



Plan Review - Application Guidelines

Washington County has adopted several regulatory documents that guide the process of subdivision and land development. All applications for plans in Washington County can now be made online through Accela Citizen Access (ACA) with a registered user account:

<https://aca-prod.accela.com/WASHCOMD/>

Please be prepared to submit any and all of the following documents in PDF format:

- **App Docs (required) should include the below**
 - Plan Review Application Form
 - Plan Review Fee Summary
 - Planning and/or Engineering Review Checklists
 - Pre-Approved ESD combined submittal form (if applicable)
 - Stormwater Management (SWM) waiver request (if applicable)
- **Plan or Plat (required)**
- Soils Map (if applicable)
- Geotechnical Report (for projects with structural SWM)
- SWM Report (for projects with grading/SWM)
- Hydrology and Hydraulics or H&H Study (if required by the Floodplain Ordinance)
- Forest Exemption Form (if applicable)
- Traffic Impact Study (if applicable)

Fee payments for the Department of Planning and Zoning as well as the Division of Engineering are processed by the Department of Planning and Zoning once the submission has been determined as acceptable for review. Fees may be paid on ACA with a credit card or in office with a check. Checks should be made out to "Washington County Treasurer" and should include the record number from ACA in the memo line. Checks must be submitted to the Administrative Annex at 747 Northern Ave (NOT the County Treasurer's office directly). Review fees for all other agencies, with the only exception being Soil Conservation District fees for Standard Grading Plans, must be coordinated with and provided directly to those agencies.

The County routes the plans and any revisions electronically to all required internal or external agencies. Should any outside agency require paper plans for review, those should be coordinated directly between the applicant and the agency. Comments are collected and returned to the applicant through ACA once reviews are substantially complete. Plans revised to address the comments are uploaded by the applicant through ACA and are then routed back to staff and agencies. Once approved, all approved plans and approval letters will be available to the applicant on ACA.

With the exception of grading, SWM, and forest conservation, 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 Towns of Boonsboro, Clear Spring, Funkstown, Hancock, Keedysville, Sharpsburg, Smithsburg, or Williamsport, you will need to contact the respective City/Town Hall for more information.