

**EXPEDITED REVIEW PROGRAM
MANUAL**

ANNE ARUNDEL COUNTY, MARYLAND

April 2016 (as amended January 25, 2017)

EXPEDITED REVIEW PROGRAM

The Expedited Review Program is administered by the Director of the Department of Inspections and Permits (“I & P”) and allows owners and applicants to select County – approved Certified Reviewers at their own cost to expedite the plan review process in lieu of County staff. Certified Reviewers can be retained to review all engineered plans, including water and sewer, road, storm drain and stormwater management plans. All Expedited Reviews will be conducted to determine compliance with County Code and State law provisions applicable to subdivision and site development applications, and no application may be recommended for approval by a Certified Reviewer until full compliance with County and State requirements is verified. The results of an Expedited Review will be verified by the County on an expedited basis and approved by County staff in accordance with the time frames established by this Manual and § 17-2-111(e) of the County Code. This manual describes the Expedited Review Program and establishes the approval requirements for prospective candidates, Certified Reviewer responsibilities, steps in the Expedited Review process, documentation requirements, performance criteria, disciplinary actions, and various forms to be used by certified reviewers in carrying out their responsibilities.

1. GENERALLY

Anne Arundel County offers an Expedited Review Program (referred to as ERP) through I & P to provide developers an option to accelerate the review and approval of submitted subdivision and site development plans. Expedited Review is available for all projects except projects located in the Chesapeake Bay Critical Area. Certified Reviewers (CR) are approved to conduct expedited reviews in the following areas:

- ▶ Water and Sewer Plans
- ▶ Road plans
- ▶ Storm Drain plans
- ▶ Stormwater Management plans
- ▶ Grading Plans

Policies and Procedures are set out in this Expedited Review Manual for Certified Reviewer qualifications, insurance requirements, quality control and assurances for an approved CR to provide expedited review services under the Expedited Review Program.

2. AUTHORITY AND OVERVIEW

The Expedited Review Program is administered by the Director of the Department of Inspections and Permits and is authorized by County Bill 23-16.

Expedited Review will be an available option as an alternative to the current project review process as set forth in the County Code. Plan review by I &P under this review process (non-Expedited Review review) includes the following:

- ▶ Review and approval of all engineered plans associated with an application for subdivision or site development for compliance with County Code requirements, including review of plans for water and sewer, roads, storm drains, stormwater management and grading, and review for compliance with State law requirements regarding stormwater management.

The Expedited Review Program will permit these reviews to be performed by approved Certified Reviewers, applying the same County and State law requirements as County staff, to ensure that projects comply with all applicable laws and regulations. County staff will verify compliance by reviewing, on an expedited basis, the results of the Certified Reviewer's project review, and may supplement or reject any comments generated by Certified Reviewers if those comments do not adequately address the requirements of law. Significant time savings may be realized by developers who contract with Certified Reviewers to expedite project reviews. The Expedited Review Program also imposes expedited review times for County staff that significantly reduce applicable review times, while providing for County oversight to ensure compliance with the applicable development requirements imposed by County and State law.

The Planning and Zoning Officer (the "PZO") and the Office of Planning and Zoning (the "OPZ") retain the authority to administer and interpret the provisions of Article 17 of the County Code. Both OPZ and I & P have the authority by ordinance to adopt regulations, forms and compliance checklists to implement the Expedited Review Program.

OPZ and I & P reserve the right to review and monitor all plan reviews performed by Certified Reviewers, including the right to reject plans recommended for approval by a Certified Reviewer that do not meet County or State law requirements. A percentage of plans reviewed under the Expedited Review Program shall be randomly reviewed by County staff to ensure the quality of Certified Reviewers and any Certified Reviewers that recommend County approval of plans that do not meet County or State law requirements may be removed from the Expedited Review program. Any such decision to remove a Certified Reviewer from the Expedited Review Program shall constitute an administrative order appealable to the County Board of Appeals. The County does not negotiate service costs, nor is the County responsible for costs associated with rework due to a Certified Reviewer's mistakes, errors or omissions.

3. EXPEDITED REVIEW PROGRAM ADMINISTRATION AND COORDINATION

I & P shall administer and coordinate the Expedited Review Program. This will include the following:

- Receiving and reviewing all correspondence related to the Expedited Review Program
- Documenting all records related to applicants such as original applications, approval letters, training and disciplinary actions.

- Recommending successful Certified Reviewer candidates for approval by the Director of I & P.
- Coordinating the training of new candidates.
- Coordinating all meetings related to the Expedited Review Program.
- Ensuring that any comment letters generated by Certified Reviewers are distributed to the appropriate County departments for review, confirmation and delivery to the Applicant on County letterhead.
- Monitoring the flow of Expedited Review projects from date of notification through plan approval.
- Maintaining communication with Certified Reviewers regarding program updates and any new business.

