

DEPARTMENT OF PLANNING AND ZONING FEE PROCESSING FOR PLAN REVIEW DURING EXTENDED BUILDING CLOSURE

To limit plan processing delays while the George Howard Building is closed, plan review fees may be deposited in the Department of Finance Drop Box, located outside the main entry doors of the building.

Fees will be processed on Monday mornings. As such, the following timelines have been established to finalize plan intake process and commence review during the closure period.

- Fees deposited in the Finance Dropbox no later than 8:00 am on December 22, 2025 for plans and alternative compliance petitions that completed the Prescreen Review in ProjectDox will have Plan Intake completed by December 23, 2025.
- Fees deposited in the Finance Dropbox no later than 8:00 am on December 29, 2025 for plans and alternative compliance petitions that completed the Prescreen Review in ProjectDox will have Plan Intake completed by December 30, 2025.
- Resubmission of plans that do not require fees will continue to be processed through ProjectDox on a daily basis (excluding federal holidays). *Resubmissions should be resubmitted via ProjectDox by 11:00 am on December 24 to avoid delays.*
- Submission of paper copies are deferred until January 5, 2026*.
- Standard plan intake and payment processing will resume January 5, 2026*.

**Should inclement weather cause additional building closures, normal processing will resume the next business day the building is reopened.*

IMPORTANT! PLEASE FOLLOW THESE STEPS TO ENSURE PAYMENTS ARE PROCESSED:

1. Follow the standard ProjectDox plan upload tasks.
2. A "Submit Payment" email with a cost estimate will be sent to the point-of-contact provided with the submission.
3. Snap a photo of the signed check and email to psemmont@howardcountymd.gov, jschleicher@howardcountymd.gov, kbolton@howardcountymd.gov, and jepickett@howardcountymd.gov.
4. A digital copy of the paper receipt will be emailed to the representative.
5. **Place the check and receipt in an envelope. The front of the envelope should read "For DPZ Plan Review payment processing" with the plan number and name.**

END PUBLIC ANNOUNCEMENT