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CECIL COUNTY, MARYLAND

Division of Planning and Zoning
200 Chesapeake Boulevard, Suite 2300, Elkton, MD 21921

To: Planning & Zoning Staff, Consultants, and Applicants

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

Date: December 28, 2020

RE: Procedures for submittals to the Division of Planning & Zoning during COVID-19 – Revision 1

The Division of Planning and Zoning must revise the March 18, 2020 interim submittal procedures during COVID-19 to improve the continuity of operations. This policy is effective January 4, 2021.

1. The application and/or plan submittal with the appropriate number of plans and fee can be submitted by:
 - a. Mailing the submittal to the Division of Planning and Zoning at 200 Chesapeake Blvd., Suite 2300 Elkton, MD 21921; or
 - b. Placing the submittal in the "Drop-Off" Box in the vestibule of the Cecil County Administration Building.
2. For submittals to be reviewed by a Board(s), Commission(s) and/or Committee(s), completed applications, plans, and fees must be received by the scheduled deadline. Any submittal that is incomplete by the deadline will not be placed on the next available agenda and may be returned to the applicant.
3. Applicants and/or consultants will be notified of submittals ready for pick up. Those submittals will be placed in the "Pick Up" box of the Cecil County Administration Building vestibule. Items not picked up in a timely fashion will be removed from the "pick-up" box, and the applicant will need to contact the office to schedule a new pick up.

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.