4. CERTIFIED REVIEWER RESPONSIBILITIES

Certified Reviewers are responsible for:

- Obtaining all required training to become and remain an approved Certified Reviewer.
- Reviewing engineered plans to ascertain compliance with applicable codes and design standards.
- Coordinating with I & P to keep County staff aware of progress of project
- Delivering reviewed engineered plans with comments to OPZ and I & P for review, confirmation and delivery of comments to the Applicant, and, upon satisfaction of outstanding comments, supplying appropriate documentation that all comments have been satisfactorily addressed by the Applicant.
- Verifying that all applicable checklists as provided by OPZ or I & P have been completed and that all applicable checklist items have been satisfied pursuant to the requirements of County and/or State law.
- Verifying that any agreements or legal instruments necessary to the project have been submitted in the current approved County form.
- Reviewing and recommending final revised design plans for approval by I & P.
- Certifying all final submitted design plan documents and reviewed plans and recommendation for approval to I & P.
- Answering questions and addressing issues regarding code compliance of the design plans posed by the Applicant or Applicant's consultants.
- Meeting deadlines as agreed upon between the Certified Reviewer and the Applicant or the Applicant's Representative.
- Attending I & P's required training to maintain approval within the Expedited Review Program.

- Cooperating with the County staff and providing testimony upon request in any appeal taken from formal approvals.
- Appendices A-1 and A-2 contain a general flow chart of project review under County review and under Expedited Review. Appendix B contains a step progression describing the Expedited Review process for Expedited Review of engineered plans.

5. CERTIFIED REVIEWER APPROVAL/QUALIFICATIONS

Individuals who wish to be approved as a CR must complete a “Certified Reviewer Approval Application”, available through I & P (see Appendix C). No current employee of Anne Arundel County may be qualified as a Certified Reviewer. The Application requires a Statement of Qualifications describing education, certification, and work history. Upon review and acceptance of an individual’s qualifications, coupled with the required training, an individual may be approved as a CR. Only individuals (not entities) may be approved as a CR. All Certified Reviewers must agree to indemnify Anne Arundel County from any liability arising out of any negligence in the performance of Expedited Reviews, and must maintain liability insurance.

I & P reserves the right to deny approval to any individual who does not meet minimum qualifications. A determination that an individual does not qualify to be a Certified Reviewer shall be considered an adjudicatory order appealable to the County Board of Appeals.

CR approval may be revoked if, in the opinion of the OPZ or I & P, services provided by the CR are/were not performed in a manner to ensure project compliance with all applicable County codes or State law. Any revocation shall be in writing and delivered to the CR and be considered an adjudicatory order appealable to the County Board of Appeals.

Evidence of minimum qualifications to become an approved Certified Reviewer includes:

- Experience with County and State plan review
- Professional education and accreditation:
 - Licensed Professional Engineer in the State of Maryland
- Other applicable requirements:
 - Executed Indemnification and Acknowledgement Form (see Appendix D)
 - Executed Conflict of Interest Statement (see Appendix E)
- Approved CRs must have:
 - Successfully completed training conducted by I & P staff on plan review for the applicable disciplines to include:
 - Up to 80 hours of plan review training periods for a candidate;
 - Prescribed training period will take place at the offices of I & P in which the candidate will receive instruction from County staff in the details and specifications that govern the following disciplines: drainage, stormwater management, grading, road, storm drain, sewer and water, grading.

- Prescribed training in plan review requires the candidate to:
 - Study and apply plan details and calculations in the review of actual projects
 - Present the findings and recommendations to the project engineer in whose district the project is located or to the appropriate plan reviewer(s)
 - Receive one-on-one critique from the project engineer or the plan reviewer on the completed review
 - Prepare a summary of findings to be presented to the project engineer for evaluation
- Upon successful completion of all the training aspects, a candidate will be included on the Approved Certified Reviewers List
- Continuing training may be required as determined by I & P
 - Provide proof of current certification/license
 - Provide proof of liability insurance
 - Provide verification that the applicant for approval as a Certified Reviewer is not a current employee of Anne Arundel County

6. REVIEW OF CERTIFIED REVIEWER APPROVAL

After successful completion of required training, CR approval shall be granted to an applicant by the Director of I & P within 10 business days unless there is evidence of the following:

- False or misleading information is contained in the application or required information is omitted;
- Applicant's certification(s), license(s), experience and minimum training specified in the application, or other requirement listed above, are insufficient; or
- Applicant did not satisfactorily perform plan review during the training/evaluation period.

