



## **“Fast – Track” Site Development and Building Plan Approval Process**

The Office of Economic Development offers a customized “Fast-Track” Site Development and Building Plan Approval Process to accelerate the review and approval of important economic development projects in Cecil County. The following criteria have been established as the minimum standards to qualify as a “Fast-Track” project.

### **Project Qualification Criteria**

1. The project must be for non-residential development including research/office/flex or manufacturing/ industrial uses. Retail uses, with exception to retail uses located in rural areas and mixed use development, will not be granted Fast-Track status.
2. The project must generate a minimum of 30 jobs for new employees OR the project building(s) must consist of a minimum of 30,000 square feet.
3. The project will not require subdivision of the property. Existing platted parcels that require a Plat of Revision to add or delete easements can be “Fast-Tracked”.
4. The project will not require a rezoning change approval from the Cecil County Council or a variance or conditional use approval from the Board of Appeals unless such approval has already been obtained at the time of Fast-Track application.
5. The project will not involve any major environmental impacts requiring wetlands or water quality certification permits from the Maryland Department of the Environment (MDE) and /or the U.S. Army Corps of Engineers (ACE), unless permit approval has already been obtained at the time of Fast-Track application.
6. The project will not require a waiver to the Cecil County Subdivision Regulations.

### **Fast-Track Project Authorization**

All Requests for Fast-Track processing must be accompanied by the County’s Fast-Track Application and directed to the Director of Economic Development. Projects not meeting the above qualifications may be considered eligible based on a case-by-case basis. The Office of Economic Development will determine eligibility after consultation with the County Executive. It is highly recommended that the owner/Developer contact the Director of Economic Development at 410-996-6292 to discuss the project prior to submitting the Fast-Track request.

## **Fast-Track Policies**

1. A 10-business day deadline is necessary for the applicant's engineering and architectural plan consultants to address comments and submit directly to the County review agencies and a 10-business day review period is necessary for the County review agencies to generate amended comments in response to plan submittals. If the engineer fails to adhere to the deadline requirements, the plan may be removed from the Fast-Track Process.
2. If any review agency requires additional revision to the plans, the County will continue an expedited review schedule and will work with the applicant and consultant to achieve plan and permit approval within the approved project schedule.

## **General Chronology of the Fast-Track Process**

In order for this Fast-Track process to be successful, it requires coordination and cooperation between the applicant, the engineering and architectural plan consultants and participating County agencies throughout the entire process. It is imperative that the owner and plan consultants adhere to the approved schedule, if the Fast-Track process is to work.

### Step 1

Applicant completes Fast-Track Application and schedules meeting with the Office of Economic Development.

### Step 2

Applicant meets with the Director of the Office of Economic Development and submits Fast-Track Application for approval.

### Step 3

Economic Development prepares recommendation and submits to the County Executive for review and approval within 5 business days.

### Step 4

County Executive within 5 business days recommends approval of the project for the Fast-Track Process and authorizes the Division of Permits and Inspections to coordinate a meeting between the applicant, consultants and County review agencies.

#### Step 5

The Chief of the Permits and Inspections Division convenes a “Fast-Track” conference meeting within 5 business days after receiving notification from the County Executive. The conference shall be attended by representatives from the Department of Land Use Development Services, the Department of Public Works, the Health Department, Permits and Inspections Division, Cecil Soil Conservation District, the Office of Economic Development, and the State Highway Administration, if applicable. The applicant shall attend with all engineers and architects involved in the proposed project. At the meeting, the applicant shall present or describe the proposed project and submit a detailed schedule as to the anticipated date for plan submittals and start of construction. Following the applicants presentation, the attending review agencies shall provide information pertaining to the required documentation and plans necessary to obtain plan and permit approval.

#### Step 6

All plans, computations and documents necessary to obtain plan and permit approval for the project shall be submitted directly to the individual approval agency within the timeline established in the approved schedule. It is recommended that the applicant file for a grading permit and building permit at this time at the office of Permits and Inspections. A copy of the transmittal detailing the documentation submitted to each review agency shall be forwarded to the “Fast-Track” Coordinator at the Permits and Inspections Division.

