

- Contains a date, revision bar, general notes box, and approval blocks for the Allegany County Health Department, the County Engineer, Allegany County Public Utilities Division and the Planning & Zoning Commission.
- Signed by owner, notarized, and signed and sealed by consultant licensed to practice in Maryland.

### Pre-Submittal Conference

To initiate the *plan review process*, a pre-submittal conference can be scheduled on your behalf. The meeting is intended to facilitate the flow of information and interaction with review agencies prior to the submittal of preliminary development plans. These conferences are generally held on Wednesdays **by appointment** within the Allegany County Office Complex. If you are interested, please contact the Land Development Services' (LDS) office at 301-777-5951. At a minimum, it will be necessary for you to bring a sketch plan at an appropriate scale.

### Fees

Fees are collected from some review agents to offset operational costs. Fees are charged by the Permits office for *land use* and *building permits*. Certain elements of this fee cannot be calculated until the plan is approved. For further guidance, please refer to the fee schedule effective at the time of submittal. To obtain a fee schedule for Land Use Permits and Plan Review, please contact the LDS office. If applicable, other fees will be collected directly by the respective agency(i.e. ACDPU Public Utilities - sewer tap). Unless other arrangements are made, all fees must be paid in full prior to permit issuance.

### Bonding

If your project is subject to a major stormwater management plan or improvement/relocation to public infrastructure, your project will be subject to bonding. Upon approval of a *site development plan*, the consultant shall prepare and submit a "*line item estimate*" for the subject infrastructure. This estimate shall take into account the cost of construction, materials, engineering, supervision, and certification expenses(*as-builts*). Warranty periods may also apply. The estimate shall be no less than the total

estimate of the construction cost along with sediment and erosion control and/or stormwater management measures. A surety or cash bond shall be submitted by the applicant prior to permit issuance.

### Contracts and Agreements

Most large scale projects involve *Developer's Contracts* and *Operation and Maintenance Agreements*. These documents may be prepared by the LDS office. These documents will be executed by the appropriate parties at certain phases of the regulatory process. Bonds will not be released until these documents are properly executed.

### Certificate of Occupancy

All work is subject to the Allegany County *Building Code*. Certain work is exempt from permitting. When a project is subject to a *building permit*, the process is as follows: permit application, submittal of plan, plan review, issuance of a *building permit*, inspection(s), and the issuance of a *Certificate of Occupancy* (CO). The Project must be constructed and maintained in compliance with the *Building Code*. Any deviation from the original terms and conditions of the *Code* or *permit* may be subject to additional reviews, fees and/or penalties. The project may be subject to other State or Federal codes and requirements not noted on the *permit*. It is the owner's responsibility to comply with all applicable construction and operating laws and regulations.

Project(s) subject to the *building permit process* may not be occupied until the owner is in receipt of a CO issued by the LDS office. The CO will be issued when all necessary inspections are; (1) completed satisfactorily; (2) the subsequent reports are prepared and submitted to the LDS office by certified inspectors; and (3) all outstanding fees are paid in full.

Visit the Land Development Services on the Web at:  
<https://www.alleganygov.org/227/Land-Development-Services>  
 for forms, building permit and code information.



## GENERALIZED OVERVIEW

## LARGE SCALE DEVELOPMENTS REVIEW & APPROVAL PROCESS NOT SUBJECT TO BOZA APPROVAL

within

## Allegany County, Maryland

### Review Procedure

Document Criteria  
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Use and Occupancy Permit

July 2020

LAND DEVELOPMENT SERVICES

## Initial Contact: LDS Office

All initial contact regarding *multi-family* and large scale *non-residential* projects will be limited to the conveyance of prepared general information. An Applicant will complete a form entitled *Pre-Application Summary...* and submit said form to the attention of the Division Chief, LDS Office. The LDS Chief will contact the Applicant for an interview. The *permit application process* will not proceed until the *Summary* and related documents are deemed sufficient by the *Division Chief* of the LDS Office to proceed through the *process*. Business meetings relative to a project beyond initial staff level contact will be held by appointment **ONLY**.

## Review Procedure

After an Applicant is advised to *permit process* requirements, the Applicant will engage the services of professional design consultants and/or attorneys relative to *land use* and *building code* requirements. At the direction of the Applicant, the professional consultants will prepare and submit a development package consisting of; (A.) seven (7) complete sets of *site development plans*; (B.) three (3) complete sets of *construction drawings*; and (C.) a *subdivision plat*, where applicable. All documents shall be prepared in accordance with the *Allegany County Code of Public Local Law*.

