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## Maryland DEPARTMENT OF PLANNING

February 23, 2021

Re: Local Jurisdiction Annual Reports for Calendar Year 2020

Dear Planning Director and Planning Commission/Board Chairs,

I would like to thank all jurisdictions, planning commissions, and planning boards that have prepared and submitted Local Jurisdiction Annual Reports for calendar year 2019. The information you provided is essential for the Maryland Department of Planning's (Planning) *Summary of Local Government Annual Reporting*, submitted to the General Assembly. You can find the 2020 report [here](#).

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 calendar year 2020 by July 1, 2021, or as soon as possible. Planning 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.

The annual reporting process is a perfect time to review and discuss land use and development trends. Planning's reporting forms include questions that are designed to help spark conversations between planning staffs and local officials about development in your 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. Planning has prepared [Annual Report templates](#) to assist with organizing the requirements, organized by type of jurisdiction, described below.

Jurisdictions issuing **less 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.

A copy of the 2020 summary report and Annual Report templates are available on our [Local Government Annual Report Tools](#) website.

Our department is always available to help you prepare 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.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert S. McCord", with a stylized flourish extending to the right.

Robert S. McCord, Esq.  
Secretary  
Maryland Department of Planning