



DEVELOPMENT REVIEW BULLETIN

Bulletin No. 1-2018

Subject: Electronic Certifications
Resource: Development Review Division (DRD)
Date: September 12, 2018

Effective immediately, all DRD certifications shall be processed electronically. The change will require plan submissions on a compact disc (CD) to replace rolled paper sets. CDs must be labeled with the case number, case name, date and noted "for certification"

A transmittal sheet must accompany the CD and saved on CD to identify the sheet count for each plan type. (ie. Plan, TCP, Architecture (house types only by name); also, include the written response to each condition of approval with conditions and include a note if there is an approved park dedication or rezone.

The submission shall be filed at the first floor Information Services Desk, attention to Applications Section for certification processing. The plans and CD shall include the following:

- Show bearings and distances
- Sheets viewable in upright landscape position
- Printable to scale
- DPI resolution 300
- Professionally signed and sealed
- Approval Block with case name & number in the lower right (same placement) of every sheet
- Save as one PDF per plan set
- Include the companion TCP when applicable

This change will improve the efficiency of the certification process. On the completion of certification, the applicant's agent will be notified by email with an attached copy of the certified plan.

Cases with the final approval was decided by District Council, will require one printed copy of the certified plan to be filed, by applicant's agent, with the Clerk of the Council.

If you have any questions, please contact Cheryl Summerlin at 301-952-3578.