversely impact the landscape, skyline, and scenic character of the Nation's Capital, general appearance of federal facilities in the NCR, and health and welfare of federal employees, visitors to the Nation's Capital, and the Region's population.[1] Therefore, in order to minimize the visual impacts of such facilities and to protect the health and welfare of the public from potential adverse biological effects resulting from RF radiation from transmitting antennas, the Commission is providing the following Guidelines and Submission Requirements. The Guidelines are to be used by federal agencies in the NCR in the preparation and submission of plans for all antenna installations on federal property in the NCR.

Section 1 - Review Authority

Prior to the installation of any antenna(s) on federal property in the NCR, except as noted in Section 5 below, federal agencies shall submit (pursuant to Section 5 of the National Capital Planning Act of 1952 (Planning Act), as amended; D.C. Code, sec. 5-432, in the District of Columbia; and, as appropriate, Section 4 of the International Center Act of 1968, as amended) such installation proposal to the Commission for review and comment. [2] Approval by the Commission of such installation will normally be limited to five years. This time period may be increased to ten years at the Commission's discretion where the proposed antenna(s) will not have an adverse impact on the Monumental Core[3] and surrounding lands, designated historic buildings and districts, or nearby residential areas; provided that the Commission is satisfied that the wireless telecommunication technology proposed is not likely to be replaced in the next ten years by new technology that could either reduce the visibility or RF radiation levels of the proposed equipment.

The Commission reviews all antennas and antenna support structures (such as towers, monopoles, and equipment shelters), whether federally owned or leased, on federal property, with the exception of those listed in Section 5 below.[4] The Commission also reviews antennas that are proposed to be located on private buildings that are leased, or intended to be leased, 80 percent or more, to the federal government. Existing antennas that are moved or relocated to another location on a federal facility are also subject to the Commission's review. Further, any change to a previously approved antenna that affects the public health or welfare, the skyline or scenic character of the Nation's Capital, or is

contrary to the intent of these guidelines must be resubmitted for Commission review as well. Under certain specified conditions, as contained in Section 6, the Executive Director may approve, under delegated authority, proposals for receive-only antenna installations, and the renewal of antenna approvals.

Section 2 - Review Process and Scheduling

Sponsoring agencies are encouraged to contact the Commission staff early in the process of developing antenna proposals to discuss the need for a submission and the specific materials required for Commission review. This early consultation process is designed to assist federal agencies in expediting the review process. Staff can help the sponsoring agency determine which of the items listed in Section 8, "A" through "M", may not be applicable for a particular submission.

For cases requiring Commission review, agencies must make submissions to the Commission (including submissions that may be handled by the Executive Director under delegated authority) in accordance with established monthly deadlines. Submission deadlines normally are approximately 30 days in advance of the scheduled Commission meeting at which a particular proposal will be considered. However, if the proposal meets the criteria for projects requiring a regional referral pursuant to the Commission's Procedures for Intergovernmental Cooperation in Federal Planning in the National Capital Region, the submission deadline would be approximately 90 days in advance of the scheduled Commission meeting at which the proposal will be considered. A schedule of Commission meetings and submission deadlines will be provided upon request, and these schedules can also be viewed on NCPC's website at www.ncpc.gov.

In accordance with P.L.106-113 and NCPC's project submission guidelines, the Commission will take final action on each proposed telecommunication facility no later than 120 days after receiving a complete project submission (as specified in Section 8) from the federal submitting agency.

The Commission staff will notify the federal agency of the schedule for review and any need for participation in the presentation of the submission to the Commission at the scheduled meeting. The Commission will provide notification of its action in a letter to the federal agency immediately following such action. For projects involving commercial telecommunication facilities on federal land or buildings, a copy of the letter will also be sent to the telecommunication service provider. If a siting request is not approved, the Commission's letter will contain a full explanation for the action

Section 3 - Criteria Applying to Antenna Installation

A. All proposals for the installation of antennas on federal property shall be consistent with the applicable policies and implementation strategies contained in the Federal Elements of the Comprehensive Plan for the National Capital. (Applicable policies and implementation strategies are contained in Appendix A, attached to this document).

