



**County Commissioners:**

James J. Moran, At Large

Jack N. Wilson, Jr., District 1

J. Patrick McLaughlin, District 2

Philip L. Dumenil, District 3

Christopher M. Corchiarino, District 4

Telephone Planning: (410) 758-1255

Email Planning: [PlanningApplications@qac.org](mailto:PlanningApplications@qac.org)

Telephone Permits: (410) 758-4088

Email Permits: [PermitApplications@qac.org](mailto:PermitApplications@qac.org)

**Development Review FAQs**

Subdivisions

**Q: What is an Administrative Subdivision?**

*A* This type of subdivision is for the reconfiguration or abolishment of lot lines for at least two (2) but fewer than six (6) existing lots of record. No new lots are created.

- Approved administratively after multi-agency review and based on established zoning code regulations.

**Q: What is a Sketch Plan?**

*A* In general, utilized to demonstrate a subdivision project can conceptually meet established zoning code regulations.

*A* A Sketch Plan may be submitted for matters pertaining to subdivisions such as:

- Transfer of Development Rights applications,
- Non-contiguous development applications,
- Master Water & Sewer Plan amendments, and
- Growth Allocation applications.
- Generally, approval is granted by the Planning Commission following a multi-agency review and based on established zoning code regulations.
- Approval does not constitute project approval but allows the project to pursue additional required approvals.

**Q: What is a subdivision?**

*A* The division of a tract or parcel of land into two (2) or more parts.

**Q: What is a Minor Subdivision?**

*A* A division of land into seven (7) or less lots.

- Approved administratively after multi-agency review and based on established zoning code regulations.

**Q: What is a Major Subdivision?**

*A* Subdivision of land into more than seven (7) lots.

- These projects require STAC (Staff Technical Advisory Committee) meetings. These meetings are open for the public to attend.
- Submission of Preliminary Subdivision
  - The Adequate Public Facility Ordinance must be addressed at this stage.

- Approval is granted by the Planning Commission following multi-agency review and based on established zoning code regulations.
- Preliminary subdivision approval allows applicant to seek final subdivision approval.
- Submission of Final Subdivision
  - Final review of plans, legal documents, bonds, etc....
- Approvals are granted by the Planning Commission following multi-agency review and based on established zoning code regulations.

## Site Plans

### **Q: What is a Concept Plan?**

*A* In general, a concept plan used to demonstrate that a proposed non-residential or multifamily project can conceptually meet applicable zoning code regulations and/or compliance with design standards.

- A Concept Plan may be submitted for projects such as:
  - A conversion of a property from a residential use to a commercial or industrial use of a property,
  - Master Water & Sewer Plan amendments,
  - Growth Allocation applications, or
  - Conditional Use applications.
- Generally, approval is granted by the Planning Commission following a multi-agency review and based on established zoning code regulations.
- Approval does not constitute project approval but allows the project to pursue additional required approvals.

### **Q: What is a site plan?**

*A* A site plan is a graphic depiction of a proposed non-residential or multifamily project. It illustrates features such as, but not limited to, existing and proposed structures, impervious surfaces, landscaping areas, ingress and egress points, and parking areas.

### **Q: What is a Minor Site Plan?**

*A* A graphic depiction of a proposed multifamily development with up to five (5) units or a non-residential development equal to or less than 10,000 square feet of floor area.

- Adequate Public Facility Ordinance must be addressed at this stage.
- Generally, approved administratively after multi-agency review and based on established zoning code regulations.
  - May be referred to the Planning Commission based on site location or if Planning Director deems appropriate.
  - In this case, approval is granted by the Planning Commission following multi-agency review and based on established zoning code regulations.

### **Q: What is a Major Site Plan?**

*A* A graphic depiction of a proposed multifamily development of six (6) or more units or a non-residential development over 10,000 square feet of floor area.

- The Adequate Public Facility Ordinance must be addressed at this stage.

- These projects require STAC (Staff Technical Advisory Committee) meetings. These meetings are open for the public to attend.
- Approval is granted by the Planning Commission following multi-agency review and based on established zoning code regulations.

## Miscellaneous

### **Q: What is my property zoned?**

- A* You can determine what zoning district you are in by going [here](#) and entering the address in the Search box at the top right. Then in the Layers (bottom left - click Layers) go to the Planning layer and expand it by clicking on the "+" symbol and then checking the boxes for both "planning" and "zoning".
- A* You may also contact or visit the Department of Planning & Zoning if you are unable to access the Property Viewer/GIS on the County's website.

### **Q: What is the Forest Conservation Act?**

- A* The Forest Conservation Act (FCA), enacted in 1991 by the State of Maryland, was created to balance development and conservation of Maryland's forests. Its purpose is to integrate forest protection into land planning and development—ensuring that overall loss of forested areas outside of the Chesapeake Bay Critical Area is minimized.

### **Q: What is mixed-use development?**

- A* The combining of commercial and/or services uses with residential, or offices uses in the same building or on the same site.

### **Q: What does the Planning Division do?**

- A* The Planning Division of Planning and Zoning has two distinct functions. The first involves reviewing proposed development projects for compliance with approved county, state, and federal codes. The second involves long range planning, setting a vision for the county's near and distant future. In addition to these functions, Planning Division staff also provides support for to the Planning Commission and the Board of Appeals.

### **Q: What does the Zoning Division do?**

- A* The Zoning division of Planning and Zoning has two distinct functions. The first involves the review and issuance of construction level permits, grading, building, electrical, etc. The second function is the field inspection and enforcement of county zoning codes.

### **Q: What is Historic Review?**

- A* A review of any development plan that involves a structure older than 50 years and/or any plan with a documented historic site on either the National Historic Register or Maryland Historic Inventory of Properties.
- For any demolition or changes to historic structures, a tiered review process is in place to document the structure.
  - There are no local and/or state policies in place to prevent demolition following historic review.