

NOTICE

Issued by the Department of

Planning & Growth Management

Notice #
18-02

Release Date
July 12, 2018

Contact
Mark Williams,
Chief,
Codes, Permits &
Inspection Services

Phone
301-645-0692

Charles County
Government

Department of
Planning & Growth
Management

Steve Kaii-Ziegler
PGM Director



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County
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Recorded Documents for Building Permit Applications

To assist citizens with obtaining Use and Occupancies for building permit applications, Codes Permits & Inspection Services is providing a clarification regarding documents that are required during building permit application reviews.

In accordance with the following ordinances, various documents may be required:

Charles County Road Ordinance

Charles County Stormwater Management Ordinance Section 274-39

Charles County Storm Drainage Ordinance Section 13

Documents may be necessary for establishing easements and/or agreements, such as access easements, sight distance easements, drainage easements, stormwater management easements or inspection and maintenance agreements. Any documents that are required to be recorded in Land Records must be recorded and provided to Codes, Permits & Inspection Services prior to the building permit application being issued. This will address any concerns that may arise with ownership, title report conflicts and/or obtaining signatures from other parties other than the applicant for the permit.

Please contact Elsa B. Ault, Engineer III, at 301-645-0722 or aulte@charlescountymd.gov for any questions or clarifications regarding this determination.

These changes will be effective on the release date of this notice.

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