An original application may be amended one time within ten (10) business days of being denied.

7. APPROVALS: NON-TRANSFERABLE

A CR approval issued under the Expedited Review Program is not assignable or transferable. Approval as a Certified Reviewer is for an individual only, not a firm. However, upon departure from a firm of record or other changes that may affect the approved CR's designation, the individual CR must notify the Expedited Review Program at I & P within 30 days of the effective date of the change. Failure to do so will disqualify the individual from retaining his/her Certified Reviewer approval. I & P shall update the Approved Certified Reviewers listing to

reflect these changes. I & P shall publish a list of approved certified Reviewers on the County website.

8. PROCEDURE TO ENGAGE CERTIFIED REVIEWER AND THE EXPEDITED REVIEW PROCESS

An Applicant who chooses to retain the services of a CR to supplement the County's Plan Review staff shall comply with the following requirements:

1. I & P shall maintain a rotation list of all approved Certified Reviewers, organized chronologically by date of approval. An applicant who wishes to utilize the Expedited Review Program shall contact I & P to obtain a list of available Certified Reviewers. I & P shall select three names from the approved list, starting with the first name on this list and the two following, and shall forward those three names to the applicant, who may select any of the three as their CR. The name selected as well as the two names not selected shall be moved to the bottom of the rotation list and the next applicant requesting Expedited Review shall be provided the next three names from the top of the approved list.
2. No later than three days after engaging a CR, the applicant shall submit a Notice of Intent to Use Expedited Review to I & P, using the form provided in Appendix F, "Notification of Intent to Use Expedited Review Program for Plan Review." The County cannot recommend, negotiate fees or make any other arrangements between the Applicant and the CR.
3. Applicant and the CR must mutually agree on the cost of services, schedule of services to be provided, and any other arrangements between the two parties.
4. Engineered plans will be made available to the CR for Expedited Review at any time after approval of a sketch or preliminary plan. The following process applies:
 - a. Any comments generated by the CR must be forwarded to OPZ for confirmation and will be sent out on County letterhead to the Applicant no later than five working days after receipt from the CR. If the comments cannot be confirmed by County staff, the comments will be returned to the CR no later than 5 working days after receipt for revision or further explanation.
 - b. Upon completion of an Expedited Review, the CR must certify that the project has satisfied all applicable County and State requirements and must sign and affix the CR's professional seal to the certification, and certify that the latest version of all applicable County checklists, as published on the County website, have been satisfied (See Appendix H). All completed and confirmed checklists must be included.
 - c. An Expedited Review Approval Letter (see Appendix G) must be executed by the CR and included with the CR-approved engineered plans for verification and approval by I & P.

Appropriate I & P staff will review the engineered plans approved by the CR and shall approve the plans, if completed as required. If an Applicant is not satisfied with the services of a CR, the Applicant may request that I & P reviewers perform the remaining plan reviews, subject to such time limits as set forth in the County Code. Any change in the organization, sequence or method of plan review must be registered with and approved by I & P in advance.

All projects that proceed with Expedited Review shall be noted as Expedited Review Program projects in the public notice posted on the County website pursuant to § 17-2-110 of the County Code.

9. SERVICE FEE STRUCTURE

All fees and costs related to the performance of a CR are at the option of the Applicant and shall be negotiated and paid directly by the Applicant to the CR.

10. PROJECT DOCUMENTATION: CHAIN OF CUSTODY

The drawings, specifications, electronic files (in all types of media), or other materials received by the CR in connection with the performance of any work under the ERP shall remain the property of the County.

11. DUE DILIGENCE

Due diligence shall be exercised by the CR in the discharge of duties assigned by law and regulation. A CR shall refrain from any arbitrary or capricious actions that would unduly penalize or benefit the Applicant whose project is under the ERP. The CR shall abide by the highest ethical standards in the discharge of duties and adhere to the requirements of the County Code and other applicable codes. The CR acknowledges that any abuse of the authority conferred to the CR by I & P may be subject to disciplinary action. Certified Reviewers must certify their Expedited Review and sign and seal the certification (Appendix G) to verify that the review has been in accordance with the applicable professional standards.

12. ACCESS TO THE CERTIFIED REVIEWER

The CR shall be accessible to I & P during normal business hours to provide updates and clarification of the results of the CR's plan review(s), if necessary.

