



### C. Submittal Requirements

	<u>Provided</u>	<u>N/A</u>
1 Application	<input type="checkbox"/>	
2 Two copies of an updated preliminary plan showing physical improvements that have commenced construction (water, sewer, roads, stormwater management, etc).	<input type="checkbox"/>	
3 If <b>substantial improvements</b> have been completed, please include a letter of verification, along with an updated preliminary plan, both detailing the physical improvements that have been made to date. Include all information as required by the Subdivision Regulations. Please provide four (4) copies of all materials submitted.	<input type="checkbox"/>	<input type="checkbox"/>
4 If an <b>eight (8) year conformity review and Adequate Public Facilities analysis</b> is required, please submit all required documentation as required the Subdivision Regulations, along with four (4) additional copies of all materials submitted.	<input type="checkbox"/>	<input type="checkbox"/>
5 NOTE: Please indicate whether or not this preliminary plan was affected by County Commissioners Resolution 2013-35, dated May 14, 2013. This resolution granted a one year extension for preliminary plans expiring during the time period of July 1, 2013-June 20, 2014.	<input type="checkbox"/>	<input type="checkbox"/>
6 All applicable fees, depending upon type(s) of review(s) required.	<input type="checkbox"/>	
7 NOTE: Applications for preliminary plan extensions for projects that are not “substantially complete” at the time of application will require Planning Commission review. Upon staff completing an initial review of the application, the applicant will be required to submit ten (10) additional copies of all application materials for inclusion in the Planning Commission agenda packet.		

**\*Guide for Evaluating Preliminary Plan Time Extension Requests**  
**Updated April 2014**

1. YES \_\_\_\_\_ NO \_\_\_\_\_ Are at least 25% of the lots within the above named Preliminary Plan recorded? If YES, proceed to question #2. If NO, proceed to question #3.
2. YES \_\_\_\_\_ NO \_\_\_\_\_ Has the Preliminary Plan also completed substantial improvements as listed below? If YES, please attach additional documentation, as outlined in the application and Subdivision Regulations, which will provide verification per the standards listed below in a - c. If NO, proceed to question #3.
  - a. Construction of roads or a portion of roads for the entire project (at least 25% or an entire phase; or
  - b. Construction and installation of stormwater management facilities for the entire project (at least 25%) or an entire phase; or
  - c. If on public water and sewer, construction of water and sewer facilities for the entire project (at least 25%) or an entire phase.
3. YES \_\_\_\_\_ NO \_\_\_\_\_ As of January 1, 2014, has the preliminary plan been approved for a period of at least eight (8) years? If NO, proceed to statement #4. If YES, then the preliminary plan is eligible for one additional four-year extension upon completion of an Adequate Public Facilities and Conformity Reviews, and subsequent approval by the Planning Commission. Approved preliminary plans are required to provide for Adequate Public Facilities to mitigate the impacts of development and to commence construction in accordance with the time set forth in the Charles County Subdivision Ordinance.

Any request for an extension beyond eight (8) years from the initial approval date shall include a revised and updated Adequate Public Facilities analysis and Schedule for Completion of required public facilities along with an assessment of compliance with conditions. A phasing plan may be considered as part of the extension request. See Subdivision Ordinance for specific requirements.

4. As of January 1, 2014 the preliminary plan has been approved for a period of less than eight (8) years. Therefore, the preliminary plan is eligible to request up to three additional four (4) year extensions provided that all extensions do not exceed twelve (12) years from the original approval date of the preliminary plan. All extension requests must be approved by the Planning Commission.

Note: If no substantial improvement has occurred after twelve (12) years, then the preliminary plan shall be voided.

\*For full details regarding Preliminary Plan Time Extension requests, please refer to the following:

- Charles County Subdivision Regulations, Section 25(i)
- Bill 2013-16
- Green Notice 13-14