

MEMORANDUM OF UNDERSTANDING
BETWEEN THE MONTGOMERY COUNTY PLANNING BOARD
AND THE MONTGOMERY COUNTY
DEPARTMENT OF PERMITTING SERVICES

This Memorandum of Understanding (“MOU”) is entered into this 22nd day of December, 2011, between the Montgomery County Planning Board (“Planning Board”) and the Montgomery County Department of Permitting Services (“DPS”) with the acknowledgement of the Montgomery County Council (“County Council”).

WHEREAS, the Planning Board is charged with inspecting developments for compliance with Planning Board approvals including height limits, setbacks and other development standards in site plan zones; and

WHEREAS, DPS is charged with inspecting developments for compliance with building permit approvals including height limits, setbacks and other development standards in zones that do not require a site plan; and

WHEREAS, the Planning Board and DPS (collectively referred to as “the Parties”) were directed by the County Council to enter into this MOU to provide clarity of responsibility and greater efficiency between DPS and the Planning Board for the inspection of developments for compliance with site plan approvals; and

WHEREAS, the County Council’s direction was a result of the findings of the Office of Legislative Oversight (“OLO”) in its Fact-Finding Review of the Clarksburg Town Center

Project (Report Number 2006-3) and the County Council’s subsequent hearings on the adoption of a legislative package to address the OLO’s findings; and

WHEREAS, for developments that are subject to site plan approval, the intent of this MOU is to assign agency responsibility for 1) the review of building permit applications to ensure compliance with the certified site plan, 2) the inspection of developments under construction to ensure that the construction is proceeding in accordance with the certified site plan, and 3) the investigation of allegations of site plan violations raised by individuals, civic associations, homeowners associations, and others concerned that developments comply with certified site plans; and

WHEREAS, it is not the intent of this MOU to supersede the legally prescribed responsibility of the Planning Board to determine if a development is in compliance with the certified site plan nor to preclude the Planning Board from, among other things, requiring a plan of compliance or assessing penalties against site plan violators.

NOW THEREFORE, in consideration of the mutual promises and stipulations set forth herein, including the foregoing recitals which are expressly made a part of this Memorandum, and other good and valuable consideration, the receipt and sufficiency of

which is hereby acknowledged, the parties, their successors and assigns hereby agree to the following terms, conditions, requirements, and limitations:

1. **Definitions**: The following terms as used in this MOU are defined as follows:
 - a. Commission: The Maryland-National Capital Park and Planning Commission.
 - b. Commission Inspector: An Inspector employed by the Commission.
 - c. DPS Director: Director of Montgomery County's Department of Permitting Services, or designee.
 - d. DPS: Montgomery County's Department of Permitting Services.
 - e. DPS Site Plan Enforcement (SPE) Inspector: An Inspector employed by DPS.
 - f. Planning Board: Montgomery County Planning Board of the Commission.
 - g. Planning Director: Director of the Commission's Planning Department, or designee.
 - h. FCL: Chapter 22A of the Montgomery County Code, Montgomery County Forest Conservation Law.
 - i. District Council: The Montgomery County Council sitting as the District Council pursuant to Article 2.8, § 8-101(a).
2. **Review of Building Permit Applications**
 - a. The process for DPS review of building permits is set forth in detail in Attachment One, DPS Building Permit Review Process.
 - b. The Planning Director must provide two complete copies of all certified site plans and amendments to the DPS Director.
 - c. The DPS Director must review building permit applications for conformance to height, setback, FAR and lot coverage standards as established in the certified site plan.
 - d. The DPS Director must provide to the Planning Director for review under this provision one copy of the building permit application site plan submitted by the building permit applicant.
 - e. The Planning Director must review building permit applications for conformance to the certified site plan and all conditions of approval.
3. **Inspections**
 - a. Routine Inspections
 - i. The process for routine inspections of site plans by DPS is set forth in detail in Attachment Two, DPS Site Plan Inspection Process.

