

Hagerstown-Washington County

Economic Development Commission

Fast Track Construction Program

Approved: August 2005
Revisions: September 2008
January 2009
November 2009
December 2011

Crossroads of Commerce

Hagerstown-Washington County Economic Development Commission

Washington County Fast Track Construction Program

Purpose:

Washington County's Fast Track Construction Program (FTCP) is an economic development marketing tool designed to assist with expediting commercial/industrial construction projects through the approval and permitting process while adhering to established standards.

Eligibility

To be considered for participation in the Fast Track Construction Program the construction project ***must*** demonstrate a valid need for an expedited schedule. **Residential projects, retail and associated development, and speculative buildings are ineligible for FTCP status.**

Results

Projects that are granted FTCP status will receive special handling through the review and approval process. . Timeframes to achieve permit status for the project can be reduced only if the client participates and performs within the FTCP Guidelines.

Process

It is incumbent upon the client to consult with the Hagerstown-Washington County Economic Development Commission (EDC) prior to the start of site development to determine the project's potential eligibility for the FTCP. The information provided during this initial contact will serve only to alert the EDC of the client's interest in obtaining FTCP designation. The client must submit a written request to the EDC, supplying the pertinent information on the project and justification for requesting FTCP status. After receipt of the request, the EDC's Executive Committee will formally evaluate the project to receive FTCP status. Further, the project will be ineligible to participate in the FTCP program if the client, their consultants or developer, submits plans relating to the project to any County agency for approval prior to obtaining FTCP status.

Criteria approved by the Hagerstown-Washington County Economic Development Commission will be used to evaluate the request for FTCP status. The EDC Executive Committee will evaluate the project against the criteria and will respond within five (5) business days from receipt of the request for FTCP status. The criteria are based on the overall impact the project will have on the economic growth and stability of Washington County. This criteria includes: 1) Job Creation; 2) Wages; 3) Capital Investment; 4) County or DBED Financial Incentives for the Project; 5) Existing Washington County Business; and 6) any other factor deemed to be relevant. Use of the criteria serves only to assist the EDC with evaluating the overall eligibility of each project.

Once it has been determined that a project qualifies for FTCP designation, the EDC will notify the client, Board of County Commissioners and the Development Advisory Committee Members. This notification will take place within five (5) business days of the determination.

Projects that are denied FTCP designation shall have the right to appeal the decision to the County Administrator, in writing, within five (5) business days of denial notification.

The FTCP designation will place the projects plans in a primary position of review. In addition, site and building plans can be submitted and reviewed concurrently. A project granted FTCP designation **will be required to follow the Development Approval Process for plan approvals (see attached).**

An existing Washington County business impacted by a catastrophic event or which has an identified public good or safety issue, may be granted FTCP status without meeting criteria requirements.

The Director, Division of Plan Review and Permitting upon consulting with appropriate reviewing agencies, and the Executive Director of Economic Development may remove the Fast Track designation from a project for failure to meet deadlines and to address agency comments in a timely manner.

<u>Contacts:</u>	Economic Development Commission	240-313-2280
	Division of Plan Review and Permitting	240-313-2460
	Division of Planning and Zoning	240-313-2430
	Division of Public Works	240-313-2257

**WASHINGTON COUNTY FAST TRACK CONSTRUCTION PROGRAM
Eligibility Criteria**

Project Name: _____
Industry Type: _____

Categories	Points	Grade
Jobs Created or Retained (within 24 months of Project Completion)		
1 to 10	1	
11 to 50	2	
51 to 100	3	<input type="checkbox"/>
101+	4	
DLLR* Average Wage - Wash Co.		
Less then DLLR Average Wage	-3	
Average Wage	0	<input type="checkbox"/>
5% to 25% above Average Wage	3	
Over 25% Average Wage	5	
Capital Expenditure		
\$500K to \$1,000,000	1	
\$1,000,001 to \$5,000,000	2	<input type="checkbox"/>
\$5,000,001 to \$10,000,000	3	
\$10,000,000+	5	
Washington County Financial Incentives	3	<input type="checkbox"/>
DBED Financial Incentives	2	<input type="checkbox"/>
Existing Washington County Business	3	<input type="checkbox"/>
Other		<input type="checkbox"/>
	Total	<input type="checkbox"/>

**MD Department of Labor, Licensing & Regulation

Development Plan Approval Process

The Division of Plan Review and Permitting processes land development plans for review and approval under the Plan Approval Process. The Division of Plan Review and Permitting is the only submission point for all new project submittals. All plans are to be submitted as a pre-packaged submission prepared by the applicant. The Division of Plan Review and Permitting will screen the submission and distribute each of the reviewing Agency packages. Incomplete submittals will be returned to the applicant and will not be distributed. All revised submissions must be processed through the Division of Plan Review and Permitting as a prepackaged submittal.

