| Jurisdiction | Number of sets |
|--|--|
| For installations within the District of Columbia requiring regional review For installations in Maryland requiring regional review For installations in Virginia requiring regional review For installations in the District of Columbia, Maryland or Virginia not re- quiring regional review. | 13 complete sets of maps and supporting documents.16 complete sets of maps and supporting documents.16 complete sets of maps and supporting documents.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.1.1. 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.