**INSTRUCTIONS**

Each Planning Commission/Board must approve an Annual Report for the reporting calendar year 2023 (January 1, 2023 - December 31, 2023), as required under [**§1-207(b)**](https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=glu&section=1-207&enactments=False&archived=False) of the Land Use Article. In addition, the Annual Report shall be filed with the local legislative body and the Maryland Department of Planning (MDP), via email to [david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov) and cc: to [mdp.planreview@maryland.gov](mailto:mdp.planreview@maryland.gov).

A jurisdiction may use the attached template form, or any of the previous Annual Report forms. The Land Use Article requirements have not changed for calendar year 2023, however, the templates have been slightly modified to better describe the requested information that will help MDP form a complete summary of all local government annual reports. An optional survey is included in Section VII. We encourage all jurisdictions to respond.

**Section I**- **New Residential Permits**, and **Section** **II- Amendments and Growth-Related Changes**, are required by all local jurisdictions.

**Section III**- **Development Capacity Analysis**, is required every three years.

**Section IV- Locally Funded Agriculture Preservation**, is required for counties only.

**Section V – Measures and Indicators,** is required for jurisdictions reporting more than 50 new residential permits in Section I. If new permit data is not available, MDP will accept new occupancy data, provided the jurisdiction describes this deviation in its submission.

**Section VI- Adequate Public Facility Ordinances**, is required every two years for jurisdictions with adopted Adequate Public Facility Ordinances (APFOs). Jurisdictions may delete this Section from their report if they have not adopted an APFO.

**Section VII** – **Planning Survey Questions** is optional.

**Section I: New Residential Permits Issued (Inside and Outside the PFA)**

**(**[**§1-208(c)(1)(i) and (c)(3)(ii)**](https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=glu&section=1-208&enactments=False&archived=False)**)**

1. In *Table 1*, *New Residential Permits Issued* *(Inside and Outside the PFA*) below, enter the number of new residential building permits issued in calendar year (2023). Enter 0 if no new residential building permits were issued in 2023.

**Table 1: New Residential Permits Issued**

**Inside and Outside the Priority Funding Area (PFA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Residential – Calendar Year 2023** | **PFA** | **Non - PFA** | **Total** |
| **New Residential Permits Issued** |  |  |  |

*Note: If new residential permit data is not available or tracked, jurisdictions are encouraged to begin a process to track the number of new residential permits approved. MDP will accept new residential occupancy permits as a substitute for new residential permits, provided that the jurisdiction represents the data as new occupancy permits, rather than new residential permits, in this template or other reporting form submitted to MDP. Similarly, if permitting data that specifies within and without of the PFA is not available, and the jurisdiction submits data related to a locally defined growth area, instead of PFAs, then the jurisdiction should consider a future process to track permits within the PFA. MDP will accept permit or occupancy data specific to a locally defined growth area, provided that the jurisdiction represents the data as such in this template or other reporting form submitted to MDP, rather than as PFA.*

**Section II: Amendments and Growth Related Changes In Development Patterns**

**(**[**§1-207(c)(1) through (c)(4)**](https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=glu&section=1-207&enactments=False&archived=False)**)**

*Note: Growth related changes in development patterns are changes in land use, zoning, transportation capacity improvements, new subdivisions, new schools or school additions, or changes to water and sewer service areas.*

* 1. Were any new comprehensive plan or plan elements adopted? If yes, briefly summarize what was adopted. Y  N

* 1. Were there any amendments to zoning regulations or zoning map? If yes, briefly summarize each amendment, include an updated zoning map, and/or GIS shapefile, if available.

Y  N

* 1. Were there growth-related changes, including land use, annexations, zoning ordinance changes, new schools, changes in water or sewer service areas, municipal annexations that changed municipal or unincorporated area boundaries? If yes, describe or attach a map of the changes and/or GIS shapefile, and describe how they are consistent with internal, state, or adjoining jurisdiction plans.   
      Y  N
  2. If yes to municipal annexations, have copies of each adopted resolution been submitted to:  
     Georgeanne Carter, Legislative Counsel Municipal Resolution Reposition Department of Legislative Services, 90 State Circle, Annapolis MD, 21401-1991? Y  N

* 1. Did your jurisdiction identify and/or implement recommendations, related to the following general planning topics, to improve the local planning and/or development process? Please select all that apply.

