

## **NEWLY REVISED**

### **Phase Two: 45/45/30 Day Development Review Process**

See attached Exhibits A, B, C and D for a list of documents, number of plans, etc.

The purpose of this document is to provide a framework for processing plans in a standard timeframe. This process shall hold the applicant and the reviewer accountable for producing quality work in a timely manner. The full development process already has prescribed timeframes. Phase-One plans such as Limited Exemptions (Minor Subdivisions, Commercial Development Plans and Plan Refinements, etc.) while not included in this document will be processed with the expectation that they will be either approved within one (1) year from the date of submittal or denied.

To that end, plans submitted as part of the Phase Two: 45/45/30 Day Development Review Process shall adhere to the following steps. Plans submitted under this process can be found in attached Exhibits A, B & C for a list of documents, number of plans, etc.

#### **Step 1**

All plans shall be submitted through the Department of Permits, Approvals and Inspections (PAI) in Room 123 of the County Office Building. The plans are to be dropped off in person (No U.S. mail or electronic submission).

Every submittal shall be accompanied by a completed Basic Information Form (See Attached Exhibit D)

See attached "Exhibits A, B, C & D" for list of each type of plan and how many copies of each need to be submitted for each review. Plan packages will be rejected if the required information is missing. Packages must be separated according to the receiving agency with transmittal and basic information sheet for each.

#### **Step 2**

PAI Project Manager will send an email to the development team and to the appropriate County Agency representatives indicating that the plan package is available for pickup (everyone on the Basic Information Form also gets this e-mail). Plans will be stamped with date received. Plans submitted after 3pm will not be logged in until the next business day. The due date will be completed by the Project Manager based on date of email.

#### **Step 3**

Plan packages are reviewed and comments generated. Agencies and development team representatives are responsible for picking up the plans and having them reviewed in the allotted timeframe. Agency comments may be written on PAI Transmittal if space available and *should be sent to PAI electronically (when possible)*. In some cases, paper copies of marked up plans may augment electronically submitted comments. Agency comments should be copied to persons listed on the Basic Information Form and/or original email.

Ultimately, the PAI Manager needs to know when there is a complete set of agency comments. The PAI Manager will send an e-mail to persons on the Basic Information Form when the first review is complete. This e-mail notification will include a timeframe in which the plan is expected to be returned for a second review, (Step 4). This completes the first review.

If an Agency fails to submit a comment, the plan shall be deemed to have been approved by the Agency unless the failure to do so has been excused by the Director PAI or designee (hereinafter referred to as "Director"), in writing, no later than seven (7) days after the expiration of the prescribed time.

#### **Step 4**

The engineer/surveyor/environmental consultant evaluates the comments and in response submits a red-lined, revised plan to be submitted for review within 45 calendar days from the date of the last Agency comment received. The engineer/surveyor/environmental consultant shall attach to the revised plan a list of the changes made to the original and revised plans. If the applicant feels he cannot provide a second submittal within 45 days, he should request an extension with an explanation to the PAI Project Manager.

#### **Step 5**

The revised plan is submitted to PAI for circulation. Essentially the process returns to Step 1 and Step 2 (logging in and sending out an email that the plan is available for review). Plans will be stamped with date received and date due. An email will be sent to all reviewing agencies and everyone on the basic information form. Please note that this second review cycle is only 30-calendar days. Plans submitted after 3pm will not be logged in until the next business day. The due date will be completed by the Project Manager based on the date of email.

#### **Step 6**

The appropriate Agencies review and comment on the revised plan. Once the PAI Project Manager has a complete set of comments or the 30-calendar day review period has ended, the PM should evaluate the results. If an Agency fails to submit a comment on the revised plan, the plan shall be deemed to have been approved by the Agency unless the failure to do so has been excused by the PAI Director, in writing, no later than seven (7) days after the expiration of the prescribed time.

If the plan is approved, the review is complete, an e-mail is sent to the Agencies and everyone on the Basic Information Form. If an approved plan requires a Mylar for signature, an e-mail would be sent by the PAI/EPS/DPR Reviewer or Manager requesting that Mylar be submitted. Any agency that places a hold on a Mylar should immediately notify the PAI/EPS/DPR Reviewer or Manager and persons on the Basic Information Form with a brief explanation.

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If the revised plan is not approved by the end of the 30-day review period, the plan is denied, subject to extension granted by the Director within seven (7) days after the expiration of the prescribed time.

If there are still outstanding comments on the revised plan (and the plan was either denied or granted an extension) the PAI Manager needs to determine the outstanding issues and set a final date for resolution. If necessary, Project Manager will report results to Development Manager for final determination.

See attached Exhibits A, B, C and D for a list of documents, number of plans, etc.

Plan packages will be rejected if the required information is missing. Packages must be separated according to the receiving agency with transmittal and basic information sheet for each.

