



## DEVELOPMENT REVIEW BULLETIN

### **Bulletin No. 4-2019**

**Subject:** Rec Facilities Agreement Submissions by Email

**Resource:** Development Review Division

**Date:** September 3, 2019 (revised from 7-23-19, 3-2019)

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### **EFFECTIVE DATE: August 1, 2019**

The Development Review Division (DRD) of the Prince George's County Planning Department **now requires** all Recreational Facilities Agreements (RFA) and Recreational Facility Inspection requests be submitted via e-mail to DRDapplications@ppd.mncppc.org. The requirement is necessary to improve the timely processing of RFA's and their associated inspection requests.

Applicants shall include in the subject line of the e-mail:

- The purpose:
  - Recreational Facilities Agreement or
  - Recreational Facilities Inspection Request
- The Project Name and Case Number

In addition, applicants shall attach the affiliated document to the email:

- For RFA's-
  - Submit the RFA via MS Word document
- For Recreational Facilities Inspection Requests-
  - Reminder- the top portion of the form must be complete

If you have any questions, please contact Cheryl Summerlin at 301-952-3578.