13. CONFLICTS OF INTEREST

In order to maintain the integrity of the Expedited Review Program, it is important that CRs do not have any financial interest, direct or indirect, in projects for which they are retained to perform plan review or in the Applicant's, contractor's or subcontractor's businesses of such projects. To that end, Certified Reviewers are prohibited from conducting or participating in an Expedited Review of any engineered plans which would present a conflict of interest if the CR were an employee of Anne Arundel County, as defined in § 7-5-101(a) of the County Code. No CR may have any financial interest, including any ownership interest, in any project reviewed or in any consultant working for the project Owner. Certified Reviewers engaged to conduct an Expedited Review of a project are prohibiting from having or acquiring an interest in any other project of the owner or the owner's consultant or in any business entity of the Owner while the Expedited Review is under way, including performing any work for pay for the owner or the owner's consultant, or being an employee or owner of a firm that is performing any work for pay for the owner or the owner's consultant.

14. PERFORMANCE EVALUATION

I & P's quality control methods are intended to promote the achievement of its mission to support safe, sound and accessible construction practices and to give workable guidelines to ensure that CR services are performed in an appropriate, competent and timely manner. To ensure that Expedited Reviews are performed as required and in a satisfactory manner, it is necessary for I & P to perform audits and review applicable documents, including submitted reports.

Each CR is subject to performance evaluations of the Expedited Review services provided for projects. I & P shall maintain a tracking system to monitor the submissions of reports and other deliverables. Evaluations of an approved CR may be performed at random in the I & P offices by staff to include periodic detailed, unannounced audits of documents submitted by a CR.

I & P will maintain a Quality Control Review Schedule of CR- reviewed projects, as part of the Department's standard plan review process.

15. DISCIPLINARY AUTHORITY OF DIRECTOR

In addition to the penalties provided in the County Code for violations of the laws of the County¹, the Director may refuse to renew or revoke a CR's approval for a violation of the Expedited Review Program, a County ordinance, a conflict of interest, or noncompliance with applicable County review procedures. A CR whose approval as a Certified Reviewer has been revoked may not apply for a new CR approval until three (3) years have passed from the date of revocation. In addition, the Director reserves the right to file a complaint with the Board for

¹ A person who violates any provision of the laws of the County is guilty of a misdemeanor. Upon conviction, the person is subject to a fine not exceeding \$1,000 or imprisonment not exceeding six months or both, unless a different criminal penalty is provided for elsewhere in this Code for a particular violation. Each day that a violation continues constitutes a separate offense.

Professional Engineers of the Maryland Department of Licensing and Regulation for any violation of professional standards.

16. FORMAL COMPLAINTS

A formal complaint against an approved CR may be filed with the Director . The formal complaint must contain the following information:

- Name and address of project under review
- Name of the Applicant
- Name, address and phone number of the CR
- Address(s) where the incident(s) is reported to have occurred
- Nature of and detailed description of the complaint citing alleged violations of the Expedited Review Program or violations of codes and/or ordinances, etc.
- Additional factual evidence regarding the complaint

The Director shall investigate the complaint, and provide a copy to the CR who has ten (10) days to respond in writing with a detailed response to the allegation(s). Based on the complaint and the adequacy of the CR's response, the Director may take disciplinary action as deemed appropriate and as authorized in Section 15 of this Manual and notify the CR in writing of the action taken no later than thirty days after receipt of the CR's response. Any decision of the Director to revoke or refuse to renew an approval of a Certified Reviewer shall be considered an adjudicatory order that may be appealed to the County Board of Appeals.

17. ANNUAL REPORTING

The Planning and Zoning Officer and the Director shall prepare an annual report describing the operation of the Expedited Review Program, including a summary of the Program from the preceding year, the number of Certified Reviewers approved, the number of projects that elected and completed the expedited review process, the time frame for projects to complete the expedited review process, and any disciplinary actions. The report shall be prepared with the input of the Planning and Zoning Officer, the Office of Planning and Zoning, the Chief Administrative Officer and the County Executive and shall be submitted to the County Council no later than July 1 annually.

EXPEDITED REVIEW PROGRAM MANUAL APPENDICES

The following pages present the various appendices cited in the manual. These begin with flow charts which depict the general flow of project review under County review and the flow under Expedited Review, which are attached in Appendices A-1 and A-2.

The Expedited Review process is summarized and described in Appendix B for Expedited Review of engineered plans, including water and sewer plans, road plans, storm drain plans, stormwater management plans and grading plans.