Y  N

|  |  |
| --- | --- |
| * Green Infrastructure * Zoning Reform * Climate Change * Affordable/Workforce Housing * Equity * Resilience * Water/Air Quality * Water/Sewer Capacity * Brownfield Remediation | * Revitalization and Infill * Bike/Ped Planning * Commercial Redevelopment * Sustainable Growth * Placemaking * Aging Population * Sensitive Area Preservation * Expedited Review for Preferred Projects |

Please describe any other planning improvements identified or implemented in 2023.

* 1. Have all Planning (Commission/Board) and Board of Appeals members completed [the Maryland Planning Commissioners Association (MPCA) training course](https://planning.maryland.gov/Pages/OurEngagement/MPCA/pcbzacompleteded.aspx)?

Y  N

**Section III: Development Capacity Analysis (DCA)(**[**§1-208(c)(1)(iii)**](https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=glu&section=1-208&enactments=False&archived=False)**)**

*Note: MDP provides technical assistance to local governments in completing development capacity analyses. Please contact your MDP regional planner for more information.*

1. Has an updated DCA been submitted with your annual report or to MDP within

the last three years? Y  N

* 1. If no, explain why not, such as, no substantial growth changes.
  2. If yes, when was the last DCA submitted? Identify month and year:

*Note: A DCA is not due if a comprehensive plan was updated in the past three years (2020-2023). MDP recommends that jurisdictions share DCAs with local school boards.*

Was the DCA shared with the local school board facilities planner? Y  N

1. Using the most current DCA available, provide the following data on capacity inside and outside the PFA in *Table 2, Residential Development Capacity (Inside and Outside the PFA)*:

**Table 2: Residential Development Capacity (Inside and Outside the PFA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parcels & Lots w/ Residential Capacity** | **PFA** | **Non – PFA** | **Total** |
| **Residentially Zoned Acres w/ Capacity** |  |  |  |
| **Residential Parcel & Lots w/Capacity** |  |  |  |
| **Residential Capacity (Units)** |  |  |  |

**Section IV: (Locally) Funded Agricultural Land Preservation & Local Land Use Goal (Counties Only)** [**(§1-208(C)(1)(iv and v**](https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=glu&section=1-208&enactments=False&archived=False)**)**

1. How many acres were preserved using **local** agricultural land preservation funding? Enter 0 if no land was preserved using **local** funds. Enter the value of local program funds, if available.

**Table 3: Locally Funded Agricultural Land Preservation\***

|  |  |  |
| --- | --- | --- |
| **Local Preservation Program Type** | **Acres** | **Value ($)** |
| **Example: Transfer of Development Rights** |  |  |
| **Example: Building Lot Retirement** |  |  |
| **Example: Land Purchase** |  |  |
| **Example: Local Land Trust** |  |  |
| **Example: Easement** |  |  |
| **Example: Other** |  |  |
| **Total** |  |  |

\*State funded agricultural land preservation acres and values are not required to be reported as state funding is documented.

1. What is the county’s established local land use percentage goal? This percentage should include land uses within PFAs, not including PFA comment areas      %
2. What is the timeframe for achieving the local land use percentage goal?      Years.
3. Has there been any progress in achieving the local land use percentage goal?
4. What are the resources necessary (e.g. legislative actions (programs incentives), functional planning, and capital funding) for infrastructure inside the PFAs?
5. What are the resources necessary (e.g. legislative actions (program incentives and zoning changes), preservation planning, and easement funding) for land preservation outside the PFAs?

**Section V: Measures and Indicators (**[**§1-208(c)(1)**](https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=glu&section=1-208&enactments=False&archived=False)**)**

Note: Measures and Indicators, Section VII, is only required for jurisdictions issuing more than 50 new residential building permits in the reporting year, as reported in Table 1.

