



DEVELOPMENT REVIEW BULLETIN

Bulletin No: 5-2026

Subject: Updated Application Submission and Development Review Document Naming Convention; Bulletins 1-2020 and 3-2020 Rescinded

Resource: Development Review Division

Date: 6/24/2026

EFFECTIVE DATE: Immediately

Policy:

In 2020, Bulletins 1-2020 and 3-2020 provided advisement on the submission of applications and revisions thereto via email to DRDApplications@ppd.mncppc.org. Subsequently, in 2025, a new online applications system, the Development Application Review Tracking System (DARTS), was implemented, through which all applications shall be filed. All revised information or plans for applications in review shall also be submitted via DARTS by 12 noon on the deadline date provided by the application reviewer.

In addition, the application document naming convention has been revised. These file-naming requirements apply to all digital documents prepared for submission through DARTS. All documents must be named in accordance with the updated Naming Convention for E-docs, now published on the Planning Department's website.

You may access the revised naming convention at the following link:

[Revised Naming Convention for E-docs \(June 2026\)](#)

Please ensure compliance with these standards for all future submissions.

If you have any questions, please contact the Applications Section at DRDApplications@ppd.mncppc.org or 301-952-4198.