**INSTRUCTIONS**

Each Planning Commission/Board shall approve an Annual Report for the Reporting Year 2021 as required under [**§1-207(b)**](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=0d6eaa86-014c-4fb8-ba9a-0b164c7ac9b0&pdistocdocslideraccess=true&config=014EJAA2ZmE1OTU3OC0xMGRjLTRlNTctOTQ3Zi0wMDE2MWFhYzAwN2MKAFBvZENhdGFsb2e9wg3LFiffInanDd3V39aA&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A63NX-7CY1-JSRM-63VD-00008-00&pdcomponentid=234189&pdtocnodeidentifier=AAZAACAABAACAAH&ecomp=4ssdkkk&prid=9f502976-04fe-4c9a-adc7-fc0ba88edafb) of the Land Use Article. In addition, this Annual Report shall be filed with the local legislative body and the Maryland Department of Planning (Planning), no later than July 1, 2022.

Local jurisdiction may use the attached template form or any of the previous Annual Report forms. The requirements have not changed for 2021. An optional survey is included in Section VII. We encourage all jurisdictions to consider responding.

**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 by Counties only.

**Section V – Measures and Indicators,** is required by jurisdiction reporting more than 50 new residential permits in Section I.

**Section VI- Adequate Public Facility Ordinances**, is required every two years by jurisdictions with adopted Adequate Public Facility Ordinances (APFOs).

**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://advance.lexis.com/documentpage/?pdmfid=1000516&crid=9f502976-04fe-4c9a-adc7-fc0ba88edafb&pdistocdocslideraccess=true&config=014EJAA2ZmE1OTU3OC0xMGRjLTRlNTctOTQ3Zi0wMDE2MWFhYzAwN2MKAFBvZENhdGFsb2e9wg3LFiffInanDd3V39aA&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A63NX-7CY1-JF1Y-B491-00008-00&pdcomponentid=234189&pdtocnodeidentifier=AAZAACAABAACAAI&ecomp=4ssdkkk&prid=afad4461-260c-4de6-a3ff-9eedc5176cae)**)**

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 (2020). Enter 0 if no new residential building permits were issued in 2021.

**Table 1: New Residential Permits Issued**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Residential – Calendar Year 2021** | **PFA** | **Non - PFA** | **Total** |
| **# New Residential Permits Issued** |  |  |  |

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

**(**[**§1-207(c)(1) and (c)(2)**](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=0d6eaa86-014c-4fb8-ba9a-0b164c7ac9b0&pdistocdocslideraccess=true&config=014EJAA2ZmE1OTU3OC0xMGRjLTRlNTctOTQ3Zi0wMDE2MWFhYzAwN2MKAFBvZENhdGFsb2e9wg3LFiffInanDd3V39aA&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A63NX-7CY1-JSRM-63VD-00008-00&pdcomponentid=234189&pdtocnodeidentifier=AAZAACAABAACAAH&ecomp=4ssdkkk&prid=9f502976-04fe-4c9a-adc7-fc0ba88edafb)**)**

*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 the zoning regulations or zoning map? If yes, briefly summarize each amendment, include a map, or GIS shapefile, if available. Y  N

* 1. Were there any growth related changes, including Land Use Changes, Annexations, New Schools, Changes in Water or Sewer Service Area, etc., pursuant to of the Land Use Article? If yes, please list or map and provide a description of consistency of internal, state or adjoining local jurisdiction plans . Y  N

* 1. Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, please list. Y  N

**Section III: Development Capacity Analysis (DCA)(**[**§1-208(c)(iii)**](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=9f502976-04fe-4c9a-adc7-fc0ba88edafb&pdistocdocslideraccess=true&config=014EJAA2ZmE1OTU3OC0xMGRjLTRlNTctOTQ3Zi0wMDE2MWFhYzAwN2MKAFBvZENhdGFsb2e9wg3LFiffInanDd3V39aA&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A63NX-7CY1-JF1Y-B491-00008-00&pdcomponentid=234189&pdtocnodeidentifier=AAZAACAABAACAAI&ecomp=4ssdkkk&prid=afad4461-260c-4de6-a3ff-9eedc5176cae)**)**

*Note: MDP provides technical assistance to local governments in completing a 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 an updated DCA has not been submitted, such as, no

substantial growth changes, etc.