**Table 4A: Amount of Residential Growth (Inside and Outside the PFA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Residential – Calendar Year 2023** | **PFA** | **Non - PFA** | **Total** |
| **Total Minor Subdivisions Approved** |  |  |  |
| **Total Minor Subdivision Lots Approved** |  |  |  |
| **Total Residential Units Approved in Minor Subdivisions\*** |  |  |  |
| **Gross Acres of All Approved Minor Subdivisions** |  |  |  |
| **Net Lot Area\*\* in Acres of All Approved Minor Subdivisions** |  |  |  |
| **Total Major Subdivisions Approved** |  |  |  |
| **Total Major Subdivision Lots Approved** |  |  |  |
| **Total Residential Units Approved in Major Subdivisions** |  |  |  |
| **Gross Acres of All Approved Major Subdivisions** |  |  |  |
| **Net Lot Area\*\* in Acres of All Approved Major Subdivisions** |  |  |  |
| **Total Residential Units Constructed** |  |  |  |
| **Total Residential Units Demolished\*\*\*** |  |  |  |
| **Total Residential Units Reconstructed/Replaced\*\*\*** |  |  |  |

\* Residential units may be greater than lots if they include duplexes, triplexes. or multifamily

\*\*Net lot area is the sum of all developed lots, minus open spaces and right-of-way, other publicly dedicated land.

*\*\*\*Not required*.

**Table 4B: Net Density of Residential Growth (Inside and Outside PFAs)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Residential – Calendar Year 2023** | **PFA** | **Non – PFA** | **Total** |
| **Total Residential Units Approved (Major + Minor Subdivisions)** |  |  |  |
| **Total Approved Net Lot Area\***  **(Major + Minor Subdivisions)** |  |  |  |

**\*Net lot area is the sum of all developed lots, minus open spaces and right-of-way, other publicly dedicated land.**

**Table 4C: Share of Residential Growth (Inside and Outside the PFA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Residential – Calendar Year 2023** | **PFA** | **Non – PFA** | **Total** |
| **Total Units Approved (Major + Minor Subdivisions)** |  |  |  |
| **% of Total Units**  **(Approved Residential Units)** | % | % | 100% |

**Table 4D: Amount of Commercial Growth (Inside and Outside the PFA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Commercial – Calendar Year 2023** | **PFA** | **Non - PFA** | **Total** |
| **Site Plans** |  | | |
| **Total # of Commercial Site Plans Approved** |  |  |  |
| **Gross Acres of All Approved Commercial Site Plans** |  |  |  |
| **Gross Building Area Approved in Square Feet for Commercial Site Plans** |  |  |  |
| **Building Permits** |  | | |
| **Total Commercial Building Permits Issued** |  |  |  |
| **Gross Building Area Constructed in Square Feet for issued Building Permits** |  |  |  |

**Section VI: Adequate Public Facility Ordinance (APFO) Restrictions (**[**§7-104**](https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=glu&section=7-104&enactments=false)**)**

**(Section VI is only required by jurisdictions with adopted APFOs)**

*Note: Jurisdictions with adopted APFOs must submit a biennial APFO report. The APFO report is due by July 1 of each even year and covers the reporting period for the previous two calendar years. APFO reports for 2022 and 2023 are due July 1, 2024. However, jurisdictions are encouraged to submit an APFO report on an annual basis.*

1. What type of infrastructure is monitored and may trigger development approval restrictions or require a developer to address deficiencies? (List each for schools, roads, water, sewer, stormwater, health care, fire, police or solid waste.)
2. Has APFO impacted development approvals within the PFA? Y/N
3. If APFO has delayed, limited, or denied development, defined here as a “restriction”:
   1. Are there infrastructure or service facility deficiencies that have triggered denials of development requests, or held up development approvals? Y/N

*Note: This does not include APFO required developer-funded projects, or phased development approvals due to APFO limitations, or APFO required study areas for approval.*

* 1. Can the impact area of facility deficiencies/ development restrictions, which temporarily delay development approvals, be mapped? Y/N

1. If yes for (C)(b), where is each restriction located? (Identify on a map, including PFA boundary.)
2. Describe what is causing each restriction.
3. If applicable, what is the proposed resolution of each restriction?
4. If applicable, what is the estimated date to resolve each restriction?
5. If a development restriction has been addressed, what was the resolution that lifted each restriction?
6. If a development restriction has been addressed, when was each restriction lifted?

**Section VII: Planning Survey Questions (Optional)**

*This information can help MDP and MDOT staff to identify potential pedestrian/bicycle projects and their funding.*

1. Does your jurisdiction have a bicycle and pedestrian plan? Y  N
2. Plan name
3. Date Completed (MM/DD/YR)
4. Has the plan been adopted? Y  N
5. Is the plan available online? Y  N
6. How often do you intend to update it? (Every \_\_\_\_ years)
7. Are existing and planned bicycle and pedestrian facilities mapped? Y  N
8. Does your jurisdiction have a transportation functional plan in addition to a

comprehensive plan? Y  N

1. Plan name  
   2. Date completed (MM/DD/YY)  
   3. Has the plan been adopted? Y  N
2. Is the plan available online? Y  N
3. How often do you intend to update it? (Every \_\_\_\_ years)

(C) Has your jurisdiction completed and submitted a five-year mid-cycle comprehensive plan implementation review report this year?   
 Y  N

*Note: To find out if your jurisdiction is scheduled to submit this report, consult the Transition Schedule (Counties/Municipalities) section located at:* [*https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx*](https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx)

If yes, please include the 5-Year Report as an attachment.

**END**

**Submitting Annual Reports and Technical Assistance**

**(Please do not return this form)**

1. Please sign, scan, and email a copy of the Annual Report to [david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov) and cc: to [mdp.planreview@planning.gov](mailto:mdp.planreview@planning.gov)

Alternatively, if emailing is not possible, one copy may be mailed to:

Office of the Secretary

Maryland Department of Planning

301 W. Preston Street, Suite 1101

Baltimore, Maryland 21201-2305

Attn: David Dahlstrom, AICP

1. Annual reports should include a cover letter indicating that the planning commission has approved the annual report and acknowledges that a copy has been filed with the local legislative body. The cover letter should indicate a point of contact(s) if there are questions about the report. Before emailing the annual report:
2. Was the annual report approved by the planning commission/board? Y  N
3. Was the annual report filed with the local legislative body? Y  N
4. Does the cover letter:
   1. Acknowledge that the planning commission/board has

approved the annual report? Y  N

* 1. Acknowledge that the annual report has been filed

with the local legislative body? Y  N

* 1. Answer whether all members of the planning commission/board and board of

appeals have completed a training course ? Y  N

(See <https://planning.maryland.gov/Pages/YourPart/MPCA/pcbzacompleteded.aspx>

for a list of those who have completed the course. See <https://planning.maryland.gov/Pages/YourPart/EducationWelcome.aspx> for the online training modules

* 1. Indicate a point of contact(s)? Y  N

1. If you desire, you may also send an additional copy of your annual report directly to your [Maryland Department of Planning Regional Office](https://planning.maryland.gov/Pages/OurWork/local-planning-staff.aspx) via email or hardcopy.
2. If you need assistance to prepare or submit reports, MDP regional planners are available to assist. Contact information is found at: [Planning.Maryland.gov/OurWork/local-planning-staff.shtml](https://planning.maryland.gov/pages/ourwork/local-planning-staff.aspx)
3. You may wish to send additional copies directly to your MDP regional planner or school board facilities planner.
4. Copies of this annual report worksheet, and links to legislation about annual report requirements can be found on the Maryland Department of Planning website:

[Planning.Maryland.gov/YourPart/SGGAnnualReport.shtml](https://planning.maryland.gov/Pages/YourPart/sggannualreport.aspx)

1. If you have any suggestions to improve this worksheet or any of the annual report materials, please list or contact David Dahlstrom at [david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov).