

**DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS
DEVELOPMENT MANAGEMENT**



CONCEPT PLAN TIMELINE

Approximately sixty (60) days

LEGISLATIVE MANDATE

ACTIVITY

Optional

INFORMATIONAL CONFERENCE

Scheduled by appointment with Project Manager.

Purpose: For applicant to learn about County policies, standards and legislation and processes.

Optional EXCEPT FOR PUDS

PRECONCEPT PLAN CONFERENCE

Scheduled on Mondays at 45-minute intervals.

Attended by: Planning, Zoning and PAI. If DEPS is required for meeting, one must make a special request.

Purpose: For applicant and relevant County agencies to discuss concept plan requirements.

**Required prior to
COMMUNITY INPUT MEETING
and filing of Development Plan**

CONCEPT PLAN CHECKPRINT

Purpose: Two (2) copies of a concept plan checkprint must be submitted to PAI for review.

Plan is reviewed and returned to applicant within five (5) working days.

**Required prior to
COMMUNITY INPUT MEETING
and filing of Development Plan**

CONCEPT PLAN – Plans to be accepted for distribution for review by agencies. Number of plans to be determined by PAI.

To be held within ten (10) working days of acceptance date of concept plan

CONCEPT PLAN CONFERENCE

Scheduled on Tuesday by PAI.

Attended by: PO, DEPS, PAI, et al; chaired by PAI

Purpose: - For applicant to receive plan review comments.

- For PO to identify parties to be invited to the Community Input Meeting.

- To identify Master Plan conflicts.

- To determine the date and location of the CIM.

Accepted for filing is interpreted as the day the concept plan is accepted by PDM and the concept plan fee is paid in full.

Within ten (10) working days of Concept Plan Conference

SCHEDULE CIM & POSTING of property for CIM.

Purpose: To advise the public of the date, time and location of the CIM.

Ten (10) days prior to CIM

COUNTY AGENCY ATTENDANCE AT THE CIM

Purpose: Any party may request a representative of a reviewing agency to attend the CIM.

Held between 21 and 30 days after Posting

COMMUNITY INPUT MEETING (CIM)

Scheduled by the applicant within 8 miles of the vicinity of the proposed, if development is outside the URDL or at a site within 3 miles of the proposed development is inside the URDL, or in Towson, if no other meeting site can be scheduled. The meeting may be held in a school, library, house of worship, community center or other public place of assembly.

Purpose: For the applicant to present the Concept Plan for public comment and discussion. Minutes will be recorded by a PAI representative and will be placed in the development project file.

As required by the Director of PAI

ADDITIONAL COMMUNITY INPUT MEETING

Purpose: If any comments or conditions are unresolved, an additional CIM may be necessary.