* 1. If yes, when was the last DCA submitted? Identify Month and Year:
     + 1. 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://advance.lexis.com/documentpage/?pdmfid=1000516&crid=9f502976-04fe-4c9a-adc7-fc0ba88edafb&pdistocdocslideraccess=true&config=014EJAA2ZmE1OTU3OC0xMGRjLTRlNTctOTQ3Zi0wMDE2MWFhYzAwN2MKAFBvZENhdGFsb2e9wg3LFiffInanDd3V39aA&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A63NX-7CY1-JF1Y-B491-00008-00&pdcomponentid=234189&pdtocnodeidentifier=AAZAACAABAACAAI&ecomp=4ssdkkk&prid=afad4461-260c-4de6-a3ff-9eedc5176cae)**)**

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

**Table 3: Locally Funded Agricultural Land Preservation – CY2021**

|  |  |  |
| --- | --- | --- |
| **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** |  |  |

1. What is the county’s established local land use percentage goal?      %
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 for infrastructure inside the PFAs?
5. What are the resources necessary for land preservation outside the PFAs?

**Section V: Measures and Indicators (**[**§1-208(c)(1)**](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=9f502976-04fe-4c9a-adc7-fc0ba88edafb&pdistocdocslideraccess=true&config=014EJAA2ZmE1OTU3OC0xMGRjLTRlNTctOTQ3Zi0wMDE2MWFhYzAwN2MKAFBvZENhdGFsb2e9wg3LFiffInanDd3V39aA&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A63NX-7CY1-JF1Y-B491-00008-00&pdcomponentid=234189&pdtocnodeidentifier=AAZAACAABAACAAI&ecomp=4ssdkkk&prid=afad4461-260c-4de6-a3ff-9eedc5176cae)**)**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Residential – Calendar Year 2021** | **PFA** | **Non - PFA** | **Total** |
| **Total # Minor Subdivisions Approved** |  |  |  |
| **Total # Minor Subdivision Lots Approved** |  |  |  |
| **Total # Minor Subdivision Units Approved** |  |  |  |
| **Total Approved Minor Subdivision Area (Gross Acres)** |  |  |  |
| **Total Approved Minor Subdivision Lot Area (Net Acres)** |  |  |  |
| **Total # Major Subdivisions Approved** |  |  |  |
| **Total # Major Subdivision Lots Approved** |  |  |  |
| **Total # Major Subdivision Units Approved** |  |  |  |
| **Total Approved Major Subdivision Area (Gross Acres)** |  |  |  |
| **Total Approved Major Subdivision Lot Area (Net Acres)** |  |  |  |
| **Total # Units Constructed in Jurisdiction** |  |  |  |
| **Total # Units Demolished\*** |  |  |  |
| **Total # Units Reconstructed/Replaced\*** |  |  |  |

*\*Not required*.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Residential – Calendar Year 2021** | **PFA** | **Non – PFA** | **Total** |
| **Total # Units Approved (Major + Minor Subdivisions)** |  |  |  |
| **Total # Approved Lot Area (Major + Minor Subdivisions)** |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Residential – Calendar Year 2021** | **PFA** | **Non – PFA** | **Total** |
| **Total # Units Approved (Major + Minor Subdivisions)** |  |  |  |
| **% of Total Units**  **(# Units/Total Units)** | % | % | 100% |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Commercial – Calendar Year 2021** | **PFA** | **Non - PFA** | **Total** |
| **Total Site Plan Area Approved (Gross Acres)** |  |  |  |
| **Total Building Square Feet Approved (Gross)** |  |  |  |
| **Total # New Permits Issued** |  |  |  |
| **Total Square Feet Constructed in Jurisdiction (Gross)** |  |  |  |