- ii. DPS: DPS must inspect each project with a certified site plan for conformance with the approved building permit and the certified site plan at least every 30 days that it is under construction, and update the automated permit system within 3 business days. With respect to inspections for compliance with the certified site plan, DPS Inspectors must inspect the development for compliance with all elements/requirements of the certified site plan located on individual lots (including height, setbacks, FAR and lot coverage) and in the common open space area including, but not limited to, grading, recreation facilities, landscaping, lighting, stormwater management facilities, retaining walls, freestanding walls, fences, parking facilities, roads, hardscape, streetscape, and all other site plan agreements.
- iii. Pre-Construction: A Commission Inspector must conduct a pre-construction meeting to establish in the field the limits of disturbance and the limits of easements established under the FCL. A DPS-SPE Inspector must also attend this pre-construction meeting.
- iv. DPS SPE inspector must conduct a pre-construction meeting regarding the requirements/enforcement of the site plan.

b. Inspections Based Upon Allegations of Violation

- i. The DPS process for inspections conducted in response to allegations of site plan violation is set forth in detail in Attachment Three, DPS Site Plan Complaint Process.
- ii. Authority for the initial processing of complaints rests solely with DPS. The Commission must refer all complaints received immediately to DPS. Upon receipt of a complaint, DPS must send notice to the Planning Director that a complaint has been received and a brief description of the complaint.
- iii. DPS, upon receipt of an allegation of site plan violation from any person, including the Commission, must inspect the site for compliance with the certified site plan within 5 business days of receipt of any such allegation.
- iv. Commission staff must inspect all alleged violations of the FCL.

4. Enforcement

- a. Upon a finding of non-compliance with a certified site plan, DPS must issue a notice of non-compliance/notice of violation under § 8-26(g) of the Montgomery County Code (“Code”), or issue a citation and/or stop work order under the provisions of § 50-41 of the Code (as Planning Director’s designee) as appropriate, and must send a copy of the notice to the Planning Director within 24 hours of its issuance
 - i. If the non-compliance/violation can be brought into conformance with the certified site plan, then DPS must ensure the development is brought into conformance.

- ii. If the non-compliance/violation cannot be brought into conformance with the certified site plan or the alleged violator refuses to conform the development to the certified site plan, then DPS must refer the matter to the Commission for appropriate action.
- b. If DPS determines that the site is compliant with the certified site plan, it must issue a letter explaining its conclusions, with a copy to the complainant and to the Planning Director, within 5 business days of its finding.
- c. The complainant, the Planning Director or the alleged violator may request in writing that the Planning Board review a DPS finding of compliance or non-compliance, such review to be filed as provided for in the Planning Board's Rules of Procedure. Upon request for such a review, a Commission Inspector may inspect the site to determine compliance or non-compliance with the certified site plan.
- d. Upon receipt of a request for review by the complainant, the Planning Director or the alleged violator, DPS must provide the Planning Director with a copy of all records used in its determination.
- e. If the Planning Board holds a hearing on the alleged non-compliance, the DPS Inspector must appear and testify at the Planning Board hearing as to the DPS Inspector's findings.

5. Inter-Agency Communications

a. Implementation of MOU

At the request of either the DPS Director or the Planning Board, the DPS Director and Planning Board must meet to discuss the implementation of this agreement.

b. Zoning Ordinance Interpretations

The DPS Director and Planning Director must convene appropriate members of their respective staffs no less than quarterly each year to coordinate building permit application review and inspection issues to ensure consistent interpretation and application of the Zoning Ordinance provisions. Each agency must provide copies to the other of any advice memoranda generated interpreting a provision of the Zoning Ordinance. DPS staff and Planning staff will continue discussions, as necessary, regarding measurement of height. Both agencies recognize that the Planning Board has the discretion to assign a point of measurement for height for each building on a site plan.

c. Intra-Agency Communications

Subject to County Council appropriations, DPS and the Planning Department will have full access to each other's permit database and tracking system (through Hansen or a similar system) to query and approve permits by March 1, 2007.

d. MOU Review and Comment

DPS and the Planning Board agree to submit this MOU, as may be amended from time to time, to the County Council for review and comment every three years.

6. **Fines:** Fines collected by each agency must be dispersed in accordance with the policies and procedures of the respective agency.
7. **Modifications and Amendments:** This MOU may be modified or amended only by an instrument duly executed by both DPS and the Planning Board and any modification shall be transmitted to the County Council.

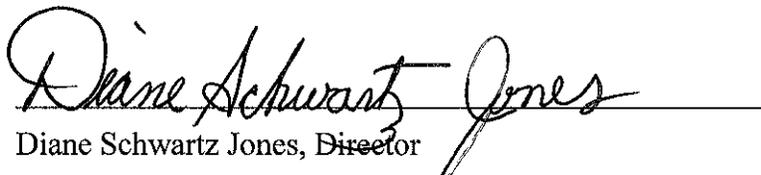
As Chairman of the Montgomery County Planning Board and as DPS Director of the Montgomery County Department of Permitting Services, we respectfully hereby agree to abide by the goals, objectives, terms and agreements as set forth in this MOU.