#### Step 7

All review agencies involved in the project will review the submittal and forward any comments or requested plan revisions to the applicants, engineer and/or architect within 10 business days of receiving the plans and/or computations. A copy of the agency transmittal detailing the documentation returned for revision shall be forwarded to the “Fast-Track” Coordinator at the Permits and Inspections Division.

#### Step 8

The applicants, engineers and/or architects shall address all the agencies comments and resubmit the plans within 10 business days. A copy of the transmittal again shall be forwarded to the “Fast-Track” coordinator at the Permits and Inspections Division.

#### Step 9

If all comments have been addressed, the applicant's engineer/architect will be notified that the plans are technically complete and will be directed to submit construction cost estimates for review and approval. Upon approval of the construction cost estimates Public Works Agreements and Inspection and Maintenance Agreements will be forwarded to the applicant for execution. Approximate time of completion is 10 business days.

#### **\*IF ADDITIONAL REVISED PLANS ARE REQUIRED \***

If additional revisions to the plans and computations are required, these revisions shall be directly submitted within 10 business days to review the revised plans and generate new comments. If another revised submission is requested by any agency, then an interactive review meeting may be requested to be set up by the coordinator to discuss any outstanding issues. This cycle will be repeated until all agencies have granted approval. If all comments have been addressed, the applicant's engineer/architect will be notified that the plans are technically complete and will be directed to submit construction cost estimates for review and approval. Upon approval of the construction cost estimates Public Works Agreements and Inspection and Maintenance Agreements will be forwarded to the applicant for execution. Approximate time of completion is 10 business days.

#### Step 10

The applicant's engineer shall submit mylars and prints along with executed public works agreements, Inspection and Maintenance Agreements, inspection fees, review fees and appropriate securities for signature within 10 business days of receiving documents.

#### Step 11

After the County has reviewed and executed the agreements, the plans shall be signed and distributed to the various inspection departments within 5 business days.

#### Step 12

With final plan approval, the building and grading permits will be signed and released within 5 business days.

If you experience any problems or difficulties with the Fast-Track Process or time schedule described herein, please do not hesitate to contact Bill Funk, Chief of the Permits & Inspections Division at 410-996-5235 or [wfunk@ccgov.org](mailto:wfunk@ccgov.org).

If you believe your project qualifies for the Fast-Track Process, please contact Christopher Moyer, Director of The Office of Economic Development at 410-996-6292 or [cmoyer@ccgov.org](mailto:cmoyer@ccgov.org).



**Application for Fast-Track Site Development and Building Plan Approval Process**

1. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_
2. Applicant Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone no: \_\_\_\_\_  
Email Address: \_\_\_\_\_
3. Engineering Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_
4. Architect Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_
5. Location/Address of Project: \_\_\_\_\_  
\_\_\_\_\_
6. Tax Map \_\_\_\_\_ Parcel \_\_\_\_\_  
Liber/folio \_\_\_\_\_
7. Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_
8. Zoning: \_\_\_\_\_
9. Public Water/Sewer \_\_\_\_\_ Private Well/Septic \_\_\_\_\_
10. Type of Use (Research/office/flex, Manufacturing/Distribution) \_\_\_\_\_

11. Building Square Footage (30,000 sq. ft. minimum\*) \_\_\_\_\_

12. Number of Employees (30 minimum\*) \_\_\_\_\_

13. Anticipated Hourly Wages: \_\_\_\_\_

14. Briefly Describe the Project (i.e. New facility, Expansion of existing business, Capital Investment, potential employee growth, start-up date, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant/Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*To qualify, either the building must be 30,000 sq. ft. or greater and/or the number of employees must total 30 or more.

Please submit application via email to Chris Moyer at [cmoyer@ccgov.org](mailto:cmoyer@ccgov.org)