

NOTICE

Issued by:

Office of Planning & Zoning

Notice #:

OPZ-21-01-Rev

Release Date:

Original: 3/22/21

Revised: 11/1/21

Contact:

Planner providing
review of project

Phone #: 410-222-xxxx

Critical Area: x7960

Regional: x7485

Residential: x7458

Transportation: x7449

Development Application PDF Requirements

Since the change in operations due to the necessary COVID-19 precautions, the Office of Planning and Zoning has determined the need for applicants to include a digital PDF version of their application submittal contents in addition to the standard hard-copy application packages.

A step-by-step instructional guide is included in the Green Notice Memorandum to enable applicants to easily send their PDF files to the Development Division for review.

Furthermore, beginning May 1, 2021, the PDF application will be a requirement of development applications and included on the appropriate submittal checklists. Applications that fail to email a PDF version will be considered incomplete and may be returned unprocessed to the applicant.

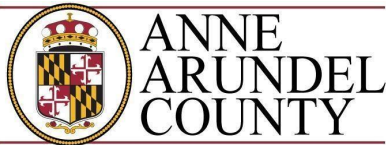
Email address to send PDF files:

developmentsubmittals@aacounty.org

Steve Kaii-Ziegler, AICP

*Planning & Zoning
Officer*





M A R Y L A N D

Office of Planning and Zoning

Steve Kaii-Ziegler AICP, Planning and Zoning Officer

MEMORANDUM

TO: MBIA, Review Agencies, and the General Public
FROM: Steve Kaii-Ziegler, AICP, Planning and Zoning Officer *SKZ*
SUBJECT: Development Application PDF Requirements
DATE: March 26, 2021

Beginning May 1, 2021, applicants will be required to submit a PDF of each item contained within the OPZ-Planner/Environmental/Landscape, Critical Area Commission, I&P-Engineer/Utility, and I&P-Traffic submittal packages as a component of the submittal process - Minimum Requirements for the following types of applications:

- Concept Plan
- Preliminary Plan
- Site Development Plan
- Sketch Plan
- Final Plan
- Amended Plat

The purpose of this requirement is to enable planners to have access to a digital version of the application submittal contents, in addition to the standard hard copy file. This may be useful to answer public Freedom of Information Act (FOIA) requests, share with agency reviewers, or for use in additional processes, such as preparing materials for adequate public facilities (APF) testing, etc.

The following steps must be followed by the applicant to correctly complete the digital PDF submittal of development application submittal contents:

- The Applicant submits the standard hard-copy development application submittal through the Permit Center.
- The Applicant emails a PDF version of the development application submittal contents included in the OPZ-Planner/Environmental/Landscape Package, Critical Area Commission, I&P-Engineer/Utility Package, and I&P-Traffic Package to developmentsubmittals@aacounty.org.
 - This email may not exceed 25 megabytes (MB). If the email attachments will result in an email that is greater than 25 MB, you must provide a link to a large file transfer service where OPZ staff may access the PDF documents.
 - The email subject line shall include: Project Name, Project Number, and number of submittal tied to that specific application number.
 - *Example:* ABC Development, C2021-1001 00 PP (2nd Submittal)

- Each item provided with the submittal must be a separate PDF of the entire document. The PDF document name must correspond with the description in the submittal checklist. If each of the aforementioned Agencies require the same document to be submitted, please only provide one PDF of that document. **Do not provide duplicate PDF documents.**
 - *Example:* Application, Letter of Explanation, Site Development Plan, Traffic Impact Study, etc.
- The assigned OPZ staff will review the emailed PDF contents to ensure all required submittal documents are included and named appropriately.
 - If all documents have been provided and saved with the appropriate nomenclature, the applicant will receive an email with the following statement:

Application PDF successfully received.
 - If the email contents are missing documents, the documents are incomplete, the files are not named appropriately, etc., the applicant will receive an email with the following statement:

The PDF attachment is insufficient. Your application is considered incomplete until this Office receives a correct and/or complete PDF copy of the development application submittal. Please reply to this email with corrected or additional PDF documents that include the following: {list of items missing or incorrect}.
 - The applicant must provide the corrected or additional information in a response to this email. Once all data has been received, OPZ staff will respond to this email with the following statement:

Application PDF successfully received.