



**WASHINGTON COUNTY**  
**DIVISION OF PLAN REVIEW AND PERMITTING**  
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Hearing Impaired call 7-1-1 for Maryland Relay

## MEMORANDUM

TO: Division of Plan Review and Permitting Customers

FROM: Angela A. Smith  
Deputy Director

DATE: August 2, 2012

SUBJECT: Submittal of Electronic Location Surveys

Effective immediately, location surveys signed and sealed by a Maryland registered land surveyor may be submitted to our Department electronically for review. The surveys are to be submitted in a Pdf format directly to Kathy Kroboth, Zoning Coordinator, at [kkroboth@washco-md.net](mailto:kkroboth@washco-md.net). Once the electronic file has been reviewed and approved, it will be given a "partial approval" (PA) under inspections where it can be viewed through Citizen Access. Once the "partial approval" has been granted by the Zoning Coordinator, the applicable inspection(s) can then be scheduled. The original signed and sealed location survey should be provided to our Department within three to five business days. Once the original survey has been received by our office, an "approved" status will be provided under the inspections. A Use and Occupancy permit shall not be issued if the original location survey has not been received.

When the Zoning Coordinator is out of the office, a notification will be provided at her email address indicating a new email address for the survey to be submitted for review. This will ensure that the location surveys are approved on a daily basis and processed in an efficient manner.

Should you have any questions regarding this policy, please contact me directly.