



WASHINGTON COUNTY
DIVISION OF PLAN REVIEW AND PERMITTING
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MEMORANDUM

TO: Interested Parties

FROM: Jennifer Smith, P.E, Director

DATE: December 28, 2012 (**UPDATE**)

RE: Fast Track Project Plan Submittal Procedures

The purpose of this memorandum is to outline the plan review submittal procedures for EDC designated Fast Track plans. The Fast Track policy document developed by EDC is attached. Because the Fast Track policy allows for concurrent submittals of site plans and building permit review, a few modifications to the plan submittal process are necessary. Please follow the process steps listed in the Table below in order to ensure your Fast Track designated project is processed as quickly as possible through the plan review and permitting system. Please feel free to contact Tim Lung at 240-313-2460 should you have any questions.

Fast Track Project Plan Processing Steps	
Step 1.	Obtain Approval Letter from EDC designating the project as a Fast Track Project
Step 2.	Submit a complete SWCP review package to DPRP with 3 copies, all transmittal sheets and checklists and fee.
Step 3.	Submit a minimum of 12 copies of the site plan including those assembled in transmittal packages as required by the review agencies to DPRP, all appropriate checklists completed, all transmittals included and site plan review fees. An additional 2 copies of the complete site plan must be submitted for Fast Track Projects.
Step 4.	Once Site Plan and SWCP packages are accepted as a complete submission by DPRP staff and acceptance letter is received, application for building permit may be submitted along with all associated building permit application fees.
Step 5.	Once Site Plan is signed for approval by the Planning Commission and the building plans are ready for approval, an additional review of the building plans will be done to ensure the approved site plan does not conflict with the building plans. If there are significant conflicts, a revision and re-review of the building plans may be required.
Step 6.	The building permit will be issued after all reviewing agencies have approved the application, all fees are paid, all securities and bonds are posted, agreements executed.

Attachment

cc: Greg Murray, County Administrator (via email)
Tim Lung, Deputy Director (via email)
Angela Smith, Deputy Director (via email)
Rob Ferree, Deputy Director, EDC
Bob Mandley, EDC