**NOTE: ALL OTHER DOCUMENTS, PLANS, PLATS, STUDIES, WAIVER REQUESTS, AGREEMENTS, ETC. MUST BE SUBMITTED WITH A CONSULTANT TRANSMITTAL AND ADDRESSED TO THE APPROPRIATE COUNTY AGENCY REPRESENTATIVE TO PAI/COB/ROOM 123 FOR CIRCULATION TO THE APPROPRIATE AGENCY.**

**Plans submitted after 3pm will not be logged in until the next business day.**

**Exhibit A**  
**45/45/30-day review**

<b><u>Plans type</u></b>	<b><u>Agency</u></b>	<b><u>Drop off location</u></b>
Grading Plans	EPS/DPR	Room 123 of COB
Erosion & Sediment Control	EPS/DPR	Room 123 of COB
SWM	EPS	Room 123 of COB
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Road Drawings	DPR	Room 123 of COB
Storm Drain Drawings	DPR	Room 123 of COB
Water Drawings	DPR	Room 123 of COB
Sewer Drawings	DPR	Room 123 of COB

Department of Environmental Protection and Sustainability –(EPS)  
Development Plans Review-(DPR)  
County Office Bldg (COB) 111 W. Chesapeake Ave. Towson, MD 21204

**NOTE:** Baltimore County projects and Capital Improvement projects will not be processed under the 45/45/30 day review.

***Please ensure that submittals listed on Exhibits A, B and C have an engineer, surveyor, environmental consultant transmittal and a basic information form with Section 5 completed with valid email addresses.***

**Exhibit B**  
**45/45/30-day review**

DEPS- Department of Environmental Protection and Sustainability  
Grading Plan and Sediment Control Plan Review Procedures

**Soil Conservation District= (SCD) Plans must be hand delivered to:  
1114 Shawan Road, Suite 4, Cockeysville, MD 21030**

**Soil Conservation District= (SCD)**

- Consultant transmittal letter
- Basic Information Form
- 2 copies of sediment control plan
- 1 erosion and sediment control information sheet
- 1 set of plans showing existing and proposed drainage areas to all sediment control devices
- 2 sets of design computations (if required)
- Sediment control review fee and voucher

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**Remaining plans are circulated through the Department of Permits Approvals & Inspections= (PAI) Plans must be hand delivered to: County Office Bldg, (Room 123) 111 W. Chesapeake Ave, Towson MD 21204**

**SWM-Storm Water Management within DEPS**

- Consultant transmittal letter
- Basic Information Form
- 3 copies of sediment control plan (1 copy to EIR-Environmental Impact Review)
- 3 copies of final grading plan (1 copy to EIR -Environmental Impact)
- 1 completed checklist of the final grading plan review

**DPR-Development Plans Review within (PAI)**

- Consultant transmittal letter
- Basic Information Form
- 1 copy of sediment control plan
- 1 copy of final grading plan

**R&P-Recreation & Parks within (PAI)**

- Consultant transmittal letter
- Basic Information Form
- 2 copies of final grading plans (**residential only**)

**Exhibit C**

**45/45/30-day review**

PAI-Department of Permits Approvals & Inspections  
DPR- Development Plans Review  
Water, Sewer, Storm Drains and Roads Construction Drawings  
Plan Review Procedures

**DPR-Development Plans Review within (PAI)**

- Consultant transmittal letter
- Basic Information Form
- 2 prints of each plan with prints together in sets
- 1 completed checklist for each type of plan

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EXHIBIT D

**BASIC INFORMATION FORM**  
**PHASE TWO PLAN(S): 45/45/30-day review**

*Prior to submitting phase II plans, please contact respective County agencies to determine requirements.*

1. NAME OF PROJECT: \_\_\_\_\_

2. PAI NO. (IF ASSIGNED): \_\_\_\_\_

3. DRC NO. (IF APPLICABLE): \_\_\_\_\_

4. **TYPE & NO.** OF PLAN(S): *All plans should be submitted simultaneously as grouped below.*

GRADING \_\_\_\_\_ SC \_\_\_\_\_ SWM \_\_\_\_\_

WATER \_\_\_\_\_ SEWER \_\_\_\_\_ ROADS \_\_\_\_\_ DRAINS \_\_\_\_\_

OTHER \_\_\_\_\_

5. A **VALID EMAIL** ADDRESS FOR THE FOLLOWING:

- ENGINEER/SURVEYOR \_\_\_\_\_
- OWNER/CONTACT PERSON \_\_\_\_\_
- DEVELOPER/CONTRACT PURCHASER \_\_\_\_\_
- ARCHITECT \_\_\_\_\_
- ATTORNEY \_\_\_\_\_
- OTHER MEMBERS OF PROJECT DEVELOPMENT TEAM \_\_\_\_\_

6. NAME OF PERSON DELIVERING PLANS: \_\_\_\_\_

7. TODAY'S DATE: \_\_\_\_\_

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