



CALVERT COUNTY PLANNING COMMISSION

150 Main Street
Prince Frederick, MD 20678
Phone: 410-535-2348 – 301-855-1243 Fax: 410-414-3092

OFFICIAL 2020 SITE PLAN & SUBDIVISION REVIEW PROCESS CHART

| Submittal by 2:00 pm ⁱ | TEG/SEG MEETING Acceptance Certification ⁱⁱ For 30 Day Review | TEG/SEG Agency Comments Due | TEG/SEG MEETING Applicant Review 4 TH Wed/Mo** | Development Review Coordinator Sends Comments/ Hold Notice ⁱⁱ | Consultant Revisions ⁱⁱ by 2:00 pm | Agency Comments Due | PC Submittal Deadline Date for Project Support Documents | PC Meeting Date (3 rd Wed/Mo excluding Dec is always 2 nd Wed) |
|--------------------------------------|---|--------------------------------------|--|---|---|---------------------------|--|---|
| 4 Dec 2019 | 11 Dec* 2019 | *21 Jan 2020 | 22 Jan 2020 | 24 Jan 2020 | 3 Feb 2020 | 24 Feb 2020 | 28 Feb 2020 | 18 Mar 2020 |
| 15 Jan 2020 | 22 Jan 2020 | 24 Feb | 26 Feb | 28 Feb | 9 Mar | 23 Mar | 27 Mar | 15 Apr |
| 19 Feb 2020 | 26 Feb | 23 Mar | 25 Mar | 27 Mar | 6 Apr | 20 April | 1 May | 20 May |
| 18 Mar 2020 | 25 Mar | 20 April | 22 April | 24 April | 4 May | 26 May | 29 May | 17 June |
| 15 April 2020 | 22 April | 26 May | 27 May | 29 May | 8 June | 22 June | 26 June | 15 July |
| 20 May 2020 | 27 May | 22 June | 24 June | 26 June | 6 July | 20 July | 31 July | 19 Aug |
| 17 June 2020 | 24 June | 20 July | 22 July | 24 July | 3 Aug | 24 Aug | 28 Aug | 16 Sept |
| 15 July 2020 | 22 July | 24 Aug | 26 Aug | 28 Aug | 4 Sept | 21 Sept | 2 Oct | 21 Oct |
| 19 Aug 2020 | 26 Aug | 21 Sept | 23 Sept | 25 Sept | 5 Oct | 26 Oct | 30 Oct | *18 Nov |
| 16 Sept 2020 | 23 Sept | 26 Oct | 28 Oct | 30 Oct | 9 Nov | 16 Nov | 20 Nov | **9 Dec |
| 21 Oct 2020 | 28 Oct | *16 Nov | *18 Nov | *20 Nov | *2 Dec | 14 Dec | 31 Dec | 20 Jan 2021 |
| 12 Nov 202 | 18 Nov | *14 Dec | *16 Dec | 18 Dec | 4 Jan 2021 | 25 Jan 2021 | 29 Jan 2021 | 17 Feb |
| 19 Dec 2020 | 16 Dec | 25 Jan 2021 | 27 Jan 2021 | 29 Jan 2021 | 8 Feb 2021 | 22 Feb 2021 | 26 Feb | 17 Mar |

***Due to holiday(s) revised TEG/SEG schedules and possible revised Planning Commission schedule, this date is modified. All Planning Commission meetings begin at 7:00 PM. Chart may be subject to change. Please see back page for criteria relating to submittal and review of applications. **December meeting will be the 2nd Wed.**



CALVERT COUNTY PLANNING COMMISSION

150 Main Street
Prince Frederick, MD 20678
Phone: 410-535-2348 – 301-855-1243 Fax: 410-414-3092

CRITERIA FOR SUBMITTAL AND REVIEW OF APPLICATIONS:

ⁱ SUBMITTAL DAY AND CONSULTANT REVISIONS: All submittals for site plans and subdivisions shall be made on or before the designated submittal date, by appointment with Development Review Coordinator or designee and are required to be logged into to the Department of Planning & Zoning counter no later than 2:00 p. m. on the designated submittal date.

Prior to submittal, the applicant must schedule an appointment with the Development Review Coordinator, Terry Williams, 410-535-1600, ext. 2642, to preliminarily review the application for completeness. Applications not deemed complete shall not be accepted for distribution to review agencies and returned to agent.

CONCEPT REVIEWS: Concept applications are to be submitted no later than 2:00 p.m. on the designated submittal day.

For conceptual site plan review, agency comments may be provided verbally (at the TEG meeting) or in writing, within three business days of the meeting.

In accordance with Calvert County Zoning Ordinance, Article 7-1.07.A.4., for conceptual subdivision plan review, agency comments shall be submitted to the applicant in writing, within 15 working days of the SEG meeting.

ⁱⁱ REVISIONS AND DEADLINE DATES: The Criteria for meeting the PC Submittal Deadline date requires that the Plan along with any written responses and documentation has been submitted to the Development Review Coordinator, distributed to the appropriate review agencies, and agency comments received indicating that all unresolved comments have been adequately addressed. Plans which still require significant redesign or have unresolved comments, will automatically be placed on the next TEG/SEG meeting agenda.

Late submittals will be scheduled for the next corresponding TEG/SEG or Planning Commission meeting date, whichever is applicable.

Consultants shall provide a written response below each item listed in the agency comment memos received for each plan review. If all comments are not adequately addressed in this format, the submittal will be considered incomplete and returned to the consultant.

Additional review cycles may be required.

Expired site plan applications may be eligible for an extension or re-approval, if the plan meets the criteria listed in the Department of Planning & Zoning Memorandum dated October 4, 2018

NOTE: Once a site plan has been placed on a Planning Commission agenda, plan revisions will not be accepted for review until conditional approval has been obtained.

MINOR SUBDIVISIONS (NO Planning Commission approval required): Preliminary approvals/denials by the PCA will be due by the corresponding Planning Commission Meeting Date.

CHART AND CALENDAR: Dates may be subject to change.

For additional explanation regarding the site plan and subdivision process, please refer to the Calvert County Zoning Ordinance and the Department of Planning Zoning memorandum dated December 30, 2010.

<T:\Planning Commission\Meeting Schedule\SCHEDULES\2020\2020 FIRST DRAFT PROCESS CHART DEC 23 UPDATE.docx>