In addition, all plan review fees are collected by the Division of Plan Review & Permitting for Engineering and Land Use reviews and Soil Conservation District at the time of project submittal. The goal is to have all county fees paid at the time of submission. Applicants shall submit a completed fee summary with fee payment at the first submittal. In addition, each agency package shall include a fee calculation worksheet. Fees for the Division of Plan Review and the Permitting and Soil Conservation District shall be paid with one check made out to the **Washington County Treasurer's Office**. Additional fees may be assessed at a later date and must be paid prior to originals being signed

This process allows for concurrent agency reviews. There is also an opportunity for reviewing agency coordination through the Development Advisory Committee (DAC) for most plan submissions. Plan submissions that are reviewed by the DAC include:

- Preliminary Consultation Plan
- Preliminary Plat with Road Improvements
- Preliminary Plat without Road Improvements
- Preliminary/Final Plat with Road Improvements
- Final Plat with Road Improvements
- Final Plat without Road Improvements
- Type I, II, III PUD
- Minor Site Plan with disturbance > 5000 sq. ft.
- Site Plan without Road Improvements
- Site Plan With Road Improvements
- Grading Plan with disturbance >30,000 sq. ft.

The DAC will review initial plan submissions within 4 weeks of receiving a complete submission from the Division of Plan Review and Permitting. DAC meetings will be held once a week to discuss review comments and to allow applicants of plan submittals to meet with all agencies at one time.

Forms including: checklists, fee calculations, and applications can be found on the Division of Plan Review and Permitting website at: http://www.washco-md.net/permits/plan_review/ld_home.shtm

Development Review – Steps

Plan Approval Process		Summary of Step Actions
Step 1	Submit Prepackaged Plan Submission to Division Plan Review and Permitting	<ul style="list-style-type: none"> • Applicant assembles agency submittal package • Completed Agency Transmittal required • Completed Fee Summary Sheet and fee payment • Completed Agency Fee Calculation Sheet • Completed Agency Checklist
Step 2	Division of Plan Review and Permitting Screens Submittal and Distributes to All Agencies	<ul style="list-style-type: none"> • Division of Plan Review and Permitting schedules DAC meeting (4 weeks after submission distributed) • Incomplete submissions returned to applicant
Step 3	DAC Meeting Held	<ul style="list-style-type: none"> • DAC agency reviews for certain plan types • DAC agency comments due to Division of Plan Review and Permitting 1 week after DAC meeting • DAC meetings scheduled every week • Applicant invited to DAC meeting
Step 4	Plan Review Comments Forwarded to Consultant from Division of Plan Review and Permitting	<ul style="list-style-type: none"> • Preliminary consultation plan submitted to Planning Commission for review • All other plans, comments forwarded to Applicant
Step 5	Applicants May Request to Meet with DAC at Future Meeting	<ul style="list-style-type: none"> • Applicant must call Division of Plan Review and Permitting 1 week before next DAC meeting to get on next DAC meeting agenda • Meeting requests only for plans that have been previously reviewed in a DAC meeting
Step 6	Design Professional Responds to Agency Comments	<ul style="list-style-type: none"> • Agencies can be contacted directly for comment clarification and discussion • No direct agency submissions
Step 7	Applicant Resubmits Plans to Division of Plan Review and Permitting	<ul style="list-style-type: none"> • All resubmittals must go through Division of Plan Review and Permitting • All resubmittals must be prepackaged by applicant • Resubmittals shall address ALL agency comments • Completed Agency Transmittal required • Completed Agency Checklist (if required by agency) • Applicant to include redlined plans in all agency packages • Resubmittal copies for ALL reviewing agencies
Step 8	Division of Plan Review and Permitting Distributes Resubmittals to All Approving Agencies	<ul style="list-style-type: none"> • All resubmitted plans to be reviewed must be distributed by the Division of Plan Review and Permitting • Copies distributed to ALL reviewing agencies

Step 9	Approving Agencies Review Plans and Provide Comments	<ul style="list-style-type: none"> • Agency has 30 days to submit comments back to Division of Plan Review and Permitting • All comments sent directly to applicant and Division of Plan Review and Permitting • Division of Plan Review and Permitting compiles comments and forwards to applicant
Step 10	Resubmittal Approved or Revision Required	<ul style="list-style-type: none"> • Agency approvals entered into computer tracking system • Approved plans scheduled for Planning Commission Review
Step 11	Planning Commission Review	<ul style="list-style-type: none"> • Planning Commission reviews plan • Originals requested for approved plans • Revisions requested for rejected plans • Revisions requested for approved plans • Staff approval
Step 12	Fees Reconciled and Originals Submitted	<ul style="list-style-type: none"> • Originals signed by signing agencies • Approval agency inputs fees due under "lock holds and notices" • Division of Plan Review and Permitting Director will not sign originals until all fees are paid
Step 13	End of Plan Review Process for Activity Submitted	