



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor

Robert S. McCord, Secretary
Sandy Schrader, Deputy Secretary

June 17, 2019

Re: Local Jurisdiction Annual Reports for Calendar Year 2018

Dear Planning Director and Planning Commission/Board Chairs,

I would like to thank all local jurisdictions, planning commissions and planning boards who have prepared and submitted your Local Jurisdiction Annual Report. The information is essential for our *Summary of Local Government Annual Reporting* submitted to the General Assembly.

As required by the General Assembly 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 2018 by July 1, or as soon as possible.

Planning compiles and analyzes this information to measure the state's progress toward meeting its smart growth goals, such as concentrating new development in Priority Funding Areas. The reporting helps the State determine what types of technical assistance and programs would be appropriate and beneficial to your jurisdiction. The information assists the State in understanding where your jurisdiction is going in terms of growth and development so that the State can guide the necessary programs and services to your area. The report also serves as a good resource for local jurisdictions in understanding their neighbors.

A copy of the 2018 report and Annual Report templates are available on our [Local Government Annual Report Tools](#) website. The requirements have not changed, but the Long Form template has been condensed and reformatted.

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.

Our office is always available to assist your jurisdiction with preparing your annual reports. Please do not hesitate to contact David Dahlstrom at 410-819-4084 or david.dahlstrom@maryland.gov if you have any questions or need assistance.

Sincerely,

Robert S. McCord, Esq.
Secretary