

CHARLES COUNTY PROJECT EXPEDITE POLICY

Revised June 2, 2017

CRITERIA

- The Project Expedite Process is restricted to commercial, industrial, and mixed-use projects only.
- The project must be served by public infrastructure (e.g., water, sewer, roads)
- The project must be consistent with the Comprehensive Plan.
- The project must achieve EITHER minimum job creation requirements OR minimum capital investment requirements:
 - Job creation criteria:
 - Minimum of 10 (ten) full time jobs must be created by project; and
 - Minimum average annual salary of 10 full-time jobs at the proposed project must be greater than the most recent annual Charles County median wage, as defined by Maryland DLLR's County Industry Series (\$43,056 as of 2015); and
 - Project must be in one of the targeted industries identified by Economic Development.
 - Minimum capital investment criteria:
 - Projected amount of capital expenditure of the project must be at least \$1,000,000.00
- Project financing must be committed.
- Project must be submitted and approved in a timely manner.



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PROCESS

1. Applicant files application with Economic Development for Project Expedite status.
2. The Economic Development Chief of Business Development or Redevelopment Manager, as appropriate to the project, will review the application for completeness and confer with other members of the Economic Development management team as needed.
3. Once approved, the application will be forwarded to the Chief of Codes, Permits, and Inspection Services. Note: If the application is **not** approved, the applicant will proceed through the normal project approvals processes.
4. Once approved for expedited status, a pre-application conference will be held between Economic Development, Planning and Growth Management personnel, and the applicant.
5. The applicant notifies Economic Development when a project application is submitted to Planning and Growth Management.
6. Applicant proceeds through Planning and Growth Management's project approval processes. Each stage of Planning and Growth Management's review of the project will be expedited.
7. Planning and Growth Management will meet with the applicant monthly until review approvals are received. The expedited status is complete once all project review approvals are obtained.
8. Delays, inactive projects, and revocation of expedited status:
 - a. A project developer must notify Economic Development in the event that an expedited project is delayed due to changes in market conditions, financing, etc.
 - b. The Department of Planning and Growth Management will notify the appropriate Economic Development contact if a project becomes inactive for more than six (6) months.
 - c. Following a six-month period of inactivity and conferring with the Department of Planning and Growth Management, Economic Development may place an expedited project on inactive status.
 - d. Because a limited number of projects can be expedited, and expedited status is intended to facilitate the county's high-impact projects, Economic Development may revoke a project's expedited status if there are material changes to a project's economic impact.



**CHARLES COUNTY PROJECT EXPEDITE POLICY
PROJECT EXPEDITE APPLICATION**

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Project Name: _____

Project Location: _____

Name, Address, and Phone Number of Owner or Contract Owner of Project:

Have any project applications been submitted to Planning and Growth Management?

Yes No

If no, when do you plan to submit for project approvals?

Please briefly describe the project below. Include the proposed timeline and completion date.

Is the project served by Public Infrastructure? (e.g., water, sewer, roads)

Yes No

What are the expected number of employment opportunities to be created by this project? What is/are the salary range(s) for those jobs?

Is financing committed for this project?

Yes No

If not, what is the current status of financing for this project?



Permit Expedite application p. 2

Do you anticipate any spin-off potential from your project? For example, will any ancillary or complimentary new businesses or industries be generated as a result of this project?

Is this a new project, an expansion/remodel of an existing site/building, or a redevelopment project?

New Project (greenfield) Expansion/Remodel Redevelopment

What is the total projected amount of capital expenditure to be spent on the development of this project?

Land	\$	_____
Site improvements	\$	_____
Vertical/building	\$	_____
Construction	\$	_____
TOTAL	\$	_____

Are there any other considerations which you feel should be used while evaluating your application?

Applicant's Signature:

Date:

Printed Name: _____

Title: _____

Company: _____