

# NOTICE

Issued by the Department of

## Planning & Growth Management

17-01

**Release Date**  
**May 18, 2017**

**Contact**

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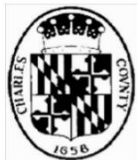
**Phone**

**301-645-0540**

Charles County  
Government

Department of  
Planning & Growth  
Management

Steve Kaii-  
Ziegler  
*Director*



Equal Opportunity  
County  
*Say No To Drugs*

### Submittal Requirements

In a continued effort to improve the Development Services (DS) Permit Review Process, the Department of Planning and Growth Management requests that all submittals of DS Permits for construction revisions and revisions to unissued DS permits include a memo or letter from the applicant or representative which provides an explanation or description of the revisions. Additionally, the applicant or representative must clearly identify on the plan drawings and narratives each change that has been made.

Submittals received without a memo or cover letter with applicable information will not be accepted for processing and will be returned.

Further, to accommodate staff that reviews the DS Permit, starting May 15, 2017, please provide an additional one (1) complete plan set and construction cost estimate for review. This brings the total required initial plan set submittal and construction cost estimates to five (5), until such time as the County completes its transition to a digital format. This replaces the current requirement of item 2 & 7 of the Initial Submission Checklist, Appendix 4 of the Plan Preparation Package, June 2012.

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