



Maryland DEPARTMENT OF PLANNING

Re: Local Jurisdiction Annual Reports for Calendar Year 2024 (CY2024)

Dear Planning Directors and Planning Commission/Board Chairs,

I would like to thank all jurisdictions, planning commissions, and planning boards that prepared and submitted Local Jurisdiction Annual Reports for CY2024. The information you provided is essential for the Maryland Department of Planning's (MDP's) *Summary of Local Government Annual Reporting*, submitted to the General Assembly. You can find the latest report to the General Assembly on [MDP's website](#).

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 CY2024 by July 1, 2025, or as soon as possible. MDP compiles and analyzes this information to measure Maryland's progress toward meeting its smart growth goals, such as concentrating new development in Priority Funding Areas (PFAs).

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. MDP's reporting forms include questions that are designed to help spark conversations between planning staffs 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. For CY2024, Tables 4A-4D in the already existing Annual Report long form template, have been revised to include a line item for housing permits issued on infill lots, for new residential permits that may be issued outside of a major or minor subdivision application.

In 2024, the General Assembly enacted [§7-105](#) to measure the permit processing times of residential development. This change applies only to jurisdictions having an existing population greater than 150,000. MDP created a new template and guide to assist with local efforts to address the new reporting requirements. Local jurisdictions are encouraged to use or modify the templates, provided all the required information is maintained.

As a reminder, HB 90, effective January 1, 2023, requires a housing element for all non-charter counties and municipalities to affirmatively further fair housing (AFFH). [HB 17/SB 274](#), adopted by General Assembly in 2024, extended this same AFFH housing element requirement to charter and code counties, effective January 1, 2025. Please see MDP's [HB 90 resource webpage](#) for more information.

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. Instructions for all submissions are available on our [Instructions and Guidance on Submissions to the Maryland Department of Planning](#) webpage.

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