The *site development plan* review procedure is directly coordinated by the LDS office to assure compliance with the County's *Land Use Regulations* governing *Zoning, Subdivision, Sediment and Erosion Control(SEC), Stormwater(SWM) and Floodplain Management*. Comments generated from the Allegany Soil Conservation District(ASCD), the County Engineer, County Land Use Planning Engineer and the LDS office will be compiled, processed and returned to the consultant. The consultant will revise and resubmit the *plan* by the aforementioned comments as well as the comments generated by other review agents. Re-submittals that do not address comments generated by *site development plan* review procedure or do not meet the minimum criteria of the Land Use Regulations will not be accepted.

The *construction drawings* will be reviewed by the LDS office for conformance to the Allegany County Building Code. Comments generated by the LDS office will be compiled, processed and returned to

you or your consultant. Re-submittals that do not address comments generated by this review will not be accepted.

The *subdivision plat* review procedure is directly coordinated by the Planning office to assure compliance with the County's *Subdivision Regulations*. Comments generated from involved agents will be compiled, processed and returned to the consultant. The consultant will revise and resubmit the *plat* by the aforementioned comments. Re-submittals that do not address comments generated by *site development plan* review procedure or do not meet the minimum criteria of the Land Use Regulations will not be accepted. Upon approval, the approved plat will be recorded among the Land Records of Allegany

The review of other State and Federal land use and building code regulations will not be directly managed by the LDS office. It is your responsibility to interact with these agencies and address their regulations. As a service to you, preliminary plans may be distributed from this office to initiate contact with the applicable agents. Subsequent submittals and correspondence shall be sent directly to those agents, i.e. MDOT State Highway Administration, Maryland Office of the State Fire Marshal, etc.

### ***The following information is GENERALIZED***

## Plan Criteria Overview – Site Development Plans

- Format: 24" x 36" bond paper, legible text and graphics, pages number.
- Content: Title sheet, site plan(s), profiles, cross-sections, details and specifications, north arrow and scale bar. A vicinity map shall be inset to provide reference to the proposed location (USGS 7.5' quadrangle preferred).
- The entire limits of project(disturbance), location and orientation of existing and proposed buildings, structures, roads, parking lots, water lines and sewer lines, stream channel(s), floodplain boundaries, ponds, and pre and post-development topography (National Geodetic Vertical Datum of 1929).
- Property boundaries and descriptions, zoning district boundary(ies), election district boundary(ies), tax map, parcel and liber/folio information.

- Contains a plan name, date, revision bar, sequence of construction, general notes box, seeding and mulching schedule, and approval blocks for the ASCD and the County Engineer.
- Sediment and stormwater plan, floodplain management.
- Signed by owner, and signed and sealed by consultant licensed to practice in Maryland.

## Plan Criteria Overview – Construction Drawings

- Format: 24" x 36" bond paper, legible text and graphics, pages number.
- Content: Title sheet, Building Code Design sheet, site plan(s), construction drawings, profiles, cross-sections, details and specifications, and scale bar.
- Declared Use Group, Class and Construction Type and all other design determination according to the current Building Code.
- Declare occupancy load.
- Soil/subsurface investigation report by accredited firm.
- Prepared at an appropriate scale, depicting elevations, floor plans, profiles, cross-sections, electrical and mechanical design(if applicable), details and specifications.
- Signed by owner, and signed and sealed by architect licensed to practice in Maryland (AIA Certification Block).

## Plat Criteria – Subdivision Plats

- Format(Preliminary): 24" x 24" bond paper, legible text and graphics, pages number.
- Title, north arrow and scale bar. A vicinity map shall be inset to provide reference to the proposed location (USGS 7.5' quad preferred).
- Prepared at an appropriate scale, depicting the entire property limits, location and orientation of existing and proposed buildings, structures, roads, parking lots, water lines and sewer lines, stream channel(s), floodplain boundaries, ponds, and existing topography (National Geodetic Vertical Datum of 1929).
- Property boundaries and descriptions, building restriction lines, unbuildable areas, zoning district boundary(ies), election district boundary(ies), tax map, parcel and liber/folio information.