



**CALVERT COUNTY  
PLANNING COMMISSION**

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Maurice Lusby, Chairman

TO: Technical Evaluation Group  
Subdivision Evaluation Group  
Engineers, Surveyors, Landscape Architects and Architects

FROM: Yolanda Hipski, Planning Commission Administrator *YH*

DATE: March 23, 2011

RE: New Submittal Dates  
Technical Evaluation Group and Subdivision Evaluation Group

**Background:**

For the past three months, the Planning Commission staff has been developing a new review process that improves review intake, develops a road map to the Planning Commission, creates milestones and improves communication.

**Proposed:**

When the process was originally developed, staff understood that modifications would be needed. For the past three months, staff has identified that to conduct adequate intake, more time was needed prior to TEG/SEG review and acceptance of the schedule. This additional review permits the following items:

- Allow adequate time for distribution to the reviewing agencies, particularly those located outside our building;
- Provide an opportunity to alert the Planning Commission prior to review;
- Provide an opportunity to alert intake review agencies of particular issues;
- Allow adequate time to coordinate intake reviews with the various agencies.

As a result, the review schedule has been modified to so that acceptance of an application will be held on **Monday/Tuesday** rather than **Thursday/Friday**. This revision will begin with the April submittal. I have attached a revised calendar for your use.

If you have any questions or comments, please do not hesitate to contact me at your earliest convenience.

CC: Planning Commission  
Terry Shannon  
Greg Bowen  
Terry Carlson