

February 27, 2009

Cecil County Office of Economic Development
Mr. Vernon Thompson, Director

“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

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 Board of County Commissioners or a variance or conditional use approval from the Board of Zoning 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.

Authorization As A Fast – Track Project

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 Board of County Commissioners. 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 and Advisions:

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 Board of County Commissioners for review and approval within 5 business days.

Step 4

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

Step 5

The Director of Permits and Inspections convenes a "Fast-Track" conference meeting within 5 business days after receiving notification from the Cecil County Board of County Commissioners. The conference shall be attended by representatives from Planning and Zoning, Public Works, Health Department, Permits and Inspections, Soil Conservation, Economic Development and the State Highway Administration. 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 Office of Permits and Inspections.

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 office of Permits and Inspections.

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 Office of Permits and Inspections.

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 Technically complete approval.

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.

Step12

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 Patrick Conway, Director of the Office of Permits and Inspections at: 410-996-5235. If you believe your project qualifies for the Fast-Track Process, please contact Vernon Thompson, Director of The Office of Economic Development at: 410-996-6292.

Cecil County
Office of Economic Development
Application for Fast-Track Site
Development and Building Plan Approval Process

1. Company Name: _____
Address: _____
Phone no: _____

2. Applicant Name: _____
Address: _____
Phone no: _____

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 s.f. min) _____

12. Number of Employees (30 min) _____

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.)

15. Applicant/Owner Signature: _____

Date: _____

Please Submit Application To: Cecil County Office of Economic Development
Attn: Vernon Thompson
200 Chesapeake Blvd
Suite 2700
Elkton, MD 21921