

**Reimposition of Deadlines Associated with Executive Order 2020-03**

Pursuant to [Executive Order 2020-04](#), I have determined that the reimposition of certain deadlines is necessary for the continuity of effective government operations, is in the best interest of the County and its citizens and may be done without effecting the public health, safety and welfare. Accordingly, on this 14<sup>th</sup> day of April, I am hereby reinstating the following deadlines effective immediately. Should those deadlines lapse while EO 2020-03 is in effect, those deadlines are automatically extended to (30 days) beyond the termination of the order.

**16.144(d)** - Report of Review Committee; Additional Information:

- (1) Within 60 days of active processing time from submission of the sketch plan or preliminary equivalent sketch plan the Department of Planning and Zoning shall provide the developer with a written report of the findings of the review committee, including the comments of the Review Committee and its recommendations.
- (2) If the Department of Planning and Zoning or the Review Committee indicates that additional information is needed in order to decide whether to approve the plan, the developer shall provide the information within 45 days of receiving such indication.

**16.144(e)** - Approval/Denial of Sketch Plan or Preliminary Equivalent Sketch Plan:

- (1) Within 60 days of active processing time from submission of the sketch plan or preliminary equivalent sketch plan or if additional information was requested, within 45 days of receiving the information, the Department of Planning and Zoning shall indicate to the developer in writing whether the sketch plan or preliminary equivalent sketch plan is approved, approved with modifications or denied.

**16.144(i)** - Report of Review Committee; Additional Information:

- (1) Within 60 days of active processing time from submission of the preliminary plan, the Department of Planning and Zoning shall provide the developer with a written report of the findings of the review committee, including the comments of the review committee and its recommendations.
- (2) If the Department of Planning and Zoning or the review committee indicates that additional information is needed in order to decide whether to approve the preliminary plan, the developer shall provide the information within 45 days of receiving such indication.

**16.144(j)** - Approval/Denial of Preliminary Plan:

- (1) Within 60 days of active processing time from submission of the preliminary plan, or if additional information was requested, within 45 days of receiving the information, the

Department of Planning and Zoning shall indicate to the developer in writing whether the preliminary plan is approved, approved with modifications or denied.

**16.144(n)** - Approval/Denial of Final Plan:

- (1) Within 60 days of active processing time from submission of the final plan, or if additional information was requested, within 45 days of receiving the information, the Department of Planning and Zoning shall indicate to the developer in writing whether the final plan is approved, approved with modifications or denied.

**16.156(g)** - Report of Review Committee; Additional Information:

- (1) Within 60 days of active processing time from submission of the site development plan, the Department of Planning and Zoning shall provide the developer with a written report of the findings of the Review Committee including the comments of the Review Committee and its recommendations.

**16.156(i)(1)** – Approval/Denial of Site Development Plan:

- (1) Within 60 days of active processing time from submission of the site development plan or, if additional information was requested, within 45 days of receiving the information, the Department of Planning and Zoning shall indicate to the developer in writing whether the site development plan is approved, approved with modifications or denied.

**16.104(b)(1)** – Conditions under which waiver may be granted. The developer has presented a petition demonstrating the desirability of waiver; if the County requests additional justifying information, the information must be submitted within 45 days of the Department's letter of request. If the information is not submitted by the deadline, the Department shall deny the petition.

**16.104(b)(3)** – Conditions under which waiver may be granted. Within 30 days of the date of the Department's decision letter regarding a waiver petition, the developer may submit additional information to support a request for the Department to: (i) Modify any approval conditions; (ii) Reverse the Department's denial; or (iii) Add or delete specific waiver requests.

**16.128(f)(6)** – If the developer/petitioner does not submit plans to the Department of Planning and Zoning within one year of the presubmission community meeting, another presubmission community meeting and notification in accordance with this section shall be required.