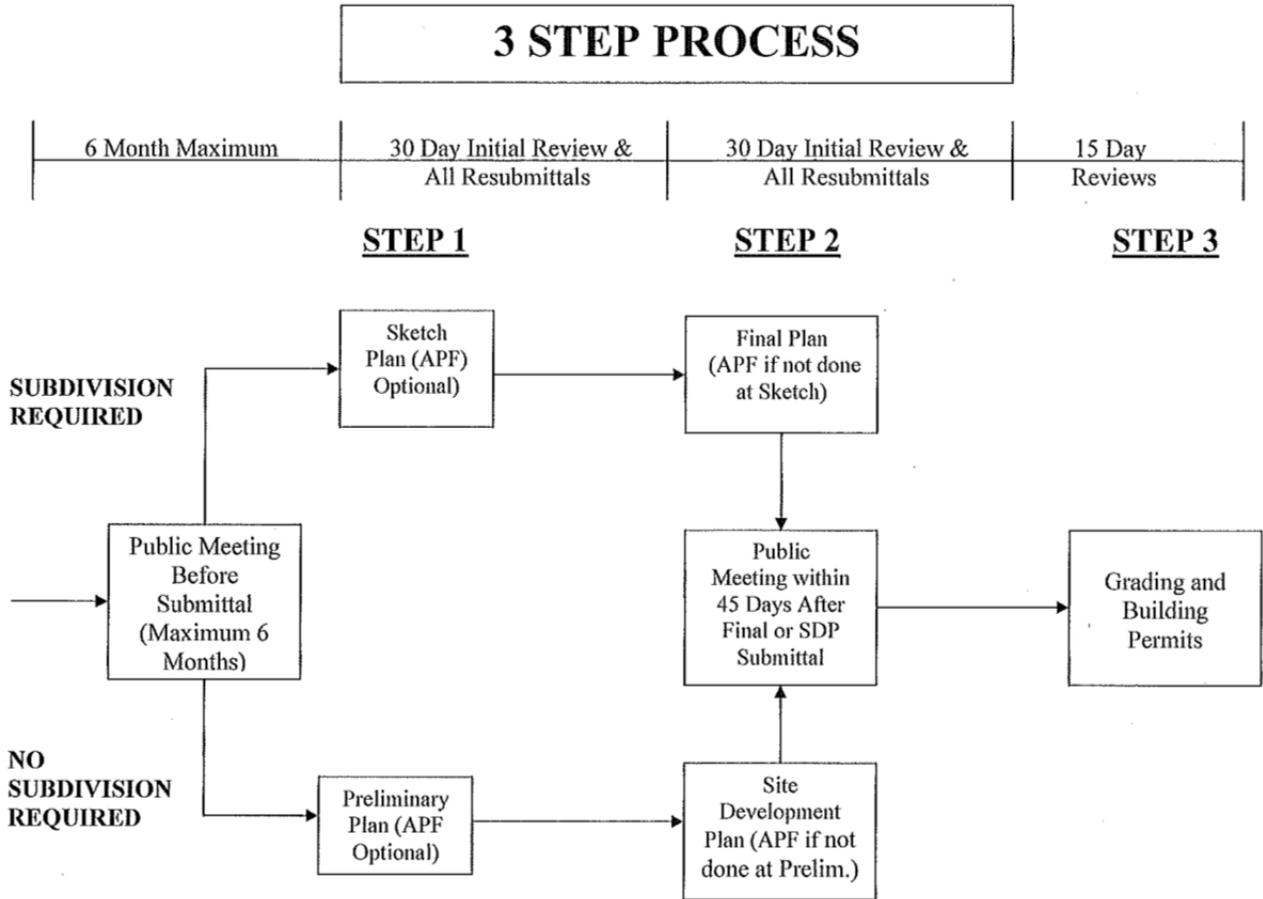
The remaining appendices include the various forms to be used by prospective Certified Reviewers to become approved, by the owner to use Expedited Review, and other forms referenced in this Manual. These appendices are listed below:

- C Application for Approval of a Certified Reviewer
- D Indemnification and Acknowledgement by a Certified Reviewer
- E Acknowledgement of Conflict of Interest Policy
- F Notice of Intent to Use Expedited Review Program
- G Certification By Certified Reviewer
- H Certified Review Approval Letter

