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**Adequate Public Facilities Ordinance Process & Procedures**

The APFO was adopted by the County Commissioners as a growth management tool in March 2001, and is referenced in the County's 2002 Comprehensive Plan in Volume 1: County Profile, page 10.

The requirements for the submittal and subsequent review of an APFO study are described in Chapter 28 of the Queen Anne's County Code, specifically §28-5 Application and review procedure.

The APFO process is described as follows:

1. First it must be determined by the applicant whether the APFO applies to the proposed project. Please refer to §28-4 Applicability.
2. If an APFO study is required, it may be submitted at any time during the development review process as long as it is prior to the submittal of a major subdivision or site plan. The APFO study and any required Mitigation Plan must receive approval prior to the submittal of the major subdivision or site plan. No major subdivision or site plan will be accepted until approval is granted.
3. If an APFO exemption is all that is required, it must be submitted prior to the submittal of a major/minor subdivision or site plan and also approved before the submittal of any such plan.
4. If it is determined that an APFO study or exemption needs to be submitted, the applicant must submit the study/exemption to the APFO Administrator in the Department of Land Use separate from any other submittals, under separate cover.
5. For an APFO study, the applicant must provide 13 copies of the full and complete study whenever a State highway is involved; otherwise only 8 copies are necessary for review when a County road is part of the study.
6. A full and complete study consists of:
  - a. A cover letter or letter of justification describing the project.
  - b. A conceptual plan graphically representing the proposed project.
  - c. A section on water, sewer, roads, and/or schools, as required.

- d. Appendices that include the original scoping study.
  - e. A Mitigation Plan, if the study concludes there are inadequacies.
7. For an APFO exemption, the applicant must provide 5 copies. An exemption consists of the cover letter, a conceptual plan, and trip generation calculations.

The procedures for the review of an APFO study are as follows:

1. Once the APFO study has been submitted it will be reviewed first for completeness.
2. The review time to check an APFO Study for completeness is described in Chapter §28-5.C and is the first 15 days after receipt of the study. If a study is found to be complete it is forwarded to the staff and members of the Adequate Public Facilities Technical Committee (APFTC).
3. The APFTC has 45 days to review the study and make a Determination of Adequacy, which may be based on the submittal of a Mitigation Plan or a conclusion that available capacity exists.
4. After the APFTC has made its Determination of Adequacy, and no mitigation is required, a letter will be sent to the applicant within 10 business days.
5. If the Determination of Adequacy consists of a Mitigation Plan, that Plan must be approved by the County Commissioners. If the Mitigation Plan is approved by the County Commissioners, a letter will be sent to the applicant within 10 business days.
6. If no mitigation has been provided by the applicant and it is determined by the APFTC that mitigation is required, a letter will be sent to the applicant within 10 business days that the study is not approved, along with actions that the applicant may take to achieve adequacy.

The procedures for the review of an APFO exemption are as follows:

7. Once an exemption request has been submitted, it will first be reviewed for completeness within 5 days.
8. If the exemption request is complete, it will be distributed to the staff and members of the APFTC for a 3-week review.
9. The applicant will receive a letter within 5 business days after a determination by the APFTC that the exemption is adequate. Should the exemption be inadequate, the letter will suggest actions that the applicant may take to achieve adequacy.