B. All antennas and their support structures including towers, monopoles, and equipment shelters erected within the District of Columbia shall be consistent with the provisions of the Height of Buildings Act of 1910.

C. To the extent possible, federal agencies should anticipate the need for antennas on all new buildings and design such buildings to screen the needed antennas in a manner appropriate to the building's design. Antenna requirements also should be considered and included as part of federal agency master plans.

D. Rooftop antennas on existing federal buildings or ground-level installations in the NCR should be designed and installed in a manner that minimizes or eliminates the visibility of the antenna and all support structures from adjacent properties, including public rights-of-way and nearby residential areas. Where appropriate to the character of a building, retrofitting to screen antennas not accommodated in original building designs and plans should be provided.

E. Reasonable precautions are necessary in locating and operating transmitting antennas because of potential adverse RF radiation effects. Because of the numerous variables regarding power and frequency levels for each installation, RF radiation impacts will have to be evaluated on a site-specific basis taking into account any existing nearby emission sources in compliance with guidelines established by the Federal Communications Commission. (See Section 8-L).

F. Consistent with technical communications requirements, rooftop antennas should be installed at the lowest possible elevation above the roof line, set back from the edge of the building a distance at least equal to the antenna's height above the roof, and screened as appropriate from any public views in cases in which screening designs compatible with the architectural character of the building can be developed (see Section 8-H).

G. Ground-level antennas should be sited in locations that minimize public views, installed at the lowest possible elevation above grade, and screened to the extent practicable by landscaping and screening elements that reduce visual impacts as well as exposure to RF radiation.

H. The screening plan should respond to public safety concerns by restricting public access near ground-mounted and roof-mounted antennas.

I. Materials used in the construction of antennas and their mountings should not be bright, shiny, or reflective and should be of a color that blends with the building's materials or landscape.

J. Any masts or towers should be non-combustible, corrosion resistant or protected, and protected against electrolytic action.

K. No commercial advertising shall be allowed on an antenna or support structure.

L. No signals, lights, or illumination shall be permitted on antennas or support structures unless required by the Federal Communications Commission, the Federal Aviation Administration, or other federal government agency.

M. The National Capital Planning Commission shall receive written notification upon the removal of all antennas that no longer need to be located on federal property or upon the completion of their approval period.

Section 4 – Siting Commercial Antennas on Federal Property

Commercial telecommunications service providers planning to locate facilities on federal land or buildings must first seek the approval of the federal agency with jurisdiction. That federal agency will evaluate the proposal based on applicable criteria, and will assess the effects of the proposal pursuant to the National Environmental Policy Act and the National Historic Preservation Act. If the federal agency determines that the proposal meets applicable criteria, the sponsoring agency shall submit the proposal to the Commission for review, prior to signing a lease or permitting the installation of the telecommunications facility.

The Commission encourages early consultation with both the federal agency and the telecommunications service provider. Early consultation with the Commission staff is the most effective way of expediting Commission review of proposals. In early consultation, staff can identify the specific materials that would be needed for Commission review, and can help the sponsoring agency determine which of the items listed in Section 8 may not be applicable for a particular submission. In addition, the staff can indicate if a regional referral of the proposal will be needed, pursuant to the Commission's Procedures for Intergovernmental Cooperation in Federal Planning in the National Capital Region.

The Commission encourages federal leaseholders to make provisions within the lease for the removal of antennas at the end of the lease period, or Commission approval period, whichever comes first. This could help prevent antennas, towers, poles, and structures from remaining in place longer than they are needed due to lack of funds dedicated to their removal.

