

BREAKING GROUND

Development Community News from the Calvert County Department of Planning & Zoning
VOL. I, WINTER 2019

Welcome to **Breaking Ground**, the Calvert County Department of Planning & Zoning's new quarterly update newsletter for the local development community. In this forum we will share news and information on policy and procedure changes affecting development in Calvert County.

Thanks for reading. Please let us know if you have any feedback.



DIGITAL PLAN SUBMITTAL PROCESS TO LAUNCH

In the coming months the Department of Planning & Zoning will be launching digital submittal requirements for all subdivision and site plan applications and plans. The process will include an electronic submittal of the plan packages and associated documents. Application package review and the return of comments to applicants will also be done electronically. Staff is finalizing the process and will notify the development community when a go-live date is scheduled.



DEVELOPMENT OF A DESIGN MANUAL

The Department of Planning & Zoning has begun working on the development of a manual for site design guidelines and construction standards for required amenities. The manual will clarify and support the county's adopted ordinance and regulations. Additional updates are forthcoming as the project progresses.



RECORDING PACKAGE SUBMITTAL CHECKLIST

P&Z staff would like to remind the development community of the below list of requirements for submitting recording packages.

LARGE PLATS (18" BY 24")

- Three original mylars (marked originals from engineer)
- One reproducible mylar (marked copy from engineer)
- Three paper copies
- Check made payable to Circuit Court (\$5 per mylar sheet/one check)
- Separate check is needed for each supporting document

SMALL PLATS (8.5" BY 14")

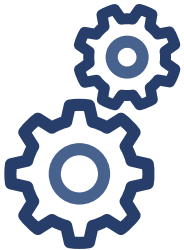
- One original paper set only, including:
 - One cover page (this includes titles, signatures, etc.)
 - Second page is replat/plat with notes, title block, etc.
- Check made payable to Circuit Court (\$20)
- Separate check is needed for each supporting document



EXPIRATION OF SITE PLAN APPLICATIONS AND APPROVALS

It has been over a year since the benefits extended to site plan applications and approvals by the last County Extension Ordinance (20-15) has ended. Staff has begun to encounter site plan applications in various stages of review and approval that have since expired based on parameters set forth in the Calvert County Zoning Ordinance.

To save time in the review process, please check the validity of all site plans before resubmitting them. Expired site plans will be promptly returned. Applicants may request a re-route of expired site plans. [Details are available here.](#)



MANDATORY CONCEPTUAL SITE PLAN PROCESS UPDATE

A mandatory three-step stormwater management (SWM) review requirement is already part of the site plan review process. County staff has been assessing the merits of changing the Conceptual Site Plan Review from an optional to a mandatory step in the process. This would effectively create a three-step site plan review process corresponding with current SWM and subdivision review processes. It would require applicants to obtain a Conceptual Site Plan approval, Preliminary/Conditional Site Plan approval and a Final/Signature Site Plan approval prior to the issuance of building permits. Staff discussed this proposal with the development community at two prior coordination meetings and received positive input. [Visit here](#) for details on the process update.



CALVERT COUNTY'S TRANSPORTATION PLAN UPDATE

Calvert County along with the consulting firm of Sabra & Associates will begin updating the Calvert County Transportation Plan, adopted in 1997. The plan is being developed in conjunction with the update of the Calvert County Comprehensive Plan. The Transportation Plan will set a vision to integrate multimodal transportation planning with land use, historic preservation, open space, and community facilities. The plan update will also identify improvements and projects to enhance livability, safety, and mobility to sustain Calvert County as a vibrant place to live and visit.

Follow the progression of the plan at www.calvertcountymd.gov/transportationplan.

CONTACT INFORMATION

BRITANY J. WADDELL, AICP

Deputy Director, Planning

410-535-1600, x2727

britany.waddell@calvertcountymd.gov

CAROLYN SUNDERLAND, AICP

Planning Commission Administrator

410-535-1600, x2380

carolyn.sunderland@calvertcountymd.gov

