



## CALVERT COUNTY PLANNING COMMISSION

150 Main Street  
Prince Frederick, MD 20678  
Phone: 410-535-2348 – 301-855-1243 Fax: 410-414-3092

### OFFICIAL 2018 SITE PLAN & SUBDIVISION REVIEW PROCESS CHART

Submittal by 2:00 pm <sup>i</sup>	TEG/SEG MEETING Acceptance Certification <sup>ii</sup> For 30 Day Review	TEG/SEG Agency Comments Due	TEG/SEG MEETING <sup>**</sup>	Development Navigator Sends Comments/ Hold Notice <sup>ii</sup>	Consultant Revisions <sup>ii</sup> by 2:00 pm	Agency Comments Due	PC Submittal Deadline Date for Project Support Documents	PC Meeting Date <sup>ii</sup> <sup>**</sup>
4-5 Dec 2017*	13 Dec 2017*	22 Jan 2018	24 Jan 2018	26 Jan 2018	5 Feb 2018	26 Feb 2018	2 Mar 2018	21 Mar 2018
16-17 Jan 2018*	24 Jan 2018	26 Jan 2018	28 Feb 2018	2 Mar 2018	9 Mar 2018	26 Mar 2018	2 Apr 2018*	18 Apr 2018
20-21 Feb 2018	28 Feb 2018	26 Mar 2018	28 Mar 2018	2 Apr 2018	9 Apr 2018	23 Apr 2018	27 Apr 2018	16 May 2018
19-21 Mar 2018	28 Mar 2018	23 Apr 2018	25 Apr 2018	27 Apr 2018	7 May 2018	21 May 2018	1 June 2018	20 June 2018
16-18 Apr 2018	25 Apr 2018	21 May 2018	23 May 2018	25 May 2018	4 June 2018	25 June 2018	29 June 2018	18 July 2018
14-16 May 2018	23 May 2018	25 June 2018	27 June 2018	29 June 2018	9 July 2018	23 July 2018	27 July 2018	15 Aug 2018
18-20 June 2018	27 June 2018	23 July 2018	25 July 2018	27 July 2018	6 Aug 2018	20 Aug 2018	31 Aug 2018	19 Sept 2018
16-18 July 2018	25 July 2018	20 Aug 2018	22 Aug 2018	24 Aug 2018	4 Sept* 2018	24 Sept 2018	28 Sept 2018	17 Oct 2018
13-15 Aug 2018	22 Aug 2018	24 Sept 2018	26 Sept 2018	28 Sept 2018	9 Oct* 2018	22 Oct 2018	26 Oct 2018	14 Nov 2018
17-19 Sept 2018	26 Sept 2018	22 Oct 2018	24 Oct 2018	26 Oct 2018	5 Nov 2018	13 Nov* 2018	30 Nov 2018	19 Dec 2018
15-17 Oct 2018	24 Oct 2018	13 Nov* 2018	14 Nov* 2018	16 Nov 2018	3 Dec 2018	17 Dec 2018	28 Dec 2018	Jan 16 2019
5-7 Nov 2018	14 Nov 2018*	17 Dec 2018	19 Dec* 2018	21 Dec 2018	7 Jan 2019	21 Jan 2019	1 Feb 2019	Feb 20 2019
10-12 Dec 2018	19 Dec 2018	21 Jan 2019	23 Jan 2019	25 Jan 2019	4 Feb 2019	25 Feb 2019	1 Mar 2019	Mar 20 2019

**\*Due to holiday(s) and possible revised Planning Commission schedule, this date is modified. All December 2018 PC meetings to begin at 7:00 PM.**

**\*\*4<sup>TH</sup> Wed. /Month excluding Dec. (SEG am after TEG am) (3<sup>RD</sup> Wed. /Month excluding Nov. is always 2<sup>ND</sup> Wed.)**

Dates may be subject to change. Please see back page for criteria relating to submittal and review of applications.



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### NOTES

#### CRITERIA FOR SUBMITTAL AND REVIEW OF APPLICATIONS:

**i SUBMITTAL DAY AND CONSULTANT REVISIONS:** All submittals for site plans and subdivisions shall be made to the Department of Planning & Zoning counter no later than 2:00 p. m. on the designated submittal date.

Applications not deemed complete shall not be processed. Prior to submittal, the applicant must schedule an appointment with the Development Navigator, Terry Williams, 410-535-1600, ext. 2642, to preliminarily review the application for completeness.

**CONCEPT REVIEWS:** Concept applications are to be submitted no later than 2:00 p.m. on the designated submittal day.

For conceptual site plan review, agency comments may be provided verbally (at the TEG meeting) or in writing, within three business days of the meeting.

In accordance with Calvert County Zoning Ordinance, Article 7-1.07.A.4., for conceptual subdivision plan review, agency comments shall be submitted to the applicant in writing, within 15 working days of the SEG meeting.

**ii REVISIONS AND DEADLINE DATES:** The Criteria for meeting the PC Submittal Deadline date requires that the Plan along with any written responses and documentation has been submitted to the Development Navigator, distributed to the appropriate review agencies, and agency comments received indicating that all unresolved comments have been adequately addressed. Plans which still require significant redesign or have unresolved comments, will automatically be placed on the next TEG/SEG meeting agenda.

Late submittals will be scheduled for the corresponding TEG/SEG or Planning Commission meeting date, whichever is applicable.

Consultants shall provide a written response below each item listed in the agency comment memos received for each plan review. If all comments are not adequately addressed in this format, the submittal will be considered incomplete and returned to the consultant.

Additional review cycles may be required.

**NOTE:** Once an application has been placed on a Planning Commission agenda, plan revisions will not be accepted for review until condition approval has been obtained.

**MINOR SUBDIVISIONS (NO Planning Commission approval required):** Preliminary approvals/denials by the PCA will be due by the corresponding Planning Commission Meeting Date.

**DATES AND CALENDAR:** Dates may be subject to change.

For additional explanation regarding the site plan and subdivision process, please refer to the Calvert County Zoning Ordinance and the Department of Planning Zoning memorandum dated December 30, 2010.

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