

**DEPARTMENT OF PLANNING & ZONING  
DEVELOPMENT ENGINEERING DIVISION  
George Howard Building  
3430 Court House Drive  
Ellicott City, MD 21043  
(410) 313-2350 FAX (410) 313-3467**

**PROCEDURE: "RED-LINE REVISION PROCESS"**

**WHEN TO USE THE RED-LINE REVISION PROCESS:**

Revisions to ***active development plans*** (Road Construction Plans, Site Development Plans, and/or Water & Sewer Construction Plans) to reflect any engineering or field changes.

Note: **"As-Built Red-Line"** is a separate process handled by and required by the DPW, Bureau of Engineering, Construction Inspection Division. They can be contacted at (410) 313-1880.

**PROCESSING/REVIEW FEES REQUIRED:**

A \$200.00 fee will be charged for all red-lines.

Fees can be paid at the cashier's office located in the Howard Building. Checks should be made payable to: Director of Finance, Howard County and deposited into Account # **1000-3000-432285**. The DP&Z file number or the water and sewer contract number and the name of the development must appear on the receipt.

**WHO CAN PREPARE A REDLINE:**

A red-line must be prepared by a Maryland Licensed Design Professional (MLDP).

Redlines must include a letter of authorization from the owner of the property.

It is recommended that the *MLDP of record* prepare the red-line.

If another MLDP prepares the red-line, written permission from the MLDP of record must be submitted and the revised sheets must be signed and sealed by the new MLDP.

Note: The new MLDP will be responsible for all the changes and their consequences; therefore, the revisions must be clearly referenced in the revision blocks.

**HOW TO SHOW CHANGES:**

Mark all the proposed changes in red on all affected sheets of a paper set of the **plans on record that have County signatures of approval.**

\*Total sets required:      **Road Construction Drawings = Three(3)**  
   **Site Development Plans = Four(4)**  
   **Water & Sewer Construction Drawings = Four(4)**  
   **Commercial Plans with Well & Septic = Five(5)**

\*One(1) set must be marked in "red" with the option of the remainder being full-sheet highlighted copies.

The "plans on record" are the signed originals filed in our Large Format Imaging Services. You can order copies of the plans by contacting Large Format Imaging Services at (410) 313-2073. There is a charge of \$1.50 per 24" x 36" sheet.

Note: Cut and paste and CADD generated red-lines are not acceptable.

### **PACKAGING REQUIREMENTS:**

- Plans must be **folded in sets**.
- Attach to each set a letter/transmittal from the MLDP firm clearly stating all of the proposed changes and reasons for the request.
- Attach the "yellow" receipt of payment of \$200 review fee from the Cashier.
- Attach to each set a copy of any correspondence from the Division of Land Development, DPZ, relating to the proposed changes.
- Attach any computations/special reports supporting the proposed changes.
- Attach a copy of letter of authorization from the owner of the property.
- Attach a copy of permission from the MLDP of record, when applicable.

### **WHERE TO SUBMIT RED-LINE:**

- The "red-line" should be submitted to the Chief of the Development Engineering Division, Department of Planning & Zoning (DP&Z), at the above address.

### **PROCESSING TIME:**

- The processing time for a "red-line" submission is 2-3 weeks.
- Should the revision be necessary to prevent construction delays, the Chief of the Development Engineering Division may grant the project a priority status.
- Approved revision packet should be picked up from DPZ, and associated printing fees paid, prior to signing out mylars from Large Format Imaging Services for drafting revisions.
- Once revisions have been completed, return mylars and Speed Memo with signed Self-Certification to Large Format Imaging Services.