



WASHINGTON COUNTY  
DIVISION OF PLAN REVIEW AND PERMITTING  
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## MEMORANDUM

TO: All Interested Parties

FROM: Jennifer Smith, P.E, Director, DPRP

DATE: October 16, 2012

RE: Revised Procedures for the Development Advisory Committee Review

In an effort to streamline the process for land development plan review and approval, the Washington County Development Advisory Committee (DAC) has revised the list of land development plan submissions required to have a complete DAC review. Beginning November 1, 2012, the following plans submittals received by the Division of Plan Review and Permitting will no longer require a DAC review:

- Final Plats
- Preliminary Plats for 1 or 2 single family lots
- Preliminary/Final Plats for 1 or 2 single family lots
- Single or multiple lot, single family or duplex grading plans (no maximum LOD)
- Stormwater Management Concept Plans (SWCP)
- Simplified Plats (DAC review currently not required)
- Replats (DAC review currently not required)

While these plan submissions will still require a complete review and approval by all affected agencies, a scheduled DAC review will not be required. Please keep in mind that the goal for completing a plan submission review for the Division of Plan Review and Permitting staff is 30 days. However, outside agency review times may vary. Please contact outside agencies directly to determine their general plan review turn around times. As previously required, all plan submissions for Planning Commission approval must be submitted to the Division of Plan Review and Permitting for distribution to reviewing agencies.

As a reminder, the following land development plan submissions will continue to require a DAC meeting review:

- Site Plans (other than minor site plans or change of use site plans)
- Grading Plans (other than single family or duplex) with disturbance > 30,000 square feet
- Preliminary Plats (other than 1 or 2 single family lots)
- Combined Preliminary Plat/Site Plans
- Preliminary/Final Plat with Road Improvements (other than 1 or 2 single family lots)
- Type I, II and III PUD

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Agency comments on plan submissions that have a scheduled DAC review will be forwarded to the applicant within a maximum of 5 weeks from time of plan acceptance.

Please feel free to contact me at 240-313-2410 or Tim Lung at 240-313-2443 should you have any questions.

cc: Gregory B. Murray, County Administrator (via email)  
Tim Lung, Deputy Director, Plan Review (via email)  
DAC members (via email)