**16.144(g)(3)** - Submission of Preliminary Plan. Within the following milestones:

- (i) Four months of sketch plan approval (subdivisions of 50 or fewer housing units);
- (ii) Six months of sketch plan approval (subdivisions of 51—100 housing units);
- (iii) Nine months of sketch plan approval (subdivision of 101 or more housing units);
- (iv) Nine months of sketch plan approval for nonresidential subdivisions.

**16.144(k)(3)** - Submission of Final Plan. If the preliminary plan or preliminary equivalent sketch plan is approved or approved with modifications, the developer shall submit to the Department of Planning and Zoning a final plan which shall be:

Within the following milestones:

- (i) Four months of preliminary plan approval or preliminary equivalent sketch plan approval (subdivisions of 50 or fewer housing units);
- (ii) Six months of preliminary plan approval or preliminary equivalent sketch plan approval (subdivisions of 51—100 housing units);
- (iii) Nine months of preliminary plan approval or preliminary equivalent sketch plan approval (subdivisions of 101 or more housing units);
- (iv) Nine months of preliminary plan approval or preliminary equivalent sketch plan approval for nonresidential subdivisions.

**16.144(m)** - Report of Review Committee; Additional Information. The Department of Planning and Zoning shall provide the developer with a written report of the findings of the review committee, including the comments of the review committee and its recommendations. If the Department of Planning and Zoning or the review committee indicates that additional information is needed in order to decide whether to approve the final plan, the developer shall provide the information within 45 days of receiving such indication.

**16.144(o)** - Submission of Final Construction Drawings. Within 60 days of receiving approval of the final plan the developer shall submit the final construction drawing originals to the Department of Planning and Zoning for signature. If a subdivision has a forest conservation obligation, the final forest conservation plan shall be submitted within 60 days.

**16.144(p)** - Payment of Fees; Posting of Financial Obligations. Within 120 days of receiving approval of the final plan the developer shall:

- (1) Pay all required fees to the County; and
- (2) If subject to a developer agreement or major facility agreement, shall post all monies and file appropriate surety covering the developer's financial obligations for the required public or private improvements.

**16.144(q)** - Final Subdivision Plat. Within 180 days of final plan approval, the developer shall submit the final subdivision plat to the Department of Planning and Zoning for signatures and recordation.

**16.144(r)(3)** – Providing additional information. If additional information needed for plan approval is not provided within 45 days of the request, the plan shall be denied.

**16.144(r)(4)** – Failure to submit final construction or forest conservation drawings. Except where delay is caused by government action, failure to submit final construction drawing originals or any required forest conservation plan originals within 60 days of final plan approval shall void previous approvals and the application shall be considered withdrawn.

**16.144(r)(5)** - Failure to pay fees, sign developer's agreement, provide surety. Except where delay is caused by government action, failure to pay fees, post monies, sign developer agreements and major facilities agreement, and provide appropriate surety within 180 days of final plan approval shall void previous approvals and the application shall be considered withdrawn.

**16.144(r)(6)** - Failure to submit final plat. Except where delay is caused by government action, failure to submit the final plat within 180 days of final plan approval shall void previous approvals and the application shall be considered withdrawn.

**16.145(b)(5)(i)** - Notice of new residential developments:

- (i) Requirement to give public notice. If the sketch or preliminary equivalent sketch plan is the initial plan submittal for new residential development and is submitted after November 15, 2001, within three working days the developer shall post public notice on the property.

**16.145(b)(8)** - Approval binding on County:

- (i) Approval of a sketch plan is binding on the County for seven years provided that the subdivision is processed in accordance with the schedule included in the approved plan and:
  - a. A preliminary plan is submitted within:
    - 1. Four months of sketch plan approval (subdivisions of 50 or fewer housing units);
    - 2. Six months of sketch plan approval (subdivisions of 51—100 housing units);
    - 3. Nine months of sketch plan approval (subdivisions of 101 or more housing units);
    - 4. Nine months of sketch plan approval for nonresidential subdivisions; and
  - b. A final plan is submitted within:
    - 1. Four months of preliminary plan approval (subdivisions of 50 or fewer housing units);
    - 2. Six months of preliminary plan approval (subdivisions of 51—100 housing units);
    - 3. Nine months of preliminary plan approval (subdivisions of 101 or more housing units);
    - 4. Nine months of preliminary plan approval for nonresidential subdivisions.

