



## **TWO YEAR UPDATE RECORD REQUEST FORM**

Two year update records can be used to renew stormwater management and soil erosion and sediment control approvals for previously approved plans nearing the two year expiration date. Due to the structure of the permitting system, two year update record application can not be made by a public user through the Accela Citizen Access portal. Please email request form to [engplanreview@washco-md.net](mailto:engplanreview@washco-md.net) and allow up to two business days for the record to be initialized in the permit system. An automated notification will be sent when the system is ready for the applicant to upload plan documents and pay review fees.

### **CONTACT INFORMATION**

Consultant Company: \_\_\_\_\_

Consultant Address: \_\_\_\_\_

Consultant Phone: \_\_\_\_\_

Consultant Contact Name: \_\_\_\_\_

Consultant Email: \_\_\_\_\_

Owner/Developer Name: \_\_\_\_\_

Owner/Developer Phone: \_\_\_\_\_

### **PROJECT INFORMATION**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

8-Digit Parcel Tax ID No.: \_\_\_\_\_ - \_\_\_\_\_

Original County Record No.: \_\_\_\_\_

Last Update Record No.: \_\_\_\_\_ (if applicable)

Last Plan Approval Date: \_\_\_\_\_

Notes: