To: Planning & Zoning Staff, Consultants, and Applicants

From: Stephen J. O’Connor, AICP – Chief of the Division of Planning & Zoning

Date: March 18, 2020

RE: Procedures for plan submittal during Cecil County Administration Building during COVID-19

Planning and Zoning will continue to work to provide excellent customer service. Below are interim procedures for submittals to the Division of Planning & Zoning in order to prevent the spread of the Novel Coronavirus (COVID-19).

1. The application and/or plan submittal with the appropriate number of plans and fee should be mailed to the Division of Planning and Zoning at 200 Chesapeake Blvd., Suite 2300 Elkton, MD 21921. This is the preferred method.

2. For deadline purposes (Planning Commission, Technical Advisory Committee, Board of Appeals, etc.) plans should be sent in accordance with item #1 above and received prior to the deadline. Should the applicant have concerns about the timing of the mail service, a digital copy emailed to DLUDS@ccgov.org by the deadline will be accepted to place the item on the agenda. The mailed paper submittal with appropriate fees must be received by the close of business the Monday following the deadline.

3. A drop off box will be available in the vestibule of CCAB. Plans with appropriate fees may be dropped off into the drop box.

4. Planning & Zoning staff will review projects with the following considerations:
   a. Digital Plan review will look at items such as plat notes, north arrow, title block info, signature block placement, etc.
   b. A paper copy will be reviewed under normal procedures. If the review is a mix of digital and paper, the project review from the digital review will be completed once the paper copy is received.
   c. Once the review is complete, and verification of the review fees have been paid, the review letter and/or signature copies will be released.
5. Applicants and/or consultants will be notified of signed and completed plans. Those plans will remain in the Division of Planning & Zoning until the applicant or consultant notifies staff of the time, they are picking up plans. Staff will arrange for them to be in the pickup box for the requested time.

6. Effective immediately, access to the Department of Land Use and Development Services will be by appointment only. Walk-in customers are no longer be permitted.

Should you have any questions, please contact me at 410-996-5220 or by email at soconnor@ccgov.org

Thank You for your cooperation in this matter.