




**CALVERT COUNTY
PLANNING COMMISSION**

150 Main Street
Prince Frederick, MD 20678
Phone: 410-535-2348 – 301-855-1243
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Maurice Lusby
Chairman

TO: Surveyors, Engineers, Landscape Architects and Architects

CC: Participating Technical Evaluation Group Agency Representatives

FROM: Yolanda Hipski, Planning Commission Administrator/Zoning Officer 

DATE: February 2, 2012

RE: Request for Comments: Post Planning Commission Review/Approval Process

Background:

In Year 2011, staff implemented a new review process for project submittals to Planning Commission review. However, this process does not address the review period between Planning Commission approval and site plan signature. In response, the attached Review/Approval Process is proposed for consideration.

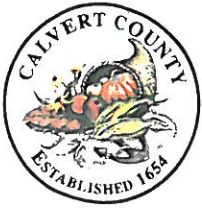
This memorandum was distributed at the January 25, 2012 TEG meeting.

Issue:

I am seeking your written comments on the attached memorandum no later than Friday, February 24, 2012. I would be happy to discuss this proposed process with you, beforehand, as your schedule allows.

This matter will be discussed at the next TEG meeting on Wednesday, February 22, 2012, in hopes to implement this process by the March 19-20 submittal date.

If I can be of any additional assistance, please let me know.



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DRAFT

Maurice Lusby, Chairman

TO: Planning Commission, Surveyors, Engineers, Landscape Architects and Architects

FROM: Yolanda Hipski, Planning Commission Administrator/Zoning Officer

DATE: January 23, 2012

RE: Post Planning Commission Review/Approval Process

Background:

Since January 2011, the Planning Commission staff has worked to develop new procedures to guide site plans and subdivisions through staff review and Planning Commission hearings. In many cases, site plans and subdivisions require additional reviews by staff prior to final plan signature and prior to issuance of a building permit.

The Development Review Process is a mutual agreement between the property owner's right to utilize his or her land and the common interests expressed through the public sector process. Success of the process relies on understood and shared interests, clear guidelines and strong communication. The Planning Commission staff strives to improve the development process for site plans and subdivisions.

Issue:

To further these goals, the Planning Commission staff proposes new processes to facilitate site plan and subdivision review after Planning Commission review. These new processes are meant to establish a clear road map to the final site plan or subdivision approval and clarify communication standards through identifiable milestones.

Changes to the Site Plan and Subdivision:

It is the responsibility of the property owner to ensure development of the final site plan or subdivision plat adheres to the conditions and directives of the approved plan. Once a site plan is approved by the Planning Commission or by the Planning Commission Administrator, the owner or consultant may not amend the drawing or makes changes without the full knowledge by the Planning Commission staff or at the specific direction of a participating review agency. Any changes not directed by county staff must be explained in writing to the county staff and all revisions must be accompanied by a statement detailing the change. Generally, changes to the plan, application and accompanying document may only address participating agency comments and conditions of the approval.

How to Obtain a Signed Site Plans:

After a site plan has been conditionally approved by the Planning Commission, the property owner may initiate final reviews by contacting the various participating agencies. In accordance with Section 4-02.04 of the Calvert County Zoning Ordinance, Planning Commission approval is vested for up to two years until the Building Permit is issued. Once the permit is issued, the plan may be vested for up to one additional year or until the building is visible from the ground.

Initiating a Final Site Plan Review and Obtaining Agency Comments:

The property owner is responsible for initiating an individual review with each agency. Each submittal must be accompanied by a cover letter outlining the general changes to the plan and must be addressed to the individual agency. A copy of the letter is required to be provided to the Planning Commission staff. The participating agency will review the plan and post their comments on the county Hansen web page and provide a copy of the review to the PC staff. Generally, a review cycle requires about 30 business days but is not guaranteed.

The Importance of Review Sequencing:

To conserve valuable tax dollars and best utilize scarce staff resources, consultants must seek reviews in a logical sequence. For example, consultants are encouraged to obtain comment and reviews from certain participating agencies such as SMECO, Public Safety, and the Health Department prior to submittal to Department of Public Works for Stormwater Management. As a result, the consultant may obtain these comments and verify whether agencies will not require significant rework of the drawing. Once the comments affirm that significant rework is not needed, the consultant may submit to other participating agencies such as the Department of Public Works for storm water review. Should any participating agency determine that comments or reviews from another agency may significantly affect their review, the agency may claim a "Hold" status on the review until the issue is addressed. The other reviewers may, at their discretion, halt their review. This "Hold" status will be noted in Hansen.

Obtaining a "Ready for Signature" status:

Once an agency has reviewed the package and is prepared to sign/approve the plan, the agency representative will notify the Planning Commission staff, via Hansen, that he or she can issue a "Ready for Signature" status for the drawing. The applicant may confirm the status of the "Ready for Signature" status through the use of Hansen. It is imperative and necessary that all agencies regularly update a project status via memos to the Planning Commission staff and through the Hansen system.

Submittal and Signature of the Final Site Plan and Final Mylar:

A "Ready for Signature" status is agency notification that they are prepared to sign a site plan and no additional changes, paper work, bond posting, fee, etc. is required. "Ready for Signature" status may not be issued until after Planning Commission action. After all "Ready for Signature" status have been issued from all participating agencies and after all agencies have issued their "Ready for Signature" status in the Hansen system, the applicant may submit two sets of the final site plan Mylars for signature on a submittal day along with the required number of paper copies of the plan. Each participating review agency will receive a copy of the plan to confirm compliance with their "Ready for Signature" status. The Planning Commission staff will confirm that the Mylar matches the submitted paper copy. At the following TEG meeting, the final site plan will be scheduled for signature by the participating agencies. Once the plan has been signed, the applicant may apply for a building permit.

Revisions to Final Plans after Submittal and Prior to Signature:

After all "Ready for Signature" status are obtained, the Applicant may not make any additional revisions to the plan or the Mylar drawing. Should the applicant revise the Mylar drawing or plan, the applicant/agent must obtain new "Ready for Signature" status and resubmit another final site plan and Mylar on a subsequent submittal date. The Planning Commission staff will notify the TEG group that the signing will not occur.