**(Submit on County Letterhead and modify text as appropriate if fewer than 50 new residential permits)**

Please submit via email to [david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov) and cc: to [mdp.planreview@planning.gov](mailto:mdp.planreview@planning.gov)

Office of the Secretary

Maryland Department of Planning

Attn: David Dahlstrom, AICP

301 W. Preston St.

Baltimore, Maryland 21201-2305

Re: Annual Report Calendar Year 2023

Dear Mr. Dahlstrom:

The \_\_\_\_ Name of County\_\_\_\_\_Planning and Zoning (Commission/Board) approved the following annual report for the reporting year 2023, as required under [§1-207(b)](https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=glu&section=1-207&enactments=false) and [§1-208(c)(1)(i) and (c)(3)(ii)](https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=glu&section=1-208&enactments=False&archived=False) of the Land Use Article on \_\_\_Date\_\_\_. In addition, the report has been filed with the local legislative body.

1. The county issued the following number of new residential permits inside and outside of the Priority Funding Area (PFA):

**Table 1: New Residential Permits Issued**

**Inside and Outside the Priority Funding Area (PFA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Residential – Calendar Year 2023** | **PFA** | **Non - PFA** | **Total** |
| **New Residential Permits Issued** |  |  |  |

1. The county preserved the following number of acres using local agricultural land preservation funds, (if applicable):

**Table 2: Locally Funded Agricultural Land Preservation Acres\***

|  |  |  |
| --- | --- | --- |
| **Local Preservation Program Type – Calendar Year 2023** | **Acres** | **Value ($)** |
| **Example: Transfer of Development Rights** |  |  |
| **Example: Building Lot Retirement** |  |  |
| **Example: Land Purchase** |  |  |
| **Example: Local Land Trust** |  |  |
| **Example: Easement** |  |  |
| **Example: Other Local Programs** |  |  |
| **Total** |  |  |

\*Do not include acres from State funded preservation programs, such as MALPF.

1. Is your jurisdiction scheduled to complete and submit to MDP a 5-Year Mid-Cycle comprehensive plan implementation review report this year? If yes, please submit the 5-Year Report as an attachment.

Y  N

*Note: To find out if your jurisdiction is scheduled to submit this report, please consult the Transition Schedule section located at:* [*https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx*](https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx)

1. Is the county scheduled to update the development capacity analysis this year? Y  N

*Note: A development capacity analysis is required at least once every three years if there has been significant change in zoning or land use patterns. If you have any questions on whether you need to submit a development capacity analysis, please contact your* [*Regional Planner*](https://planning.maryland.gov/Pages/OurWork/local-planning-staff.aspx)*.*

If yes, include the development capacity analysis.

If no, indicate when you anticipate the next development capacity analysis will be completed.

1. Were there any growth-related changes, including land use, zoning, new schools or school capacity improvements, three-year County Master Water and Sewerage Plan updates or amendments, or annexations that changed the unincorporated boundaries? If yes, describe or attach a map of the changes, and describe how they are consistent with internal, state, or adjoining jurisdiction plans. Y  N
2. Did your county identify and/or implement recommendations, related to the following general planning topics, to improve the local planning and/or development process? Please select all that apply.

Y  N

|  |  |
| --- | --- |
| * Green Infrastructure * Zoning Reform * Climate Change * Affordable/Workforce Housing * Equity * Resilience * Water/Air Quality * Water/Sewer Capacity * Brownfield Remediation | * Revitalization and Infill * Bike/Ped Planning * Commercial Redevelopment * Sustainable Growth * Placemaking * Aging Population * Sensitive Area Preservation * Expedited Review for Preferred Projects |

Please describe any other planning improvements identified or implemented in 2023.

1. Are there any issues that MDP can assist with in 2024? If yes, please describe. Y  N
2. Have all Planning (Commission/Board) and Board of Appeals members completed the [Maryland Planning Commissioners Association (MPCA)](https://planning.maryland.gov/Pages/OurEngagement/MPCA/pcbzacompleteded.aspx) training course? Y  N

Sincerely,

(Name Planning Director, Chair, Administrator, Project Manager or Clerk)

**Submitting Annual Reports and Technical Assistance**

**(Do not return this form)**

1. Please sign, scan, and email a copy of the Annual Report to [david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov) and cc: to [mdp.planreview@planning.gov](mailto:mdp.planreview@planning.gov)

Alternatively, if emailing is not possible, one copy may be mailed to:

Office of the Secretary

Maryland Department of Planning

301 W. Preston Street, Suite 1101

Baltimore, Maryland 21201-2305

Attn: David Dahlstrom, AICP

1. Annual reports should include a cover letter indicating that the planning commission has approved the annual report and acknowledges that a copy has been filed with the local legislative body. The cover letter should indicate a point of contact(s) if there are questions about the report. Before emailing the annual report:
2. Was the annual report approved by the planning commission/board? Y  N
3. Was the annual report filed with the local legislative body? Y  N
4. Does the cover letter:
   1. Acknowledge that the planning commission/board has

approved the annual report? Y  N

* 1. Acknowledge that the annual report has been filed

with the local legislative body? Y  N

* 1. Answer whether all members of the planning commission/board and board of

appeals have completed a training course? Y  N

(See <https://planning.maryland.gov/Pages/YourPart/MPCA/pcbzacompleteded.aspx>

for a list of those who have completed the course. See <https://planning.maryland.gov/Pages/YourPart/EducationWelcome.aspx> for the online training modules.

* 1. Indicate a point of contact(s)? Y  N

1. If you desire, you may also send an additional copy of your annual report directly to your [Maryland Department of Planning Regional Office](https://planning.maryland.gov/Pages/OurWork/local-planning-staff.aspx) via email or hardcopy.
2. If you need assistance to prepare or submit your reports, MDP regional planners can assist. MDP contact information is at:

<https://planning.maryland.gov/pages/ourwork/local-planning-staff.aspx>

1. Copies of this annual report worksheet, and links to legislation creating reporting requirements is on the Maryland Department of Planning website:

<https://planning.maryland.gov/Pages/YourPart/sggannualreport.aspx>

1. If you have suggestions to improve this worksheet or any annual report materials, please list or contact David Dahlstrom at [david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov).