



INSPECTIONS & PERMITS

Permit Requirement Reminder: Detached garages and pole barns require at least a grading exemption along with a building permit. Any projects that require a driveway being installed will require a full grading permit submission, review and approval.

Flip or Flop: The proliferation of “do-it-yourself” and “flip-this” type cable television programming has encouraged and empowered many people to take on home improvement projects. Whether it’s remodeling the kitchen of their own home or buying an older property to rehab and put back on the market in hopes of pocketing a huge profit, many don’t understand the importance and value of obtaining the appropriate permits and inspections. Building codes help establish a building’s quality, safety and energy performance for years to come. Proper design and construction helps assure the safety and comfort of our families and improves operational and maintenance costs for the life of a building.

Savvy buyers (and their lenders) have learned this and are taking the time to research the permit history of newly renovated properties. Many sellers are finding that righting the wrong of performing work without permits is costly and time consuming and can often become a deal breaker.

County codes require permits for all new plumbing and electrical work and other home improvements that are more than cosmetic (painting, flooring, etc.) In most cases, this work must be performed by licensed contractors and all work must be inspected before it is concealed in walls, floors and ceilings. Getting a permit and having work inspected after it has been completed often means removing sheetrock, bathroom tile, etc. Once revealed, if the work does not meet code, it will have to be corrected or redone. Countless do-it-yourselfers have learned the hard way that not having work inspected at the appropriate time and/or using a contractor who isn’t licensed can result in paying for the same job twice. The risk of not getting the appropriate permits and inspections for home improvements is far greater than the reward.

Visit the [Calvert County Division of Inspections & Permits](#) and let us help you save time and money by getting the job done right the first time.



PLANNING & ZONING NEWS

Update on Mandatory Conceptual Site Plan Process: The Planning Commission, at their meeting on June 19, 2019, approved the proposal of changing the current elective conceptual site plan to a mandatory requirement and directed staff to move forward with pursuing the required text amendments.

Staff presented the proposal to the Board of County Commissioners (BOCC) in an initial work session on August 20, 2019. The BOCC approved the proposal and directed staff to move forward with the text amendment process. Staff drafted the required text amendments and returned to the BOCC for a second work session to discuss the text amendments on October 1, 2019. The BOCC directed staff to move forward with the text amendments as presented. Staff presented the draft text amendments to the Planning Commission on October 16, 2019. The Planning

Commission directed staff to distribute the text amendments for agency comments.

The proposed Text Amendment Case 19-04 for Mandatory Conceptual Site Plan Review was distributed to receive agency comment on October 18, 2019. Staff will return to the Planning Commission to review comments received in December 2019.

Reminder from Code Enforcement: As you are aware, permits and proper approvals are required before, during and after development of a project or construction of residential units, structures and commercial or industrial buildings. If you are unsure if a permit is needed, has been applied for, is still active, if the proper permits have been applied for by sub-contractors or if an inspection is needed, please call Inspections & Permits at 410-535-1600 and use the extensions below to route your call to the proper location. It is best to call the Permit Department rather than get a call for any violations from the Code Enforcement Office which could result in a stop work order being imposed and possible fines. For general questions, call 410-535-2155.

- Residential: ext. 2244
- Commercial: ext. 2736
- Electrical: ext. 2246
- Plumbing: ext. 2515
- Grading: ext. 2552

Upcoming TEG/SEG Dates and Information: As a reminder, a category I site plan needs at least two review cycles and must meet certain criteria to be placed on a PC agenda for review and conditional approval. Additionally, if information is missing from a submittal package, the package will be rejected. After submittal, if a reviewer is missing plan information or documents, the project may go on hold which will stop the review of the project until the requirements have been met. This may also require a resubmittal of the plans along with changes to the review dates.

All redlined revisions to an approved site plan will require written permission from the engineer firm that sealed/signed the original plan if an alternative engineering firm or other person is preparing the redline. Redlined revisions must be sealed by a PE with a current date.

Upcoming TEG/SEG dates are outlined below. Be advised there are no TEG/SEG meetings scheduled for November 2019. The 2020 TEG/SEG schedule will be emailed and available online after approval by the Planning Commission.

- November 20, 2019: Planning Commission meeting
- December 11, 2019: TEG/SEG meetings
- December 18, 2019: Planning Commission Meeting

New Forms: Make sure you're including our newest [development review transmittal form](#) on the cover of each package you submit to our office. Completing the information on it will ensure your package is routed correctly to keep the review process as quick and as smooth as possible.

