

March 24, 2026

Re: Local Jurisdiction Annual Reports for Calendar Year 2025 (CY2025)

Dear Planning Director and Planning Commission/Board Chairs,

I would like to thank all jurisdictions who submitted a Local Jurisdiction Annual Report for CY 2024. The information you provided is essential for the Maryland Department of Planning's (MDP's) annual [Summary of Local Government Annual Reporting](#), submitted to the General Assembly. MDP compiles and analyzes this information to measure Maryland's progress toward meeting its sustainable growth goals, such as concentrating new development in Priority Funding Areas (PFAs).

As required by the General Assembly since 1952, under Land Use Article [§1-207](#) (basic requirements), [§7-104](#) (adequate facilities reporting requirements), and [§1-208](#) (measures and indicators), all planning commissions and planning boards with planning and zoning authority are required to prepare and submit an annual report for CY2025 by July 1, 2026.

New for CY2025 is the adoption of Maryland's [Sustainable Growth Planning Principles \(Principles\)](#). The Principles were signed into law by Governor Moore on April 8, 2025, following the Maryland General Assembly approval of [House Bill \(HB\) 286](#). The Principles are now required to be implemented through all comprehensive plans and comprehensive plan updates. The planning commission should review these new Principles and the [Sustainable Growth Implementation Guide](#) prior to approving this year's annual report.

Also new for the CY2025 Local Jurisdictional Annual Report, [§20-125](#), Local Government Article, requires charter, code and commission counties to identify the amount and location of the collection and the expenditures of development impact fees, surcharges, or excise taxes collected for the prior calendar year. MDP added **Section VII** to the Local Jurisdictional Annual Report Worksheet, *County Collection and Expenditure of Development Impact Fees, Surcharges, or Excise Taxes*. As this is a new requirement, MDP will host a question-and-answer session this spring and invite staff from those counties which need to submit this report. If you would like to attend, please let MDP know and review Section VII prior to the meeting.

The annual reporting process is a perfect time to review and discuss land use and development trends, evaluate public facility capacities and needs, and address new planning legislation, such

as [HB 538](#)'s impact on manufactured housing in single-family zoning districts and density increases for qualified projects, [HB 1466](#)'s requirement to adopt a local law that permits accessory dwelling units on properties with an existing single family detached home, and the new Principles. MDP's reporting forms include questions that are designed to help spark conversations between planning staff and local officials about development in their community, by posing such questions as: Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? Is this what our plan intended? How are our growth areas coming along? These types of discussions are important catalysts to promote the development of great communities.

MDP has prepared [Annual Report templates](#) to assist with organizing the requirements, organized by type of jurisdiction, described below:


Jurisdictions issuing **fewer than 50** new residential permits are encouraged to use the annual report short form (For Municipalities or Counties) template.

Jurisdictions issuing **more than 50** new residential permits must report the additional measures and indicators requirements of [§1-208\(c\)](#). The requirements are summarized in the annual report long form template. As always, the template forms are guides and may be adjusted to meet local permitting practices.

As an additional reminder, MDP has streamlined our submission process. Annual reports, five-year mid cycle reports, comprehensive plans, annexations, PFA certifications, water and sewer plans, and APFO reports can now be submitted to mdp.planreview@maryland.gov. Hardcopy submissions to MDP are no longer required. For additional information and guidance on submissions to MDP, visit MDP's [submissions webpage](#), which is designed to help local governments with this process.

Our department is always available to help you with the annual report so please do not hesitate to contact David Dahlstrom, AICP at david.dahlstrom@maryland.gov, if you have any questions or need assistance. We appreciate your participation.

Sincerely,



Charles W. Boyd, AICP

Assistant Secretary of Planning Services