**(Submit on Jurisdiction Letterhead and amend text as appropriate)**

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 Municipality\_\_\_\_\_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&archived=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, this report has been filed with the local legislative body.

1. Number of new Residential Permits Issued 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. Is your jurisdiction scheduled to complete and submit to Planning 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. Were there any growth-related changes, including land use changes, zoning ordinance changes, rezonings, new schools, changes in water or sewer service, or municipal annexations that changed municipal and unincorporated boundaries?
2. If yes, please list the annexation resolution(s), describe or attach a map of the changes, and provide a description of consistency of internal, state or adjoining local jurisdiction plans. Have you submitted copies of each adopted resolution been to: Georgeanne Carter, Legislative Counsel Municipal Resolution Reposition Department of Legislative Services, 90 State Circle, Annapolis MD, 21401-1991? Y  N
3. Did your municipality 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 you 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**

**(Please 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

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 acknowledging that a copy of the annual report has been filed with the local legislative body. The cover letter should indicate a point of contact(s) if there are technical questions about your annual report. Before emailing the annual report:
2. Was this annual report approved by the planning commission/board? Y  N
3. Was this 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 an educational 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 any technical assistance in preparing or submitting your reports, our Regional Planners are available to assist you. Regional Planner contact information can be found at:

<https://planning.maryland.gov/Pages/OurWork/local-planning-staff.aspx>

1. Copies of this annual report worksheet and links to legislation creating these annual report requirements can be found on the Maryland Department of Planning website:

<https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>

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