

# Subdivision 3-Step Process

*Expires ONE year from acceptance unless Preliminary Subdivision Plan submittal has been "accepted".*

*Expires TWO years from PSP acceptance unless PC/PCA Approval has been granted.*

*Expires THREE years from PC/PCA Approval unless Final Plat Recordation has been completed.*

## STEP ONE

### Concept Subdivision Plan (CMSD or CSD)

Submit Number Request Form to DevRev email. Project plan and supporting documentation to be submitted via DevRev email or a secure server link at any time. Development Review Transmittal Form, Fee Schedule, & Payment must currently be delivered to the P&Z office.

*One review for Primary Planner & Environmental Planner. If property is in the Critical Area, CA review will also apply.*

The date the project is transmitted by the Development Review Coordinator for review will be considered the "acceptance" date.

### Concept Stormwater Management (CSWM) Plan

*Additional review cycles will continue as needed for Environmental and DPW until CSWM approval is achieved, then project may progress to Step 2.*

## STEP TWO

### Preliminary Subdivision Plan (MSD or SD)

Initial application submittal & resubmittals in response to comments can be made at any time. The date the project is transmitted by the Development Review Coordinator for review will be considered the "acceptance" date.

### Site Development SWM Plan

#### Environmental

- Forest Stand Delineation + Preliminary Forest Conservation Plan, Exemption Requests
- Nontidal Wetland Delineation **OR** Waiver Request
- MDE Permit Application
- Critical Area Commission Referral

#### Roads\*

- Traffic Impact Analysis ± Traffic Impact Study
- Preliminary Road Plans
- Road Name Request
- MD SHA review

#### Cultural Resources Referral

#### Adequate Public Facilities - Reviews

#### Health Department Review

#### Water & Sewer Review

#### Agricultural Preservation Advisory Board Review

#### SMECO Review

#### Variances (BOA and Administrative) / Special Exceptions

Must be obtained prior to Planning Commission presentation.

#### \* Roads (Must be approved by DPW prior to submitting Final Plats)

- Engineered Road Plans
- MD SHA review

## STEP THREE

### Final Plat(s)

*Final Plats must be submitted for review a minimum of 6 months prior to Preliminary Subdivision Plan Expiration date.*

Address comments/conditions of PC and/or Preliminary Approval Letter

### Final SWM Plan

#### Environmental

- Final Forest Conservation Plan
- MDE Permit (obtained prior to grading permit issuance)

#### Adequate Public Facilities -Approvals (Certifications must be received for roads and schools)

#### Addressing

#### Final Plat Recordation / Easements etc.

Planning Commission

Planning Commission (PC) or PCA Certification of Plats

*(See Combined Process for SD/SPR Projects)*

# Site Plan 3-Step Process

Expires ONE year from "acceptance" unless DSDP has been submitted.

Final Approval Expires THREE years after stamping unless vesting criteria are met.

Once the DSDP is "accepted" for review, it must reach Final Approval within TWO years.

## STEP ONE

### Concept Site Plan (CSPR)

Submit Number Request Form to DevRev email. Project plan and supporting documentation to be submitted via DevRev email or a secure server link at any time. Development Review Transmittal Form, Fee Schedule, & Payment must currently be delivered to the P&Z office.

One review for Primary Planner & Environmental Planner. If property is in the Critical Area, CA review will also apply.

The date the project is transmitted by the Development Review Coordinator for review will be considered the "acceptance" date.

### Concept Stormwater Management (CSWM) Plan

Additional review cycles will continue as needed for Environmental and DPW until CSWM approval is achieved, then project may progress to Step 2.

## STEP TWO

### Detailed Site Development Plan (DSDP)

Initial application submittal & resubmittals in response to comments can be made at any time. The date the project is transmitted by the Development Review Coordinator for review will be considered the "acceptance" date.

