



# DEVELOPMENT REVIEW BULLETIN

**Bulletin No.** 3-2020

**Subject:** Applications Submissions and Changes for COVID-19 Pandemic

**Resource:** Applications Section, Development Review Division (DRD)

**Date:** June 1, 2020

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The COVID-19 viral pandemic has prompted changes to our business practices. In order to continue to serve all applications for Development Review Division, the following changes shall be effective on April 1, 2020.

The Applications Section placed a physical drop box at the County Administration Building, Lower Level – pond side, on March 18, 2020. The drop box will be checked daily, Monday through Friday at 1:00 p.m.

Initial DRD Submissions:

Pre-review application packages shall continue to use the physical drop box for first submissions, to include a complete print set of all required documents, with all documents saved on a CD using the [naming convention](#).

Subsequent DRD submissions:

All submissions, in response to comments returned by Development Review Division staff, may submit revised documents by email to [DRDApplications@ppd.mncppc.org](mailto:DRDApplications@ppd.mncppc.org). Email submissions must include a Dropbox or Mimecast link (no passwords) with all revised/required documents and follow instructions below:

- Plans for certification must be submitted in Acrobat Pro DC (Digital Cloud) format.
- Email subject line shall include: Case number, Case name and Case status: Pre-review (submission) #2, #3, etc., Limited Minor Amendment, SDRC Response, Certification Review
- Pre-review submissions must include a point-by-point response addressed to the assigned reviewer or section supervisor addressing each deficiency cited in the review comments.
- Pre-acceptance submissions must be a reply to the pre-acceptance email and the hyperlink shall be complete with all documents required by Zoning/Subdivision Code.
- Post-acceptance submissions must include a summary statement addressing the revised documents transmitted.

Payments

Do not submit payments until requested. Payments are requested in a pre-acceptance notice by email. We are looking into a PayPal system. In the meantime, payments will be processed on Tuesdays and Thursdays between 8:00 - 11:00 AM. Applicants may use a credit card to charge all applicable fees at acceptance. Applicant shall reply to the pre-acceptance email and provide the name and phone number of the contact person (no credit card numbers) who will receive a phone call and provide credit card information for point of sale processing, on Tuesday or Thursday only. Payments by check must be submitted to the physical drop box during CAB building closure.

If you have any questions, please contact the Applications Section, at 301-952-3578.