**16.146(b)(4)(ii)** - Binding for seven years. The preliminary plan is binding on the County for seven years provided that the subdivision is processed in accordance with the schedule included in the approved plan and a final plan is submitted within:

- a. Four months of preliminary plan approval (subdivisions of 50 or fewer housing units);
- b. Six months of preliminary plan approval (subdivisions of 51—100 housing units);
- c. Nine months of preliminary plan approval (subdivisions of 101 or more housing units);
- d. Nine months of preliminary plan approval for nonresidential subdivisions.

**16.147(b)(4)(i)&(iii)** – Notice of new residential minor subdivisions and resubdivisions:

- (i) Requirement to give public notice. If the final plan submission is the initial plan submittal for new residential development and is submission after November 15, 2001, within three working days of the plan's submission the developer shall post public notice on the property.
- (iii) Duration. The notice shall remain in place at least 30 days.

**16.156(e)** - Notice of New Residential Developments:

- (1) Requirement to give public notice. If the site development plan is the initial plan submittal for a new residential development and is submitted after November 15, 2001, within three working days of the plan's submission the developer shall post public notice on the property.

**16.156(g)(2)** - Report of Review Committee; Additional Information. If the Department of Planning and Zoning or the Review Committee indicates that additional information is needed in order to decide whether to approve the plan, the developer shall provide the information within 45 days of receiving such indication.

**16.156(l)** - Payment of Fees; Posting of Financial Obligations. Within 180 days of receiving approval of the site development plan the developer shall:

- (1) Pay all required fees to the County; and
- (2) If subject to a developer agreement or major facility agreement. Post all monies and/or file appropriate surety covering the developer's financial obligations for the required improvements.

**16.156(m)** - Submission of Originals for Signature. Within 180 days of approval of the site development plan, the developer shall submit the original Mylar plans corrected to meet the requirements of the various State and County agencies and the Planning Board (if required by the zoning regulations). The Department of Planning and Zoning shall coordinate the signature process associated with approval of the site development plan. If the corrected originals are not submitted within 180 days of approval of the site development plan, the approval will expire and a new site development plan submission will be required.

**16.156(o)** - Building Permits:

- (1) Application time limits:
  - (i) Within one year of signature approval of the site development plan original, the developer shall apply to the Department of Inspections, Licenses and Permits for building permits to initiate construction on the site.
  - (ii) For single-family attached, apartment and nonresidential developments involving multiple buildings or staged construction, the developer shall apply for building permits for all construction authorized by the approved site development plan within two years of signature approval.
  - (iii) For single-family detached site development plans involving multiple lots, the developer shall apply for building permits for all construction authorized by the approved site development plan within five years of approval.

**16.104(b)(4)** -After 30 days, requests for reconsideration will require a new petition for a waiver and payment of fees in accordance with the adopted fee schedule.

**16.104(c)**- Period of Validity. The waiver petition, if approved, will remain valid for 12 months from the date of approval or as long as a subdivision or site development plan is being actively processed in accordance with the processing provisions of section 16.144 of this subtitle. Subdivisions or site

developments which fail to meet the processing requirements will be required to submit a new waiver request.

**Sec. 16.105(a)** -Appeal to Board of Appeals. A person aggrieved by an order of the Department of Planning and Zoning may, within 30 days of the issuance of the order, appeal the decision to the Board of Appeals.

**16.128(f)(2) (iv)**- Send the minutes to all meeting attendees within 30 days of the meeting either electronically or by first class mail. Upon submission of the plan, this list must be included;

DocuSigned by:

*Amy Gowan*

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4/14/2020

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Amy Gowan, Director  
Department of Planning and Zoning

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Date