**Table 4E: Net Density of Commercial Growth (Inside and Outside the PFA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Commercial – Calendar Year 2021** | **PFA** | **Non – PFA** | **Total** |
| **Total Building Square Feet Approved (Gross)** |  |  |  |
| **Total Lot Size (Net Acres)** |  |  |  |

**Table 4F: Share of Commercial Growth (Inside and Outside the PFA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Commercial – Calendar Year 2021** | **PFA** | **Non – PFA** | **Total** |
| **Total Building Square Feet Approved (Gross)** |  |  |  |
| **% of Total Building Square Feet**  **(Building Square Feet/Total Approved Square Feet)** | % | % | 100% |

**Section VI: Adequate Public Facility Ordinance (APFO) Restrictions (**[**§7-104**](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=98a7a7c7-4269-4e85-b31e-9183c2ea0784&nodeid=AAZAACAAHAABAAE&nodepath=%2FROOT%2FAAZ%2FAAZAAC%2FAAZAACAAH%2FAAZAACAAHAAB%2FAAZAACAAHAABAAE&level=5&haschildren=&populated=false&title=%C2%A7+7-104.+Restriction+in+priority+funding+area+--+Reports.&config=014EJAA2ZmE1OTU3OC0xMGRjLTRlNTctOTQ3Zi0wMDE2MWFhYzAwN2MKAFBvZENhdGFsb2e9wg3LFiffInanDd3V39aA&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A63NX-7CY1-JF1Y-B538-00008-00&ecomp=5g1_kkk&prid=7d1cb11e-c22a-490d-8630-e76aceeebb9c)**)**

**(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 2020 and 2021 are due July 1, 2022. However, jurisdictions are encouraged to submit an APFO report on an annual basis.*

1. What is the type of infrastructure affected? (List each for Schools, Roads, Water, Sewer, Stormwater, Health Care, Fire, Police or Solid Waste.)
2. Where is each restriction located? (Identify on a map, including PFA boundary.)
3. Describe the nature of what is causing each restriction.
4. What is the proposed resolution of each restriction?
5. What is the estimated date for the resolution of each restriction?
6. What is the resolution that lifted each restriction?
7. When was each restriction lifted?
8. Addition Information. To help the Sustainable Growth Commission Statewide School Education Committee for School related restrictions:
9. List the State Rated Capacity for each affected facility.
10. Identify date local School APFO standards were last evaluated or amended.
11. Provide a letter from the School Board confirming what actions are being taken by the School Board to remedy each restriction. (This could include a change in State Rated Capacity (SRC); scheduled improvements in the local Capital Improvement Program (CIP); or redistricting, etc., to address (B) –(G) above.)

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

*The information provided can assist MDP and MDOT staff with identifying potential pedestrian/bicycle projects and project 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 your

comprehensive plan? Y  N

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

**END**

**Submitting Annual Reports and Technical Assistance**

1. Annual Reports may be submitted via email (preferred) to [david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov) or 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 acknowledging that a copy of the Annual Report has been filed with the local legislative body. The cover letter should indicate a point of contact(s) if there are technical questions about your Annual Report.
2. You may wish to send additional copies of your Annual Report directly to your MDP Regional Planner or School Board Facilities Planner.
3. If you need any technical assistance in preparing or submitting your reports, our Regional Planners are available to assist you. Regional Planner contact information can be found at: [Planning.Maryland.gov/OurWork/local-planning-staff.shtml](https://stg-planning.maryland.gov/pages/ourwork/local-planning-staff.aspx)
4. Copies of this Annual Report worksheet and links to legislation creating these Annual Report requirements can be found on the Maryland Department of Planning website:

[Planning.Maryland.gov/YourPart/SGGAnnualReport.shtml](https://stg-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).