### Site Development SWM Plan

#### Environmental

- Forest Stand Delineation + Preliminary Forest Conservation Plan, Exemption Requests
- Nontidal Wetland Delineation **OR** Waiver Request
- MDE Permit Application
- Critical Area Commission Referral

#### Roads\*

- Traffic Impact Analysis ± Traffic Impact Study
- Preliminary Road Plans
- Road Name Request
- MD SHA review

#### Building Elevations

#### Health Department Review

#### Adequate Public Facilities - Reviews

#### Water & Sewer Review

#### Agricultural Board Review

#### Cultural Resources Referral

#### SMECO Review

#### Variances (BOA & Administrative) / Special Exceptions

Must be obtained prior to Planning Commission presentation

#### \* Roads (Must be approved by DPW prior to submitting final)

- Engineered Road Plans
- MD SHA review

Planning Commission (PC) or PCA Conditional Approval

## STEP THREE

### Final Site Development Plan (FSPR)

Address any outstanding comments / conditions from Planning Commission  
Can be submitted any time

### Final SWM Plan

#### Environmental

- Final Forest Conservation Plan
- MDE Permit obtained

#### Architectural Review

#### Adequate Public Facilities – Approvals

(Certifications must be received for roads and schools)

#### Addressing

Final Site Plan Approval and Signatures/Stamping

(See Combined Process for SD/SPR Projects)

# Combined Site Plan / Subdivision 3-Step Process (Plans must run concurrently)

See individual Site Plan and Subdivision pages above for Expirations

## STEP ONE

**Concept Subdivision Plan (CMSD or CSD)**  
 Submit Number Request Form to DevRev email.  
 Project plan and supporting documentation to be submitted via DevRev email or a secure server link at any time.  
 Development Review Transmittal Form, Fee Schedule, & Payment must currently be delivered to the P&Z office.  
  
*One review for Primary Planner & Environmental Planner. If property is in the Critical Area, CA review will also apply.*  
  
 The date the project is transmitted by the Development Review Coordinator for review will be considered the "acceptance" date.

**Concept Site Plan (CSPR)**  
 Submit Number Request Form to DevRev email.  
 Project plan and supporting documentation to be submitted via DevRev email or a secure server link at any time.  
 Development Review Transmittal Form, Fee Schedule, & Payment must currently be delivered to the P&Z office.  
  
*One review for Primary Planner & Environmental Planner. If property is in the Critical Area, CA review will also apply.*  
  
 The date the project is transmitted by the Development Review Coordinator for review will be considered the "acceptance" date.

**Concept Stormwater Management (CSWM) Plan**  
*Additional review cycles will continue as needed for Environmental and DPW until CSWM approval is achieved, then project may progress to Step 2.*

## STEP TWO

**Preliminary Subdivision Plan (MSD or SD)**  
 Initial application submittal & resubmittals in response to comments can be made at any time.  
  
 The date the project is transmitted by the Development Review Coordinator for review will be considered the "acceptance" date.

**Detailed Site Development Plan (DSDP)**  
 Initial application submittal & resubmittals in response to comments can be made at any time.  
  
 The date the project is transmitted by the Development Review Coordinator for review will be considered the "acceptance" date.

### Site Development Stormwater Management Plan

**Environmental**

- Forest Stand Delineation + Preliminary Forest Conservation Plan, Exemption Requests
- Nontidal Wetland Delineation **OR** Waiver Request
- MDE Permit Application
- Critical Area Commission Referral

**Roads\***

- Traffic Impact Analysis ± Traffic Impact Study
- Preliminary Road Plans
- Road Name Request
- MD SHA review

**Health Department Review**

**Water & Sewer Review**

**Agricultural Board Review**

**SMECO Review**

**Adequate Public Facilities - Reviews**

**Cultural Resources Referral**

**Building Elevations**

**Variances (BOA & Administrative) / Special Exceptions)**  
 Must be obtained prior to Planning Commission presentation

**\* Roads (Must be approved by DPW prior to submitting final)**

- Engineered Road Plans
- MD SHA review

Planning Commission (PC) or PCA Conditional Approval

## STEP THREE

**Final Plats or Administrative Plats (FP)**

**Final Site Development Plan (FSPR)**  
 Address any outstanding comments / conditions from Planning Commission  
 Can be submitted any time

**Final SWM Plan**

**Environmental**

- Final Forest Conservation Plan
- MDE Permit obtained

**Architectural Review**

**Adequate Public Facilities – Approvals**  
 (Certifications must be received for roads and schools)

**Addressing**

Planning Commission / PCA Certification of Plats

Final Site Plan Approval and Signatures/Stamping