APPENDIX A-1

COUNTY REVIEW PROCESS

Revised 7/22/13

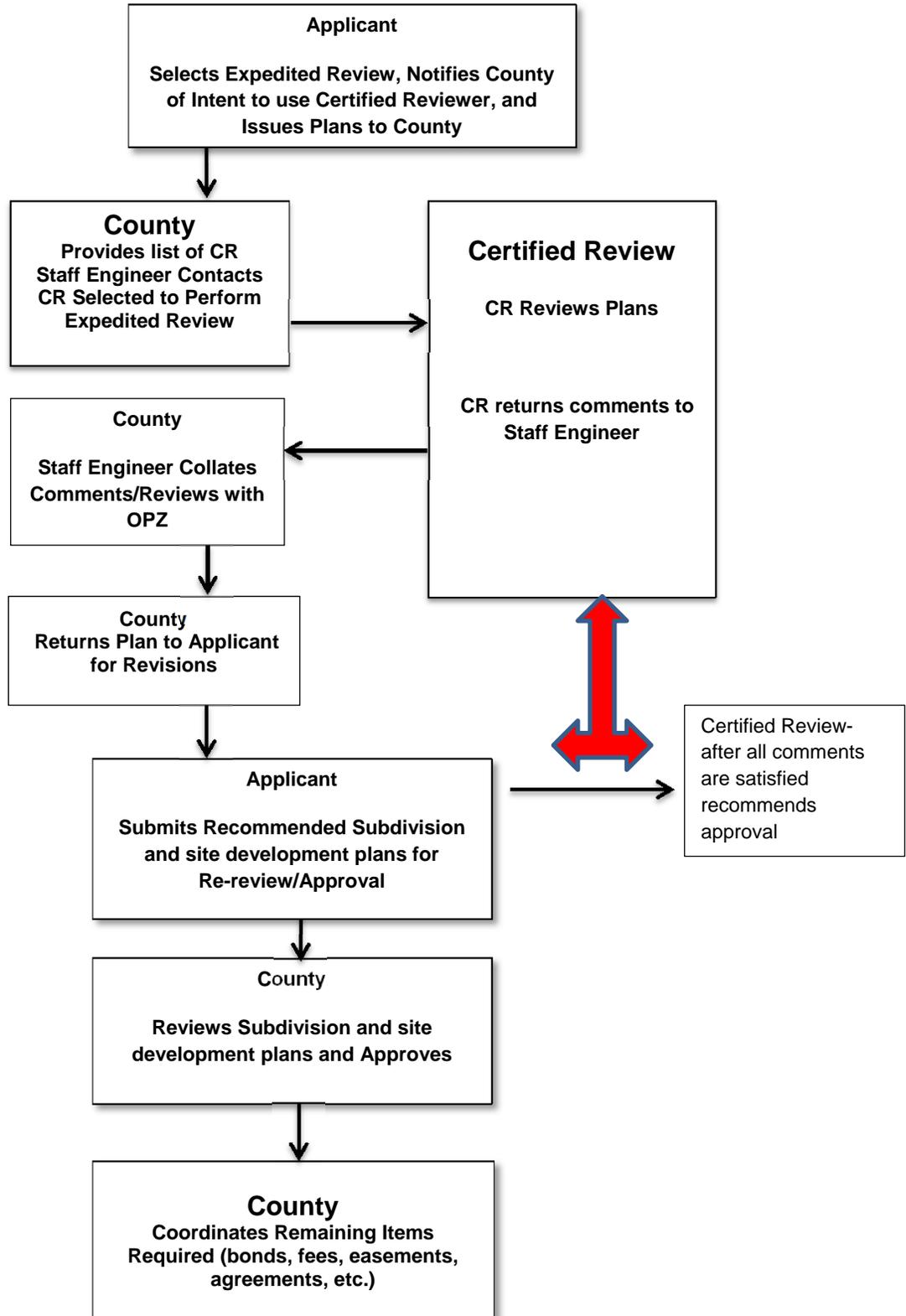


NOTES:

1. See County SWM Practices and Procedures Manual, February 1, 2012, for specific processes and review procedures.
2. See website for applications and checklists.

APPENDIX A-2

EXPEDITED REVIEW PROCESS



APPENDIX B

Engineered Plans Expedited Review

(Expedited review of engineered water and sewer plans, road plans, storm drain plans, stormwater management plans and grading plans)

1. Applicant notifies County of intent to use Expedited Review, County provides list of available Certified Reviewers.
2. Applicant submits engineered plans to County.
3. County staff contacts Certified Reviewer selected to perform Expedited Review. County will include any initial concerns or pertinent information about the project to the Certified Reviewer.
4. Certified Reviewer reviews engineered plans.
5. CR returns comments to County staff. County review/coordinates comments and returns to applicant, no later than 5 working days from receipt.
6. Applicant's design engineer makes revisions to engineered plans. Revised plans are re-submitted to County for re-review/approval
7. Repeats cycle as needed.
8. When ready for approval, County coordinates remaining items needed for approval (bonds, easements, agreements, etc.)

