

## **NOTICE TO ALL SURVEYORS AND/OR ENGINEERS**

We have implemented a new plat and project application process effective immediately. Step 1 has been updated as follows:

- **All plats and project applications**, including Environmental Health Department plat copies and associated fees, must now be submitted directly to the Planning & Codes Office.
- Applicants are **no longer required to apply separately** with the Health Department.
- **All fees** (Planning & Codes and Health Department) must be submitted together.

### **Payment Instructions:**

- Make all checks payable to **“Caroline County Commissioners.”**

### **STEP 1- SUBMIT APPLICATION TO PLANNING & CODES**

- For Plats: File the [P & C Application for Plats & Site Plans](#) and [Plat Surveyor Checklist](#) along with three (3) hard copies of the plat. Digital submittals of all application materials must also be provided.
- For Projects: File the [P & C Application for Plats & Site Plans](#) and [Checklist](#) for projects that are permitted subject to a Site Plan Approval and/or file the [Special Use Exception Application](#) and [Checklist](#) for uses that are permitted subject to a Special Use Exception Application. Three (3) hard copies of all project materials are required to be submitted. Digital submittals of all application materials must also be provided.
- Pay all associated application fees.

**All plat and project resubmittals must include a cover sheet indicating that the documents being provided are a resubmittal of an existing application on file with the Department.**

Many times, plats and project documents are “dropped off” to our office and the person bringing them in does not have any idea what they are dropping off. Our staff does not know if it is a brand-new application or a resubmittal when there is no application or cover sheet indicating what you are submitting. If you are having someone else drop off your application, make sure that they bring everything listed

above for new applications or a cover sheet indicating that is a resubmittal to make sure your plat and/or project is logged in appropriately. **Applications will not be accepted without these items.**

The most important step to avoid delays in processing your application is to submit a complete application with all required documents and fees to both agencies listed above. Applications are routed to many different agencies for the Technical Advisory Committee (TAC) review. Actual turn-around-time for plat approval can depend on a variety of issues including, but not limited to, completeness of application, scope of project, forest conservation plan review, and applicant response time to any requests for additional information. We can only ensure that you are on the monthly TAC review if you have submitted everything that is required by the application deadline. Please refer to the [calendar](#) for submittal and TAC review dates. Caroline County strives to provide a timely review and turn-around time, but we can only do that if you follow the established timelines and submit all the necessary documents for review, along with providing timely responses to the review comments.

Please reach out to [Lbrooks@carolinemd.org](mailto:Lbrooks@carolinemd.org) if you have any questions