Section 5 – Exceptions

The following types of individual receive-only antenna installations may be made without referral to the Commission:

A. Receive-only antennas with the boom or any active element not exceeding eight feet in any dimension and the mounted vertical dimension (from the point on the ground or building at which the antenna is mounted to the highest point of any active element, tower, mast, pole, or related support element) not exceeding 12 feet. Rooftop

antennas must be set back from the edge of the building a distance at least equal to the antenna's height above the roof.

B. Receive-only whip antennas not exceeding 2 1/2 inches in diameter and a mounted dimension (vertically and laterally, for antennas which include two or more prongs or attachments) not exceeding 12 feet in any direction.

C. Receive-only antennas of any type entirely enclosed within an existing building (including the penthouse portion of a building).

D. Receive-only temporary antennas to be mounted on a building, the ground, or a vehicle for a period not to exceed 60 days, provided the temporary placement does not alter the site or building and that all necessary safety precautions are observed in the temporary placement.

Section 6 - Review by the Executive Director

A. The Commission delegates approval authority to the Executive Director for receive-only antenna installations that are:

1. Located on a reservation or site for which the Commission has submitted its report and recommendations on a current master plan.

2. Not inconsistent with the recommendations of the Commission on the land use and circulation plan elements of the master plan or its action on final project plans.

3. Determined by the Executive Director to:

(a) Have no adverse environmental impact.

(b) Have no adverse visual impact on properties beyond the boundaries of the federal reservation or site.

(c) Meet the general criteria of Section 3.

B. The Commission delegates approval authority to the Executive Director for the renewal of previously-approved antennas which meet all of the requirements of Section 7 and propose no change to the physical parameters of the original proposal.

Section 7 - Renewal of Antenna Approvals

Approved antennas that are still needed beyond the approval period must be resubmitted for renewal. Federal agencies should submit requests for renewals several months prior to the antenna's expiration so that no interruption in service occurs. Any antenna that does not receive re-approval by the Commission should be removed as soon as possible after

the expiration of the Commission's approval period. Antennas that are no longer needed should be removed immediately.

Each request for renewal should be accompanied by the following information, unless it is determined through the Commission's early consultation process that such information is not needed:

A. A certification by the sponsoring agency or the telecommunication service provider that the proposed transmitting antenna complies with the RF radiation guidelines adopted by the Federal Communications Commission and applicable health and safety regulations adopted by the Occupational Safety and Health Administration.

B. A copy of the previous Commission approval.

C. A statement that:

1. All conditions of the original approval have been, and continue to be, satisfied.

2. The original installation is structurally sound and continues to meet all of the submission requirements.

3. Technological advances or operational changes have not offered any alternatives that permit the elimination of the antenna, or the reduction in its size to minimize visual impacts, or reduction in RF radiation to minimize its health and safety effects to humans.

Section 8 - Specific Submission Requirements

The following information shall be submitted with each antenna installation proposal, unless it is determined through the Commission's early consultation process, discussed in Sections 2 and 3, that such information is not needed:

A. A letter from the federal agency to the Executive Director requesting Commission review.

B. Description of, and purpose for, the proposed antenna installation, including information for all of the proposed elements such as towers, monopoles, and equipment buildings and shelters (if applicable). The description should include information on: the building or site location; the tenant agency where the antenna or tower is located; the antenna's physical dimensions; transmitting frequency and frequency of operation; the potential for accommodating additional antennas on the support structure; and any other appropriate data regarding the particular installation consistent with security considerations.

C. Description of any existing antennas located on the building and/or site, structure, or tower. The description should state the functional relationship of the proposed

antenna (if applicable) to existing antennas as well as the status of any existing antennas that are proposed-to-remain. If the site and/or building contains existing antennas that are subject to Commission approval but have not yet been approved, the submission for the proposed antenna must include all of the required information for the existing antennas as well.

D. Site plan and building roof plans and elevations (for antennas mounted on a building, structure or tower) showing the form, dimensions, and location of the proposed antenna(s) and any existing antennas that are proposed to remain.