APPENDIX C

APPLICATION FOR APPROVAL OF A CERTIFIED REVIEWER

NAME:	DATE OF APPLICATION:
ADDRESS:	CITY:
STATE::	ZIP CODE:

APPLICANT INFORMATION

NAME:	PROFESSIONAL LICENSE/CERTIFICATION:
PHONE:	FAX:
CELL PHONE:	E-MAIL ADDRESS:

THE FOLLOWING MUST BE SUBMITTED WITH THE APPLICATION:

- Resume
- Copy of driver's license
- Copy of the State of Maryland professional license

Note: Applicants are required to inform I & P of any change in employment, address and contact information within 30 days of the effective date of the change.

PROJECT HISTORY REPORT

Provide information as requested about Applicant's five most recent projects:

PROJECT #1

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE APPLICANT IN THE PROJECT
NAME/TELEPHONE# OR E-MAIL# OF CLIENT OR PROJECT OWNER

PROJECT #2

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE APPLICANT IN THE PROJECT
NAME/TELEPHONE# OR E-MAIL# OF CLIENT OR PROJECT OWNER

PROJECT #3

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE APPLICANT IN THE PROJECT
NAME/TELEPHONE# OR E-MAIL# OF CLIENT OR PROJECT OWNER

PROJECT #4

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE APPLICANT IN THE PROJECT
NAME/TELEPHONE# OR E-MAIL# OF CLIENT OR PROJECT OWNER

PROJECT #5

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE APPLICANT IN THE PROJECT
NAME/TELEPHONE# OR E-MAIL# OF CLIENT OR PROJECT OWNER

**STATEMENT BY APPLICANT FOR
APPROVAL AS A CERTIFIED REVIEWER**

I, _____,

Declare, upon personal knowledge and subject to the penalties of perjury under State law, that the information contained in this application and in its supporting documentation is true, correct and complete. I also declare that I agree to abide by the conditions of the Expedited Review Program as set forth in the published policies and procedures, and quality control methods:

signature

date

CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS

Any person convicted of committing perjury is subject to the criminal penalties set forth in the Criminal Law Article of the Annotated Code of Maryland, which includes imprisonment not exceeding 10 years.

ATTACHED DOCUMENTS *(Check box for attached documents)*

- Copies of Applicant's professional license(s), certification(s) and driver's license
- Indemnification and Acknowledgement by Certified Reviewer Applicant
- Acknowledgement of Conflict of Interest Policy for Certified Reviewer Applicant

APPENDIX D

INDEMNIFICATION AND ACKNOWLEDGEMENT BY CERTIFIED REVIEWER

This indemnification and acknowledgement is executed by the undersigned as consideration for approval as a Certified Reviewer (CR) to perform plan review services for development projects in Anne Arundel County. The undersigned acknowledges that this document will remain on file with the County and will apply to all projects for which the undersigned is retained to perform plan review services.

1. Indemnification: The undersigned CR does hereby covenant and agree to waive all claims, release, indemnify, defend, and hold harmless the County and any and all of its officials, officers, agents, and employees in both their public and private capacities from any and all liability, claims, suits, demands, or causes of action including all expenses of litigation and/or settlement that may arise by reason of injury or death or debt of any person, or for loss of, damage to, or loss of use of any property resulting from the undersigned's negligent acts or omissions or the negligent acts or omissions of the undersigned's employees, agents or subcontractors relating to the performance of Expedited Review plan review services for development projects in Anne Arundel County. This indemnification is applicable to the extent that the CR is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between the CR and the County. Neither the County nor the CR shall be obligated to indemnify the other party in any manner whatsoever for the other party's own sole and partial negligence.

2. Not Employee or Subcontractor of County: The undersigned acknowledges that he or she will contract directly with the owner or contractor for performance of plan review services on terms approved by the parties. The undersigned and the officers, agents, employees and subcontractors of the undersigned shall not be deemed officers, agents, employees or subcontractors of the County. The County shall have no liability to the undersigned or to any person retained by the undersigned, including but not limited to, liability for payment for services.

Certified Reviewer: _____

(Print Full Legal Name of Individual)

Date: _____

Title: _____

Signature: _____

APPENDIX E

ACKNOWLEDGEMENT OF CONFLICT OF INTEREST (COI) POLICY

As a condition of performing plan review, the undersigned Certified Reviewer acknowledges that he/she has read and agrees to comply with the Conflict of Interest policy of the Expedited Review Program.

