



Charles County Department of Planning and Growth Management

# NOTICE

**NOTICE #:** 24-08    **NOTICE RELEASE DATE:** 10/25/2024    **CONTACT:** Sarah Guy, 301-638-0806  
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## Dedication Document Approval Requirement for Development Services Permit Issuance and Plat Recordation

The purpose of this notice is to reiterate and clarify the contents of [PGM Notice 23-02](#), dated March 7, 2023, regarding the Onsite Dedication Document Approval Requirements for Development Services Permit Issuance.

Notice 23-02 established that original, executed versions of all dedication and conveyance documents required for a Development Services Permit (DSP) and Plats must be received by Planning and Growth Management (PGM) staff and reviewed and approved by the County Attorney's Office prior to a DSP permit being issued. If changes are required by the County Attorney's Office, the updated, original, executed documents must be received, reviewed, and approved before permit issuance. As a result, PGM recommends submission of all dedication documents after the second review cycle to ensure that the County's document review does not delay permit issuance or plat recordation.

Please contact Sarah Guy, Property Acquisition Officer, at 301-638-0806 or [GuySar@CharlesCountyMD.gov](mailto:GuySar@CharlesCountyMD.gov) for any questions or clarifications regarding this determination.

To request reasonable accommodation, please call 301-645-0692 or Maryland Relay Services TDD: 1-800-735-2258.