

# Subdivision and Site Plan Review General Information

## Introduction

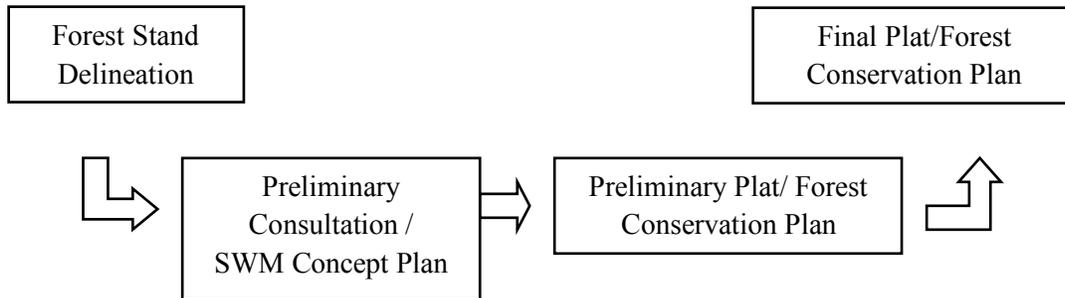
Washington County has adopted several regulatory documents that guide the process of subdivision and land development. These documents include the Subdivision Ordinance, Zoning Ordinance, Adequate Public Facilities Ordinance, Floodplain Management Ordinance, Forest Conservation Ordinance and the Stormwater Management, Grading, Soil Erosion and Sediment Control Ordinance. The cumulative intent of all of these Ordinances is to guide development in a manner that will promote the health, safety and general welfare of the citizens of Washington County.

With the exception of Forest Conservation, Stormwater Management and grading plans, Washington County is only responsible for reviewing land development plans pertaining to properties located outside of the incorporated municipalities in the County. If you are interested in subdivision or development of a parcel located in the incorporated boundaries of the City of Hagerstown or in the Town of Boonsboro, Clear Spring, Funkstown, Hancock, Keedysville, Sharpsburg, Smithsburg, or Williamsport, you will need to contact the respective City/Town Hall for more information.

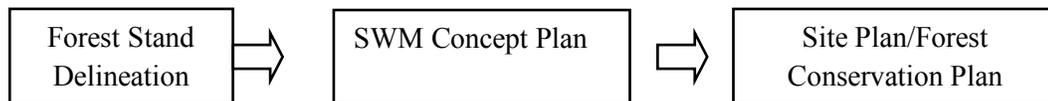
## What are the basic stages to subdivide or develop land?

The basic processing stages of subdivision plats and Site Plans are shown in the diagrams below:

### **Subdivisions:**



### **Site Plans (that do not require subdivision):**



NOTE: For Minor Subdivisions, Replats, Simplified Plats and Site Plans that do not require subdivision, a Preliminary Consultation is optional. However a Stormwater Concept Plan is mandatory for all land development plan submissions. Some Minor Subdivisions may combine the preliminary and final plats into one submittal.

## **What is the review process for subdivision and site plans?**

Most of the subdivision plats and site plans reviewed by the County follow the same general process for plan review. **ALL SUBDIVISION PLATS AND SITE PLANS MUST BE COMPLETED BY A MARYLAND REGISTERED PROFESSIONAL (SURVEYOR AND/OR ENGINEER) LICENCED IN THE STATE OF MARYLAND.**

### **Step 1: Submittal of Plans to the County**

Subdivision Plans, Site Plans, and Grading Plans are submitted to the Washington County Department of Planning & Zoning via the Accela Citizen Access (ACA) portal which can be found at: <https://accela.washco-md.net/CitizenAccess/Default.aspx>. Only complete application packages will be accepted. Application forms that include submittal checklists and required fees are available on the Department of Planning & Zoning webpage. If the submittal package is found to be complete, the project will be assigned a reference number and distributed to County and State agencies in for review.

### **Step 2: Review of the Plans (Plan Review Process Only)**

The assigned Planner reviews the submittal for compliance with County regulatory documents. If the plan is in compliance, the Planner sends copies out to various review agencies in the County and State for review and comments. Depending on the location of the project, and what facilities the new development will require, review agencies may include:

County Health Department	County Division of Plan Review & Permitting Engineering
County Division of Public Works	Plan Review
Soil Conservation District	County Department of Water Quality
County Addressing Technician	State Highway Administration
City of Hagerstown Water & Sewer Dept.	Board of Education
Fire & Ambulance Companies	Utility Companies

### **Step 3: Adequate Public Facilities Testing**

The Adequate Public Facilities Ordinance (APFO) for Washington County requires that all new residential and commercial development pass tests for adequacy of schools, roads, water and sewerage availability, and fire protection services. The APFO can be viewed on the Department of Planning & Zoning webpage under the Document Repository. Plans not being reviewed for final approval are tested and notice is given to the developer if the plan passes the County's adequacy test. Developers may proceed to the next phase of development at their own risk based upon the preliminary testing done by Staff. Final plats and/or site plans that do not meet adequacy tests may not be approved until the inadequacy is resolved or a mitigation plan is approved to address the inadequacy in a timely manner.

**Step 4: Planning Commission Approval**

The Planning Commission is the body given authority to approve subdivision and site plan projects. Once all reviewing agencies have indicated approval of the proposed subdivision plan or site plan, the review agency comments and recommendations are compiled by the Department of Planning & Zoning Staff and presented to the Planning Commission members at their regular monthly meetings. The Department Director, on behalf of the Planning Commission, may approve minor subdivisions and some minor site plans.

**Step 5: Submittal of Plan Originals for Signature and Recordation**

When final subdivision plat approval is granted by the Planning Commission, a letter is sent to the property owner/developer giving notice that final mylar plan originals shall be submitted for final approval. The final mylar shall contain original signatures for all parties. The applicant is responsible for obtaining approval signatures from all outside approving agencies. The developer/applicant then has (6) months to have the mylar recorded at the Washington County Clerk of Courts Office. It is the developer/applicant's responsibility to record plats and land deeds. After (6) months, the plat becomes void and a new subdivision plat will need to be submitted to the Department of Planning & Zoning. Within seven (7) days of recordation, the final mylar, two (2) paper copies and the Digital Data are to be submitted to the Department of Planning & Zoning for archiving and final distribution.

Site plans do not get recorded. Once a Site Plan gains approval from all required approving agencies and the Planning Commission, the plan will be electronically signed by all applicable agencies in ACA. A Site Plan is not considered approved until it is stamped "Approved" and signed by the Director of Planning & Zoning on behalf of the Planning Commission.