



**CALVERT COUNTY PLANNING COMMISSION
MEMORANDUM**

TO: All Surveyors, Engineering firms and Land Development Companies
FROM: David K. Humphreys, Planning Commission Administrator *DKH*
DATE: August 26, 2008
SUBJECT: Review of Site Plan Revisions – New Cover Sheet

To facilitate the review of site plan revisions by the Technical Evaluation Group we have developed the attached COVER SHEET to be placed on the front of all re-submittals of site plan applications. Its use is mandatory.

The intent is to quickly identify the pending review status of each new submittal and place the documents in the appropriate queue, depending on action required and stage of the construction project. Any "hold" comments may be viewed on-line with the PRJ# in P.A.S.S. (Permit Application Status System).

The customary written narrative transmittal is still required. Please note its reference in the "acknowledgement signature block" on the new cover sheet. We may also request an updated Site Plan Application Form with the applicant's signature, depending on the proposed changes to the application drawings.

This "revision submittal" cover sheet does not apply to original first-time-in Site Plan Applications or Concept Applications.

DKH/blh

COVER SHEET FOR SITE PLAN REVISION REVIEW Date: _____

A narrative DESCRIPTION OF CHANGES is required, see signature block below.

Site Plan Name: _____

SPR # _____ PRJ # _____ Architectural Review # _____

Revised site plan documents have been transmitted to the following agencies:

Department of Planning & Zoning: _____ in response to DPZ's comments dated: _____

____ Principal Planner _____

____ Environmental Planner _____

Department of Public Works: _____ in response to DPW's comments dated: _____

____ Engineering Bureau _____

____ Transportation Bureau _____

____ Water & Sewerage _____

Department of Public Safety: _____ in response to DPS's comments dated: _____

____ Fire/Rescue/EMS _____

_____ In response to comments dated: _____

____ Environmental Health Dept _____

____ State Highway Administration _____

____ Soil Conservation District _____

____ Other: _____

THE STATUS OF THIS APPLICATION IS (1) OR (2) [check all that apply]

(1) BEFORE final site plan SIGNATURE

____ Pre-Planning Commission presentation. Date of requested PC hearing is _____.

____ Post-Planning Commission hearing/action date of _____.

____ Planning Commission review not required for category II applications.

____ Final check-print copy with MYLARS attached.

(2) AFTER final site plan SIGNATURE dated _____.

AP# grading _____ AP# building _____

____ Revision to final plan approval **prior to** construction (permit on hold).

____ Revision to site plan during construction.

____ Request for As-Built revisions (use & occupancy on hold).

____ Site occupied. Request minor revision to approved plan.

(Existing permit: See Public Advocate for coordination of plan distribution to Permits Office)

By signature below, the undersigned acknowledges that s/he is authorized to submit the plan revision, and that no plan changes have been made except for those revisions and notations specifically listed on the attached narrative transmittal:

Contact Name: (sign and print) _____ Firm: _____ Phone: _____

Note: All plan revisions must be acceptable to the DPZ Site Plan Review staff as a minor revision to continue under the existing SPR number. An R# and the PRJ# will be assigned by Planning & Zoning. -OR-

A major revision will require a new application, new fee, etc.

Planning Commission Administrator shall determine as necessary.

//DPZ Aug 2008

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