



WASHINGTON COUNTY
DEPARTMENT OF PERMITS & INSPECTIONS

80 West Baltimore Street
Hagerstown, Maryland 21740-6003
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Building
Electrical
Plumbing
Mechanical

Fast Track Procedure
Department of Permits & Inspections/Planning Department

The following procedure will be followed for those projects meeting the EDC Fast Track criteria. **All normal approval requirements shall be met but review scheduling will be expedited.** Progress through the procedure will be at developer's risk and assumes that problem issues are identified and resolved before proceeding to the next step.

1. Fast Track designation assigned and approved. The EDC will make distribution of approval letter to client and all reviewing agencies.
2. EDC shall schedule a Pre-Submittal meeting at least two weeks prior to anticipated submittal date.
Required participants:
 - i. EDC
 - ii. Permits & Inspections
 - iii. Planning Department
 - iv. Public Works/Land Development Engineering
 - v. Environmental Management/ Water Quality & Engineering Services
 - vi. State Highway Administration (if on or adjacent to state highway)
 - vii. City of Hagerstown Water & Sewer (if service provided by City)
 - viii. Washington County Soil Conservation District
3. Client will schedule a preliminary building plan review meeting with the following contacts
Required participants:
 - i. State Fire Marshal – 301-791-4758
 - ii. Permits & Inspections – 240-313-2460

Following this meeting the applicant can and should work with the reviewing agencies on building plans in order that they will be ready to submit for permit as soon as the Planning Commission gives verbal approval to the project.

4. Client to submit site plan to Planning Department a minimum of 30 days prior to regularly scheduled Planning Commission meeting. A lead planner will be assigned to distribute plans, collect and disseminate all agencies comments.
Comments before the Planning Commission meeting are required from:
 - i. Washington County Soil Conservation District
 - ii. Environmental Management/ Water Quality & Engineering Services
 - iii. Public Works/Land Development Engineering
 - iv. Forest Conservation/Planning
 - v. State Highway Administration (when applicable)
 - vi. Health Department
 - vii. City of Hagerstown Water & Sewer (when applicable)

“Early Issue Grading Permit” may be obtained anytime after Forest Conservation review is completed.

5. A progress meeting will be scheduled by the lead planner approximately 14 days after submittal of site plan (see attached schedule)
Attendance required:
 - i. Owner
 - ii. Consultants

6. Planning Commission Meeting
 - i. Site plan will be placed on agenda of the regularly scheduled Planning Commission meeting.
 - ii. Planning Commission approves, denies, or approves “with conditions.”
7. Submit application to Permits & Inspections for Building, Grading, & Entrance permits
Required documents:
 - i. 3 full sets of building plans (original seal & signature of design professional)
 - ii. 6 sets of site plans with Soil, Water, and Public Works approval
 - iii. Payment of all permit fees including Early Start Fee
 - iv. Letter requesting approval in part for footing & foundation
 - v. 2 additional sets of footing & foundation plansPublic Works will review and approve grading & entrance permits.
Permits & Inspections will review and issue “Approval in part” for footings & foundation and/or other phases as deemed necessary. All work performed under early start or “approval in part” will be done so at the Owner’s risk.
8. Upon receiving all agency approvals and Planning Commission conditions have been met the Planning Director will sign off on the plans and advise the Permits and Inspection Department that approval has been granted.
9. Permits & Inspections issues building permit
10. Inspections scheduled normally through Interactive Voice Response System (IVR)

The Planning Director upon consulting with appropriate reviewing agencies, Permits and Inspections Director and the Executive Director of Economic Development may remove the fast track designation for failure to meet deadlines to address agency comments in a timely manner.

<u>Contacts:</u>	Economic Development Commission	240-313-2280
	Dept. of Permits & Inspections	240-313-2460
	Dept. of Planning	240-313-2430
	Public Works	240-313-2257

Planning Department 2009“Fast Track” Project Submittal and Review Schedule

Project Submittal	Plans Accepted & Routed to Agencies	Initial Agency Review	Progress Meeting	Agency Revisions Submitted by Consultant	Agency Review of Revisions	Planning Commission Meeting
Dec 5 by 3:00pm	Dec 9	Dec 16	Dec 18	Dec 24 by 3:00pm	Jan 2 by 3:00pm	Jan 5
Jan 2 by 3:00pm	Jan 6	Jan 13	Jan 15	Jan 22 by 3:00pm	Jan 29 by 3:00pm	Feb 2
Feb 6 by 3:00pm	Feb 10	Feb 17	Feb 19	Feb 19 by 3:00pm	Feb 26 by 3:00pm	March 2
March 6 by 3:00pm	<i>March 10</i>	March 17	March 19	March 26 by 3:00pm	April 2 by 3:00pm	April 6
April 3 by 3:00pm	April 7	April 14	April 16	April 23 by 3:00pm	April 29 by 3:00pm	May 4
May 1 by 3:00pm	May 5	May 12	May 14	May 21 by 3:00pm	May 28 by 3:00pm	June 1
June 5 by 3:00pm	June 9	June 16	June 18	June 25 by 3:00pm	July 2 by 3:00pm	July 6
July 3 by 3:00pm	July 7	July 14	July 16	July 23 by 3:00pm	July 30 by 3:00pm	Aug 3
Aug 7 by 3:00pm	Aug 11	Aug 18	Aug 20	Aug 27 by 3:00pm	Sept 3 by 3:00pm	Sept 14
Sept 4 by 3:00pm	Sept 8	Sept 15	Sept 17	Sept 24 by 3:00pm	Oct 1 by 3:00pm	Oct 5
Oct 2 by 3:00pm	Oct 6	Oct 13	Oct 15	Oct 22 by 3:00pm	Oct 29 by 3:00pm	Nov 2
Nov 6 by 3:00pm	Oct 10	Oct 17	Oct 19	Oct 26 by 3:00pm	Dec 3 by 3:00pm	Dec 7