E. Construction drawings.

F. Description of the texture and color of antenna materials to be used.

G. Screening plan, where appropriate, including proposed materials, color and texture of screening elements for rooftop and ground-level installations.

H. Discussion of the alternatives that were considered to meet the telecommunications needs of the submitting agency or the service provider.

I. Sight line studies and photosimulations of the proposed installation and alternatives considered, illustrating the extent to which the proposed antenna(s) will be visible from surrounding streets, public open spaces, and nearby residential areas.

J. Environmental documentation prepared by the federal agency pursuant to the National Environmental Policy Act of 1969 (NEPA), as amended, and the Council on Environmental Quality regulations.

K. A determination by the agency as to whether the project is subject to Section 106 of the National Historic Preservation Act of 1966, as amended. If a Section 106 review is required, submissions must include a summary of any consultation with the appropriate State Historic Preservation Officer and the Advisory Council on Historic Preservation and documentation of the affected resources. Copies of all correspondence should be provided. The Section 106 review process shall be completed prior to submitting the final proposal to the Commission for review.

L. A certification by the agency that the proposed transmitting antenna complies with the RF radiation guidelines adopted by the Federal Communications Commission and the health and safety regulations adopted by Occupational Safety and Health Administration.

M. A commitment to perform periodic upkeep of the antenna installation to ensure its continued safe operation, particularly after severe weather events.

Section 9 - Definitions

Antenna: *A metallic device (rod, whip, dish) or other instrument used for radiating (transmitting or sending) or receiving radio waves and microwaves.*

Antenna Task Force: *A group of NCPC Commission members, staff and invited local government officials and technical experts, established periodically to explore issues associated with the installation of antennas in the National Capital Region.*

Executive Order: *A legal proclamation or directive used by the President to exercise authority.*

Radiofrequency Electromagnetic Field: *The presence of electromagnetic energy at a given location. The field can be described in terms of the electric and/or magnetic field strength at that location.*

Radiofrequency Radiation (RF radiation): the *propagation of energy through space in the form of waves or particles.*

Telecommunications Act of 1996: *The Act facilitates opportunities related to recent advancements in telecommunications technology and the rapid growth of the Nation's communications infrastructure. The Act makes federal property available for the siting of mobile services antennas and, among its many provisions, provides for safeguards to human health and property.*

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1. The National Capital Region (NCR) includes the District of Columbia, Montgomery and Prince George's Counties in Maryland, Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all the independent cities in Maryland and Virginia within the geographic area bounded by their outer boundaries.

2. The Guidelines are also intended to be consistent with the Telecommunications Act of 1996, the President's Executive Memorandum on "Facilitating Access to Federal Property for the Siting of Mobile Services Antennas" Dated August 10, 1995, and the General Services Administration's "Placement of Commercial Antennas on Federal Property" dated June 11, 1997, and Public Law 106-113.

3. The Monumental Core includes the Mall, Ellipse, and White House Grounds, East and West Potomac Parks, Federal Triangle, Northwest Federal Office Area, Southwest Federal Office Area, Lady Bird Johnson Park, and the Pentagon.

4. Section 5(b) of the Planning Act generally exempts projects within the Capitol Grounds or structures erected by the Department of Defense during wartime or national emergencies within existing military, naval, or Air Force reservations. In the latter case, the affected Defense agency should consult with the Commission if off-site effects are anticipated.

Appendix A

Comprehensive Plan Policies and Implementation Strategies Applicable to Placement of Antennas on Federal Property in the National Capital Region

Policies and Implementation Strategies contained in the Parks, Open Space, and Natural Features Element

Policies

1. The location of towers, antennas, or similar structures in or adjacent to the federal park system should be discouraged, to the extent possible.

