



Maryland DEPARTMENT OF PLANNING

March 22, 2022

Re: Local Jurisdiction Annual Reports for Calendar Year 2021

Dear Planning Director 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 calendar year 2020. 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 latest report to the General Assembly [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 2021 by July 1, 2022, 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.

This year, we have streamlined our submission process, and the Annual Reports, Comprehensive Plans, Annexations, PFA Certifications, Water and Sewer Plans, and APFO Reports, may now be submitted to mdp.planreview@maryland.gov. Instructions for all submissions can be found at <https://planning.maryland.gov/Pages/OurWork/PlanSubmission/CompPlan.aspx>

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 latest summary report and Annual Report templates are available on our [Local Government Annual Report Tools](#) website. Additionally, you may find [The Benefits of Annual Reporting](#) presentation, of October 26, 2021, on the Maryland Planning Commissioners Association Conference website to be instructional.

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. We appreciate your participation.

Sincerely,

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

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