Updates to the Calvert County Zoning Ordinance and Official Zoning Maps are Underway. The ordinance rewrite and map revisions are being completed following the adoption of the Calvert County Comprehensive Plan. As required by the state land use law, the ordinance must be consistent with the adopted comprehensive plan. Additionally, the ordinance is being reorganized and reformatted to be more user friendly for citizens to look up the county's zoning regulations. Ordinance chapters are being combined for ease in finding information. Keep watching the [Calvert 2040 web page](#) on the county's website for updates including schedules for citizen participation to provide input on the draft ordinance and map.

DEPARTMENT OF PUBLIC WORKS

There are revised road standards for the construction of family conveyance roadways and private lanes. These road sections will be supplemented and replaced into the "Calvert County Construction Standards for Roads, Streets and Incidental Structures."



Please use these standards for all future development. If you have any questions or require any additional information, please call Doug Ostazeski at 410-535-2204.

BOARD OF APPEALS INFORMATION



Steps to file a Board of Appeals application:

1. Application: After putting in your permit application, subdivision or site plan, you will be notified by the appropriate planner that your project has been referred to the Board of Appeals.
2. Contacted by clerk: At this point, the clerk to the Board of Appeals, will contact you with information regarding required documents and application paperwork. This email will also include the deadline dates for upcoming hearings.
3. Meeting setup: When you have completed all the paperwork, you are ready to set up an application meeting with Board of Appeals staff. They can be contacted at 410-535-1600, ext. 2335 or 2559.
4. At the meeting: Staff will accept your application at the meeting, walk you through the general timeline and processes, ask you to pay all associated fees, and give you the sign to post according to the Board of Appeals Rules of Procedure.

Timeline to complete the Board of Appeals process: Generally speaking, the time from application to order is anywhere from one to three months.

After the Board of Appeals hearing: Board of Appeals staff prepares the orders, our legal counsel reviews the orders and then the chair of the board signs the orders as their approval. This process usually takes one to two weeks.

Terms to know:

- Orders - the official decision document of the Board of Appeals
 - Hearings - this is where the board convenes to hear all the cases for a particular month and makes their decision based on exhibits and testimony given at the hearing
 - Variance - a grant of variance from the general setback, width, height, area, or other specified terms of the Zoning Ordinance
 - Special Exception - a grant of a specific use that would not be appropriate generally or without restriction. Approval of a special exception is based upon a finding that certain conditions as detailed in the Zoning Ordinance are met, that the use conforms to the Comprehensive Plan and is compatible with the existing neighborhood.
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PERMIT APPLICATION STATUS SYSTEM

Calvert County implemented the Permit Application Status System (PASS) to allow permit applicants to look up permit status online. It can be accessed from the main page of the [county website](#) by going from “How Do I?” to “Check,” which will send users to two direct links that lead to the system. The system allows users to search by address or permit number. Users will also be able to run through a tutorial if new to PASS, or move freely around the map if preferred.



The decennial population count provides rich data on communities, including trends in the population, projections of growth and information on demographics. This data is valuable to businesses—they help inform better decision-making regarding business expansions, closures, hiring strategies and other business practices to decrease perceived risks and increase return on investments.

Join the U.S. Census Bureau to spread the word about the importance of the 2020 Census and help ensure a complete and accurate count. Contact the regional census center for Maryland (located in Philadelphia) by phone at 267-780-2530 or email at Philadelphia.rcc.partnership@2020census.gov.

For the latest updates on the 2020 Census, visit www.2020census.gov.

To read the Partnership Fact Sheet, visit <https://www2.census.gov/about/partners/general/fact-sheet-businesses.pdf?#>.

For updates on the Calvert County Census 2020 Complete Count Committee, visit <http://www.calvertcountymd.gov/2543/Census-2020>.



REMAINING HOLIDAYS FOR 2019

To help you plan for submittals, inspections, etc., Calvert County Government will be closed for the following holidays in 2019:

Monday, Nov. 11: Veterans Day
Thursday and Friday, Nov. 28 and 29: Thanksgiving
Wednesday through Friday, Dec. 25–27: Christmas
Tuesday, Dec. 31: Closed at noon for New Years Eve

Wishing fun-filled holidays for all and we look forward to working together in 2020.

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



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