



DEVELOPMENT REVIEW BULLETIN

Bulletin No. 5-2019

Subject: Electronic Certification Improvements (as underlined)

Resource: Development Review Division (DRD)

Date: September 19, 2019

Effective October 1, 2019, the Development Review Division (DRD) shall cease to use the QR code and requirement for the approval block on every sheet of plans. All DRD certifications shall continue to be processed electronically. Plans for certification shall be submitted on a compact disc (CD). CDs must be labeled with the case number, case name, date, and noted “for certification.”

A transmittal sheet must accompany the CD and be saved on the CD to identify the sheet count for each plan type (i.e.. Site Plan, TCP, Architecture (house types only by name)), and include a written response to each condition of approval and a note if there is an approved park dedication or rezoning.

The submission shall be filed at the applications intake desk located in Planning Information Services, Room L2, with attention to the Applications Section for certification processing. The sheets on the CD shall include the following:

- Plans for certification must be submitted in Acrobat Pro DC (Digital Cloud) format
- Show bearings and distances
- Sheets viewable in upright landscape position
- Printable to scale
- Plans must be signed and sealed by a licensed professional
- A designated 2-inch square blank space in the lower right (same location) of every sheet is required for placement of M-NCPPC approval
- Save as one PDF per plan set, to include the revision date (mm-dd-yy) in the naming convention
- The revision block must be updated with each revision
- Include the companion TCP, when applicable

This change will improve the efficiency of the certification process. Upon completion of certification, the applicant’s agent will be notified by email. Cases with final approval decided by the District Council will require one printed copy of the certified plan to be filed, by applicant’s agent, with the Clerk of the Council.

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