

NOTICE

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Planning & Growth Management

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Contact
Joey Raczkowski
Program Manager
Planning Division

Phone
301-645-0608

Charles County
Government

Department of
Planning & Growth
Management

Peter Aluotto
PGM Director



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Adjustments to Process for Requesting Site Design & Architectural Review (SDAR) and Forest Conservation (FC) Field Inspection Requests - Prior to Use and Occupancy

Staff members assigned to perform the SDAR and FC inspections are also responsible for conducting field research and inspections for building, zoning and other functions of the Planning and Growth Management Department. With the increasing volume of field inspections for the entire department, a backlog of SDAR and FC inspections has begun to occur and could result in a delay in performing the requested inspections.

In an effort to proactively address this issue and continue to meet the current goal of performing these inspections within 5 days of the request, staff began scheduling the majority of SDAR and FC inspections on Tuesdays and Thursdays of each week on a trial basis since early October. This revised approach has proven beneficial in addressing the backlog of SDAR and FC inspection requests. Therefore, staff will permanently transition to this revised scheduling process beginning with the first week of January 2014. Please bear this schedule in mind when planning settlement dates and other applicable deadlines. Staff assigned to SDAR and FC inspections will continue to accommodate compressed timeframes for inspections that that may need to occur due to unique circumstances, on a case-by-case basis.

To schedule an SDAR or FC inspection please contact staff at (301) 645-0540 and provide the permit number, the address of the property, and the type of inspection being requested. At the time of inspection, the property in question is expected to be move-in ready and/or free of debris and work equipment, which would impede the inspection from occurring. If at the time of initial inspection outstanding items are identified, the Project Manager is responsible for scheduling a re-inspection. A use and occupancy permit will not be issued until confirmation that those outstanding items have been addressed.

We appreciate your cooperation and invite your feedback during this transition period. Staff will closely monitor this process going forward to determine if additional changes should be made for the benefit of the process and improved level of service provided to our customers.

Those citizens with special needs, please contact Carol Everett, Charles County Department of Planning and Growth Management, voice phone number (301)645-0540 or Maryland Relay Service TDD 1-800-735-2258.