

DEVELOPMENT REVIEW PROCESS

The attached chart illustrates the various steps involved in review of proposed development plans. The type of plan submissions required depends on the zoning, the type of development proposed, and the number of residential units to be created. Subdivision approval is required for the creation of any new lots. Condominium and rental units do not involve subdivision and begin with the site development plan.

Information on how interested citizens can monitor the review process and submit comments is provided below.

PRE-SUBMISSION COMMUNITY MEETINGS:

- The pre-submission community meeting is for the developer to provide information to the community regarding the proposed residential or non-residential development and to allow community residents the opportunity to ask questions and make comments about the development proposal.
- Pre-submission community meetings are required for all new residential development. The meetings are only required for non-residential development if the development is located within 200 feet of a residential zoning district. This applies to all new non-residential development and existing non-residential projects where the floor area is to be expanded 25% or more.
- Minutes of the meeting are prepared by the developer, submitted to the Department of Planning and Zoning, and sent to citizens signing the meeting attendance sheet.

INFORMATION AVAILABLE FROM DPZ:

- DPZ has no information on development proposals until plans are formally submitted. Once plans have been submitted, the property will be posted with a poster advising interested parties of the file number.
- Concerned citizens may also check DPZ's website (www.howardcountymd.gov/DPZ/Development) under "Search for Current Plans" to determine whether the plans have been submitted and to determine the file number and project name (this is critical to track status).
- The plan file is available between 8:00 a.m. to 5:00 p.m. at the DPZ Public Service Counter located in the George Howard Building, 3430 Court House Drive, Ellicott City MD 21043.

COMMUNICATION WITH DPZ:

- Each plan is assigned to a Planner and to an engineer within DPZ. However, given caseloads, staff typically does not start review for several weeks after submission.

- Written comments addressed to DPZ with the file name and number, will be forwarded to the appropriate planner and/or engineer for their consideration during their review of the development proposal.
- DPZ staff is available by phone or via a meeting to answer citizen questions after the plans have been submitted (410-313-2350).

PLAN REVIEW PROCESS:

- The Department of Planning and Zoning (DPZ) administers the Subdivision and Land Development Regulations and is responsible as the central processing agency for approving all subdivision and land development plans with assistance from the Subdivision Review Committee (SRC). All development plans are circulated to the SRC, an advisory group of County and State departments, for their review and recommendations. The attached flowchart summarizes the development review process in Howard County. More detailed information about the subdivision and site development plan review process is available on DPZ's website.

DECISION MAKING:

- The County's development regulations (Zoning, Subdivision and Land Development, Adequate Public Facilities, Forest Conservation, etc.) are all available on the DPZ website.
- Plans which comply with County and State regulations must be approved. In some situations, two regulations may be in conflict. In such instances, DPZ must decide which regulation will take priority.
- In some cases, a waiver to a particular regulation may be requested. The SRC will evaluate the waiver justification, any adverse impacts, and whether granting a waiver is counter to the overall intent of the County's development regulations. Based on a recommendation by the SRC, the Director of DPZ will approve or deny requested waivers.
- Citizens may request to be copied on all correspondence between DPZ and the applicant (by calling 410-313-2350 to leave contact information, the file name and number). If there is a great deal of community interest, it is helpful to DPZ for the community to designate a single person to be copied on correspondence who will share this information with others in the community.

SUBDIVISION AND LAND DEVELOPMENT REVIEW PROCESS

