**(Submit on Jurisdiction Letterhead and amend text as appropriate. This form is provided as a Word document and may modified as needed.)**

Office of the Secretary

Maryland Department of Planning

Attn: David Dahlstrom, AICP

301 W. Preston St.

Baltimore, Maryland 21201-2305

Re: Annual Report Calendar Year 2021

Dear Mr. Dahlstrom:

The \_\_\_\_ Insert Name of Municipality\_\_\_\_\_Planning and Zoning (Commission/Board) approved the following Annual Report for the Reporting Year 2021 as required under [§1-207(b)](http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=glu&section=1-207&ext=html&session=2016RS&tab=subject5) of the Land Use Article on \_\_\_Insert Date\_\_\_. In addition, this report has been filed with the local legislative body.

1. Number of new Residential Permits Issued inside and outside of the Priority Funding Area (PFA), [§1-208(c)(1)(i) and (c)(3)(ii)](http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=glu&section=1-208&ext=html&session=2016RS&tab=subject5):

**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** |  |  |  |

1. Is your jurisdiction scheduled to complete and submit to Planning a 5-Year Mid-Cycle comprehensive plan implementation review report this year, as required under [§1-207(c)(6)](http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=glu&section=1-207&ext=html&session=2016RS&tab=subject5) of the Land Use Article? If yes, please submit the 5-Year Report as an attachment. Y  N

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

1. Were there any growth related changes, including Land Use Changes, Annexations, Zoning Ordinance Changes, Rezonings, New Schools, Changes in Water or Sewer Service Area, etc., pursuant to [§1-207(c)(1)](http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=glu&section=7-104&ext=html&session=2017RS&tab=subject5) of the Land Use Article? If yes, please list or map. Y  N
2. Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, please list. Y  N
3. Are there any issues that Planning can assist you with in 2022? If yes, please list. Y  N
4. Have all members of the Planning Commission/Board and Board of Appeals completed an educational training course as required under [§1-206(a)(2) of the Land Use Article](http://www.planning.maryland.gov/PDF/OurWork/CompPlans/Article_66B.pdf)? Y  N

Sincerely,

(Name Planning Director, Chair, Administrator, Project Manager or Clerk)

**Submitting Annual Reports and Technical Assistance**

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

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

Alternatively, 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. Before emailing the Annual Report:
2. Was this Annual Report approved by the planning commission/board? Y  N
3. Was this 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 if all members of the Planning Commission/Board and Board of

Appeals have completed an educational training course

as required under [§1-206(a)(2)](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=6d8d5420-d636-413d-b67e-8614a56470ff&nodeid=AAZAACAABAACAAG&nodepath=%2FROOT%2FAAZ%2FAAZAAC%2FAAZAACAAB%2FAAZAACAABAAC%2FAAZAACAABAACAAG&level=5&haschildren=&populated=false&title=%C2%A7+1-206.+Required+education&config=014EJAA2ZmE1OTU3OC0xMGRjLTRlNTctOTQ3Zi0wMDE2MWFhYzAwN2MKAFBvZENhdGFsb2e9wg3LFiffInanDd3V39aA&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A63NX-7CT1-JGPY-X3K4-00008-00&ecomp=5g1_kkk&prid=7d1cb11e-c22a-490d-8630-e76aceeebb9c) of the Land Use Article? Y  N

(See [https://planning.maryland.gov/Pages/YourPart/MPCA/pcbzacompleteded.aspx](https://stg-planning.maryland.gov/Pages/YourPart/MPCA/pcbzacompleteded.aspx)

for a list having completed the course.)

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

1. You may wish to send an additional copy of your Annual Report directly to your Maryland Department of Planning Regional Office via email or hardcopy.
2. 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:

[https://planning.maryland.gov/Pages/OurWork/local-planning-staff.aspx](https://stg-planning.maryland.gov/Pages/OurWork/local-planning-staff.aspx)

1. 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:

[https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx](https://stg-planning.maryland.gov/pages/OurWork/compPlans/ten-year.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).