



Revised April, 2019

Roles of the Subdivision Review Committee pertaining to Land Use Planning and Development Requirements in Howard County, Maryland

Introduction:

The information presented hereon is designed to provide you with a quick reference overview of the development plan review responsibilities of the County's Subdivision Review Committee (SRC- an advisory group of County and State agencies that review and make recommendations concerning development projects in Howard County). The information provided shall be used for general reference purposes only, since regulations, policies and agency review responsibilities may change over a period of time.

Subdivision Review Committee Agencies	Development Plan Review Responsibilities
<p>Department of Planning and Zoning Division of Land Development Division of Public Services & Zoning Admin. Division of Comprehensive & Comm. Planning Division of Resource Conservation Division of Research</p> <p>George Howard Building 3430 Courthouse Drive Ellicott City, MD 21043 (410) 313-2350 planning@howardcountymd.gov</p> <p>Kent Sheubrooks, Chief Division of Land Development ksheubrooks@howardcountymd.gov</p>	<ul style="list-style-type: none"> ○ Administers and implements the Subdivision and Land Development Regulations and Process ○ Enforces Zoning Regulations (i.e. density, setbacks, minimum lot size, parking, etc.) and Subdivision Regulations ○ Final approval authority on all subdivision and development plans ○ General Plan goals and objectives ○ Environmental analysis (i.e. wetlands, streams, floodplain, soils, steep slopes, forests, proposed grading, etc.) ○ Subdivision lot arrangement and road network design ○ Adequate Public Facilities (APFO) requirements (schools and roads) ○ Forest Conservation requirements ○ Agricultural land preservation ○ Landscaping requirements ○ Historic sites and scenic roads ○ Street name approval ○ Staff assistance to the Planning Board ○ Chairs the Subdivision Review Committee ○ Grading permit review for environmental, forest conservation and landscaping requirements ○ Staff assistance to the Design Advisory Committee ○ Transfer of Development Rights ○ Green Neighborhood and building

	<p>requirements</p> <ul style="list-style-type: none"> ○ Route 1 and Route 40 Manual requirements ○ Open Space requirements ○ Project Dox Assistance
<p>Department of Planning and Zoning Development Engineering Division</p> <p>George Howard Building 3430 Courthouse Drive Ellicott City, MD 21043 (410) 313-2350 planning@howardcountymd.gov</p> <p>Chad Edmondson, Chief cedmondson@howardcountymd.gov</p>	<ul style="list-style-type: none"> ○ Enforces the Howard County Design Manual Requirements ○ Design standards for roads, highways, bridges, stormdrains, and public water and sewer ○ Stormwater management and ECP Plans ○ 100 year floodplain studies ○ Traffic studies and APF roads testing ○ Easements and utility design ○ Street lights, street trees, curbing and sidewalks ○ Noise studies ○ Site drainage and grading ○ Road entrance sight distance analysis ○ Paving specifications ○ Retaining walls
<p>Department of Public Works Real Estate Services Division 3430 Courthouse Drive Ellicott City, MD 21043 (410) 313-2330 Melanie Bishop, Chief mbishop@howardcountymd.gov</p>	<ul style="list-style-type: none"> ○ Developer Agreements and bonding ○ Collection of development and street light fees ○ Preparation of easement documents and recording ○ Preservation documents ○ Forest Conservation documents ○ Open Space deeds
<p>Soil Conservation District 14735 Frederick Road Cooksville, MD 21723 (410) 313-0680 David Plummer and Bob Robertson dplummer@howardcountymd.gov brobertson@howardcountymd.gov</p>	<ul style="list-style-type: none"> ○ Soil erosion and sediment control ○ Pond safety and as-builts ○ Farm planning for DPZ Agricultural Land Preservation ○ Soils plan ○ Temporary (during grading) stormwater management ○ Wetlands, streams, and floodplain protection ○ Forest conservation ○ Conservation Plan
<p>Department of Recreation and Parks 7120 Oakland Mills Road Columbia, MD 21046 (410) 313-1695 Paul Walsky pwalsky@howardcountymd.gov</p>	<ul style="list-style-type: none"> ○ Recreation and Parks Master Plans/ Comprehensive Plans ○ Open space design standards ○ Protection of sensitive environmental areas ○ Pathway layout and design ○ Greenways ○ Dedication of Open Space ○ Forest Conservation ○ Fee-in-lieu of open space

<p>MDOT- State Highway Administration (SHA): Regional Engineer District 7 Access Management Howard, Frederick & Carroll Counties 5111 Buckeystown Pike Frederick, Md. 21704</p> <p>D. Scott Newill, Regional Engineer 301-624-8151 (voice) snewill@sha.state.md.us</p>	<ul style="list-style-type: none"> ○ State roads and highway design ○ Entrance and access restriction requirements ○ Traffic Studies and APF road test ○ Acceleration/deceleration lanes ○ Noise studies and stormwater management design issues related to state roads
<p>Public School System 10910 Route 108 Ellicott City, MD 21042 (410) 313-7184 Renee Kamen reenekamen@hcpss.org</p>	<ul style="list-style-type: none"> ○ School development criteria ○ APF schools test ○ Sidewalks, pathways and bus stops
<p>Department of Fire and Rescue Services 2201 Warwick Way Marriottsville, Md. 21104 (410) 313-6006 Gordon Wallace gwallace@howardcountymd.gov</p>	<ul style="list-style-type: none"> ○ Fire safety code ○ Fire hydrants ○ Use-in-common driveway criteria ○ Street name approval ○ Fire Lanes
<p>Environmental Health Department 8930 Stanford Blvd. Columbia, MD 21045 (410) 313-4261 Jeff Williams jewilliams@howardcountymd.gov</p>	<ul style="list-style-type: none"> ○ Private water and sewerage design and approval ○ Percolation test data ○ Shared septic systems ○ Food facility review ○ Public / community pool review
<p>Department of Inspections, Licenses & Permits George Howard Building 3430 Court House Drive Ellicott City, MD 21043 (410) 313-2436 James Hobson jhobson@howardcountymd.gov</p>	<ul style="list-style-type: none"> ○ Building Codes ○ Building and grading permits ○ Americans with Disabilities Act and MD Building Code for Handicapped ○ Green Building requirements
<p>Police Department Warfield Building 3410 Court House Drive Ellicott City, MD 21043 (410) 313-3200 policeliason@howardcountymd.gov</p>	<ul style="list-style-type: none"> ○ Public safety concerns ○ Pathways and sidewalks
<p>Public Information</p>	<ul style="list-style-type: none"> ○ Miscellaneous Inquiries

<p>George Howard Building 3450 Court House Drive Ellicott City, MD 21043 (410) 313-2022 Alexandra Bresani abresani@howardcountymd.gov</p>	
<p>Office of Transportation George Howard Building 3450 Court House Drive Ellicott City, MD 21043 (410) 313-3442 David Cookson dcookson@howardcountymd.gov</p>	<ul style="list-style-type: none">○ Pedestrian safety, transit and bus stops/shelters, multi-use pathways, sidewalks and bike lanes