

MEMORANDUM

To: All Engineers, Surveyors and Consultants

From: Michael C. Thompson
Director of Planning

Date: July 22, 2008

Re: Cover sheet letter/transmittal to be included with all Revisions

The Planning Department now requires that revisions submitted to the office contain a cover sheet that includes what has been revised and acknowledged from the Planner's previous comments. Please see example below.

Regarding Preliminary/Final Review Comments Dated July 22, 2008
For- Plan Name.....John & Jane Doe Jr.
Property Owner.....John & Jane Doe Sr.
Location.....14216 Planning Road, Hagerstown, MD 21740

- 1) Acknowledged, a revised variance application is attached.
- 2) Acknowledged, the Map-Grid-Parcel- Lot number has been fixed.
- 3) Acknowledged, all of the lots are now shown on the Location Map.
- 4) Acknowledged, soil types and percentages are shown in Notes 3,19, & 20.
- 5) We have added the address for Lot 4 in Note 21.