The undersigned declares that:

1. There is no conflict of interest on his/her part or the part of its regular or contract employees, consistent with the limitations on conflicts of interest imposed on County employees by § 7-5-101 of the County Code.
2. Employees or contractors with conflicts will be disqualified from the review process.
3. Employees or contractors are aware that they must report any changes to their COI status to their supervisors as soon as the employees or contractors are aware of the changes.
4. The applicant will handle any complaint promptly and will resolve all cases where conflicts are suspected or proven.
5. COI training is provided to all employees to ensure compliance with Applicants' written COI policies and procedures.
6. Certified Reviewers will not supervise, perform Expedited Reviews, or continue in an Expedited Review for the following projects:
 - A. Projects or business entities in which the CR, or any of his/her employees, subcontractors or agents has an interest, participated in the design, preparation of plans or construction.
 - B. Projects or business entities involving owners, contractors or subcontractors in which the CR or any of his /her employers, employees, subcontractors or agents has an interest. "Interest" includes the Certified Reviewer or their employers or employees performing any other work for an owner or consultant who engages the Certified Reviewer to conduct an Expedited Review.
7. Certified Reviewer and his/her employer will not engage in the design, construction, inspection, or sale of properties or structures for which he/she is performing Expedited Review services.

Certified Reviewer (print legal name) _____

Date: _____

Title: _____

Signature: _____

Department of Inspections and Permits, Attention: John Igbinovia, ipigbi00@aacounty.org

APPENDIX F

**NOTIFICATION OF INTENT TO USE
EXPEDITED REVIEW PROGRAM**

The purpose of this Notification is to advise the Department of Inspections and Permits of the owner's/developer's intention to utilize Expedited Review Program for the following project:

PROJECT INFORMATION

Date: _____

1. Project Name:

2. Project Address:

3. Project Description:

4. Design Engineering Firm(s): _____

OWNER/DEVELOPER INFORMATION

1. Owner/Developer

Name: _____

2. Street Address: _____

City: _____ State: _____ Zip Code: _____

3. Phone Number: _____ Fax Number: _____

E-mail: _____

INSTRUCTIONS

1. Complete and submit this Notice to the Department of Inspections and Permits, with a copy to the Office of Planning and Zoning, both located at 2664 Riva Road, Annapolis, Maryland 21401 with your initial submission of project plans.
2. I & P shall notify you with a list of available Certified Reviewers that may be used for the Expedited Review of your project.
3. Ensure that all initial submissions include all items required by the application checklists found under the tab for the Office of Planning and Zonings on the County website. When the Expedited Review is completed, the Certified Reviewer should deliver the following documents to the owner/developer or the owner/developer's representative :
 - a. Certified Reviewer Approval Letter;
 - b. Certification by Certified Reviewer.
4. The process for Expedited Review is set forth in the Expedited Review Program Manual, also found under the tab for the Office of Planning and Zonings on the County website the County website.
5. Arrangements between certified Reviewers and owners are private contractual relationships and Anne Arundel County is not a party to any such contract.

APPENDIX G

CERTIFICATION BY CERTIFIED REVIEWER

I, _____,

Certify that I performed an Expedited Review of the project known as _____ for compliance with County and State development requirements and applicable County checklists. I certify that the reviewed project, in my professional opinion, does satisfy all applicable County and State development requirements within the scope of my review and recommend same for final approval by Anne Arundel County. My professional seal is affixed hereto as verification that I conducted my Expedited Review pursuant to applicable professional standards and without any conflict of interest and does not constitute a verification or assumption of the underlying work and nothing herein supersedes or replaces the signature and seal of the design engineer. All completed and verified checklists are attached hereto.

Certified Reviewer Signature

Date

ATTACHED DOCUMENTS *(Check box for attached documents)*

- Completed and verified checklists
- Comments letters and verified responses

APPENDIX H
CERTIFIED REVIEWER APPROVAL LETTER

[Date]

Director
Department of Inspections and Permits
2664 Riva Road
Annapolis, Maryland 21401

Re: Expedited Review Plan Certification
[Project Name and Number]
[Property Address]
[Owner/Developer}

Dear _____:

In the professional opinion of the undersigned Certified Reviewer, the Owner's project consultant has complied with all County checklist items for the requested level of review and has successfully demonstrated compliance with all applicable County and State requirements. All comments generated during the Expedited Review process have been satisfied. The Expedited Review Program plan review is now completed. Please note that the scope of this certification is restricted to the approval of the engineered water and sewer, road, storm drain, stormwater management or grading plans for compliance with State and County law. A completed Certification is attached hereto.

The Expedited Review of this project should not be construed as due diligence approval of the design of the systems or features, which were reviewed only for consistency with the standard engineering practices and for compliance with the minimum requirements of the codes and regulations enforced by Anne Arundel County. This certification is not intended to be a certification of any portion of the design of the project, which is the sole responsibility of the various design professionals of record who sealed and signed the submitted plans as required by County Code.

Accordingly, plan approval for the engineered plans reviewed is hereby recommended and the Department's approval is requested.

Sincerely,

[Certified Reviewer]