2. In rare instances where antennas or towers must be located within a federal park or open space, they shall conform to the Commission's Guidelines for Antennas on Federal Property in the National Capital Region as well as the following:

   a. Every effort should be made to avoid locating antennas and tower structures within the viewsheds of established natural and cultural landscapes and open spaces.

   b. Antennas and towers should be sited in a manner that uses existing trees, vegetation, or structures for concealment to the greatest extent possible.

   c. Innovative designs that reduce the visibility of antennas and towers in a natural setting should be encouraged. The use of compatible alternative tower structures that are similar in design or appearance to trees or other tall features may help to reduce the visual impact of these structures.

3. Federal and local agencies should, to the extent practical, identify appropriate locations for the siting of antennas and towers through their master plans and comprehensive plans. This should help protect the functional integrity of, and the important viewsheds to and from, federal parks and open space areas.

Short-term Implementation Strategy

25. In order to minimize the potential for antennas, water and communication towers, or similar structures to be located on or adjacent to federal park or open space lands, federal and local agencies should work closely with the Commission and the telecommunication industry to identify alternative means of accommodating telecommunication needs. Existing antennas and towers in natural parks, such as Rock Creek Park, should be relocated outside of park boundaries, when feasible.

Policies and Implementation Strategies contained in the Federal Environment Element

Policies

1. Precautions should be taken in locating and operating transmitting antennas because of the potential for adverse RF field emission effects.

2. To minimize possible RF exposure from single pole antennas and the potential combined (cumulative) effects of placing multiple antennas at one location (collocation) and to better control and monitor emissions, federal agencies are encouraged to reduce the number of antennas in the Region.

3. To further reduce the number of antennas in the Region, federal agencies should evaluate the possibilities for joint-use of antennas (cooperative antenna technology) and where no other alternative exists, colocating antennas at one location, particularly in areas where any potential adverse effects can be mitigated.

4. Where there are multiple transmitters at one location, federal agencies should evaluate the overall cumulative effects of the transmitters to ensure that the combined RF energy emissions continue to meet FCC guidelines.

5. Where occupational/controlled exposure may be present, persons who may be exposed should be made fully aware of the risks. Federal agencies should place warning signs and labels that provide:

   a. Information and instructions that establish awareness of the risk of potential exposure in known high exposure locations.

   b. FCC- and OSHA-approved procedures for working in the vicinity of RF sources to prevent exposures in excess of the maximum allowable exposure identified in the FCC guidelines.

6. Where there are multiple transmitters at a site, federal agencies should evaluate the overall cumulative effects of all transmitters.

7. With respect to rooftop environments and multiple on-site transmitters, adequate interior building attenuation measures should be incorporated to reduce RF field penetration into the interior habitable areas of the building.

8. Federal agencies are encouraged to: seek information on RF radiation-related health and safety issues; monitor changes in standards and guidelines for the installation of antennas; keep abreast of advances in technology, such as fiber optics, the availability of cooperative antenna technologies and teleports; and implement the most appropriate application which would reduce or minimize public exposure to RF fields.

9. Federal agencies are encouraged to implement a policy of "prudent avoidance" in locating new antennas on property they control. This suggests that federal agencies reduce the exposure of workers and the public to RF fields where they may be prevalent, including those from power lines, antennas, equipment and other recognized sources of RF and EMF emissions.

10. The telecommunications industry and federal agencies are encouraged by the Food and Drug Administration to:

a. Continue to support needed research into possible biological effects of RF field of the type emitted by mobile phones.

b. Design mobile phones in a way that minimizes any RF field exposure to the user and nearby pedestrians that is not necessary for device function.

c. Providing mobile phone users with the best possible information on what is known about the possible effects of mobile phone use on human health.

11. Through shielding or other mitigating design, and to the extent possible, federal agencies should minimize the exposure of federal employees and the public to EMFs from strong magnetic fields generated from electrically powered transportation in the National Capital Region.

Short-term Implementation Strategies

1. Federal agencies with proposals to install transmitting antennas should coordinate with the Federal Communications Commission (FCC) to determine compliance with the FCC standard for human exposure to RF radiation. The FCC provides applicants with guidance in the form of a technical bulletin that is designed to minimize the burden required by an applicant to determine compliance with the guidelines prior to submitting an application.

