



## **Bulletin No. 5-2020**

**Subject:** Update to the Subdivision Plat Review Submission Process and Signature Line Template

**Resource:** Development Review Division

**Date:** September 29, 2020

**The COVID-19 viral pandemic has prompted changes to our business practices. In order to continue to serve all applications for Development Review Division, the following changes shall be in effect for the submission of final plats of subdivision:**

All submissions for final plat review shall be to the Development Review Division staff by email to DRDApplications@ppd.mncppc.org. Email submissions must include a Dropbox or Mimecast link (no passwords) with all required/revised documents and follow instructions below:

- Plans for certification must be submitted in Acrobat Pro DC (Digital Cloud) format.
- Email subject line shall include: Case number (if already assigned), Case/Final Plat name and Case status: First Review/Submission, #2, #3, etc.
- Please refer to the Final Plat of Subdivision Application Procedure/Checklist for documents required.

Once the final plat review is concluded, and the final plat mylar is requested, the physical submission of the mylar will be required. The Applications Section placed a physical drop box at the County Administration Building, Lower Level – pond side, on March 18, 2020. The drop box will be checked daily, Monday through Friday at 1:00 p.m.

Do not submit payments until requested. Payments are requested along with the mylar by email. We are looking into a PayPal system. In the meantime, payments will be processed on Tuesdays and Thursdays between 8:00 - 11:00 AM. Applicants may use a credit card to charge all applicable fees at acceptance. Applicants shall include with the mylar, the name and phone number of the contact person (no credit card numbers) who will receive a phone call and provide credit card information for point of sale processing, on Tuesday or Thursday only. Payments by check must be submitted to the physical drop box during CAB building closure.

If you have any questions, please contact the Applications Section at 301-952-3578.

### **EFFECTIVE DATE: October 1, 2020**

The Development Review Division (DRD) of the Prince George's County Planning Department announces an update to the signature line template for all Subdivision Plat submittals. Beginning October 1, 2020, all Subdivision Plats submitted for review must include the below new signature line template:

**Elizabeth M. Hewlett, Chairman**

**Joseph C. Zimmerman, Secretary-Treasurer**

**By: Jessica Jones**

**Assistant Secretary**

Please be advised that if an individual is no longer assigned to the position, applicants must update the names. To confirm the staff names assigned to the above positions, applicants are encouraged to contact the Planner assigned to the case in advance of submitting the Subdivision Plats for review. If there are any questions, please contact Jessica Jones at [jessica.jones@ppd.mncppc.org](mailto:jessica.jones@ppd.mncppc.org) or Sherri Conner at [sherri.conner@ppd.mncppc.org](mailto:sherri.conner@ppd.mncppc.org).