



**PLANNING COMMISSION  
MEMORANDUM**

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**TO: Engineers and Surveyors**  
**FROM: William R. Pittman, Jr., Acting Planning Commission Administrator**  
**Carolyn V. Sunderland, Acting Planning Commission Secretary**  
**DATE: June 28, 2010**  
**SUBJECT: Expirations of Site Plans and Subdivisions**

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In September 2009 the Planning Commission delegated the authority to approve one-year extensions of Site Plan and Subdivision approvals to the Planning Commission Administrator.

Subsequently in December 2009, in response to the enactment of Maryland Senate Bill 958, the County Attorney wrote, "*Chapter 334 (11-202.C) The running of the period of approval for any permit issued by a county or municipality shall be tolled beginning on January 1, 2008, and ending on June 30, 2010.*"

This means that for all permits and approvals in effect as of January 1, 2008, the allotted approval time stops in place as of January 1, 2008 and resumes July 1, 2010. For permits and approvals issued after January 1, 2008, the allotted approval time does not begin until July 1, 2010.

On June 23, 2010 the Planning Commission directed staff to issue an adjusted expiration date for eligible applications, in accordance with Maryland Senate Bill 958. The Planning Commission also delegated authority, for the next six months, to the Planning Commission Administrator to approve up to one-year extensions for Site Plan and Subdivision approvals on a case by case basis.

Procedure: Following a request from the applicant or agent, the Planning Commission Administrator/Secretary will issue a formal letter which will establish the project's eligibility and adjusted expiration date, regarding Site Plan and Subdivision approvals, only. A copy of the letter must be included in all subsequent permit applications and related correspondence.

WRP/CVS/blh