2. Prior to the installation of any antenna(s) on federal property in the NCR, federal agencies shall submit (pursuant to Section 5 of the National Capital Planning Act of 1952 (Planning Act)) plans and proposals to the National Capital Planning Commission for its review and action.

3. Federal agencies should coordinate and consult such proposals with NCPC and obtain the Commission's "Guidelines and Submission Requirements for Antennas on Federal Property in the National Capital Region" at the earliest opportunity, in the preparation of plans for antenna installations.

4. Prior to the installation of antenna(s) on federal property, applicants, as part of their submission to the NCPC for the review and approval of antennas in the NCR, must provide certification, in accordance with the NCPC Antenna Submission Guidelines Requirements, that the proposed transmitting antenna complies with RF radiation

guidelines adopted by the FCC.

5. Pursuant to FCC guidelines, federal agencies responsible for antenna installations should develop an RF exposure protection program which addresses safety and health issues including training, emissions monitoring, protective procedures, engineering controls, hazard assessments, employee involvement, and designated responsibilities for program implementation. Federal agencies that have an RF exposure protection program are encouraged to periodically update their protection guidelines as necessary in accordance with current FCC policies.

Long-term Implementation Strategies

6. In relation to antennas sited within or nearby schools or daycare facilities, RF beams of greatest intensity from antennas should not fall on any part of the school grounds or building without the knowledge and agreement from the school or responsible federal agency managing such facilities.

7. Federal agency supported projects should avoid conducting activities involving power lines and other sources of potentially high EMF fields in close proximity to daycare or school projects. Children play areas or exterior activity areas directly under power lines or adjacent to high-voltage power transformers for underground lines, or large electrical substations, should be avoided.

NATIONAL CAPITAL PLANNING COMMISSION
801 PENNSYLVANIA AVENUE, N.W., SUITE 301
WASHINGTON, D.C. 20576

NCPC File No. 2904

POLICIES RELATING TO THE RECOGNITION OF PRIVATE CONTRIBUTIONS TO MEMORIALS, MUSEUMS, AND OTHER CULTURAL FACILITIES ON PUBLIC LANDS IN THE NATIONAL CAPITAL*

The National Capital Planning Commission has adopted the following policies as a guide to public agencies, memorial sponsors, special interest groups and private citizens soliciting private donations and/or contributed services for public projects in the National Capital. Although the Commission will review individual proposals for the recognition of donors and sponsors on their merits, it wants to alert these groups, prior to the solicitation of funds or contributed services, that it will not approve donor or sponsor acknowledgements which intrude on the integrity of the particular project or its environs.

Policies

1. Private donations or contributed services to memorials, museums and other cultural facilities to be located on public lands in the National Capital may be acknowledged in one or more of the following ways:

   (a) Donor/sponsor names and/or the names of those whom donors/sponsors wish to commemorate may be inscribed on an honor roll and buried in a time capsule somewhere in or on the site.

   (b) Donors/sponsors may be appropriately recognized at dedication ceremonies, e.g., in speeches and/or on the program.

   (c) Responsible landholding agencies may give donors/sponsors certificates or plaques of appreciation that are suitable for display in their home or office.

2. Donor/sponsor contributions to memorials to be located on public lands in the National Capital shall not be visibly acknowledged anywhere at the memorial site, including in or on an associated memorial building.

3. Donor/sponsor contributions to non-building kinds of cultural facilities, such as gardens, to be located on public lands in the National Capital shall not be visibly acknowledged at the site itself.

4. Donor/sponsor contributions to museums and other cultural facilities that are to be located in public buildings in the National Capital shall not be visibly acknowledged on the exterior walls of the building itself or on its grounds.

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*Approved by the Commission at its meeting on December 1, 1988.