Françoise M. Carrier, Chairman

The Maryland National Capital Park and Planning Commission
Montgomery County Planning Board

Signed this 22^d day of December, 2011

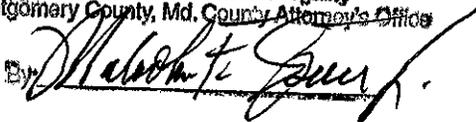


Diane Schwartz Jones, Director

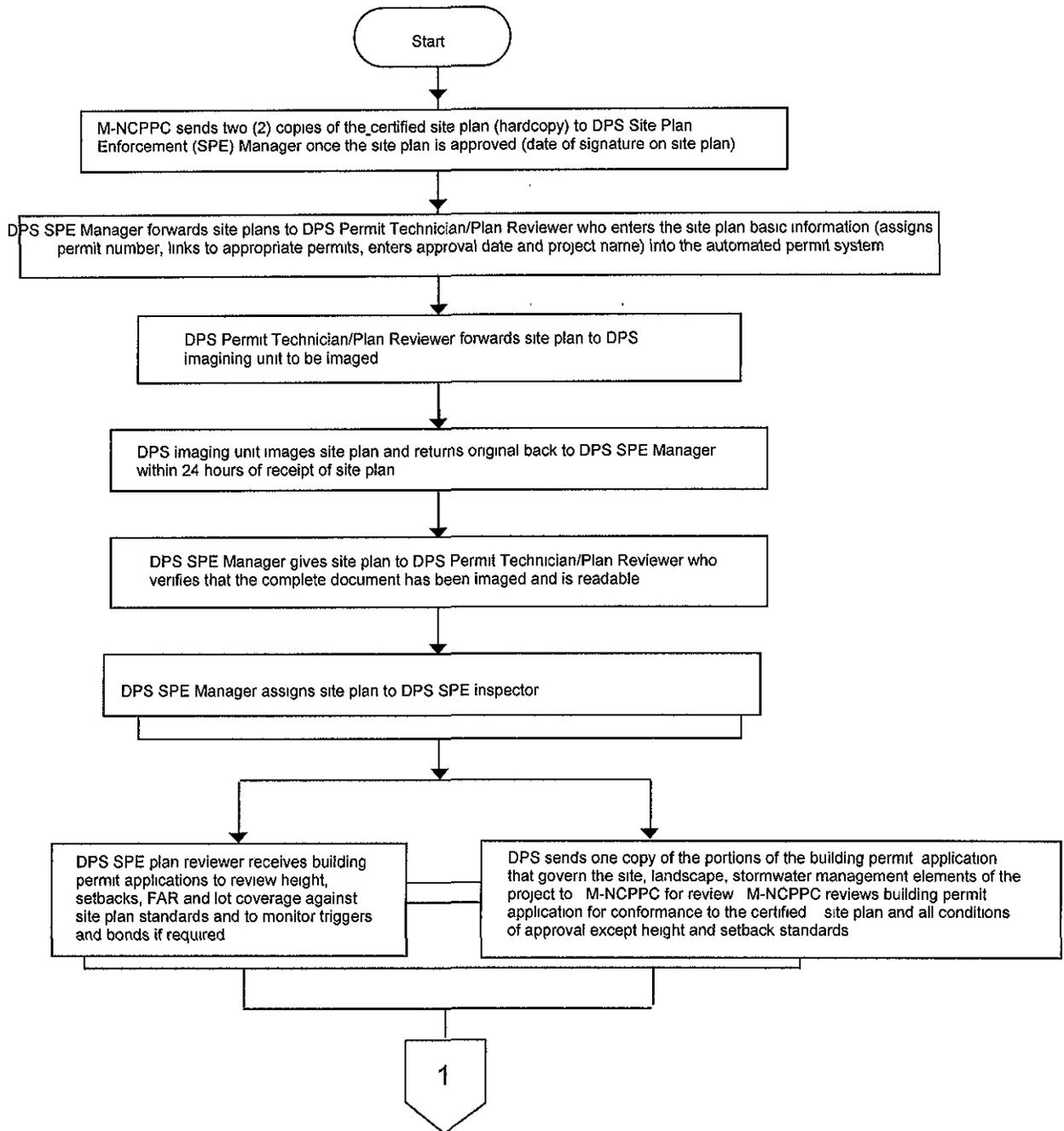
Montgomery County Department of Permitting Services

Signed this 22 day of December 2011

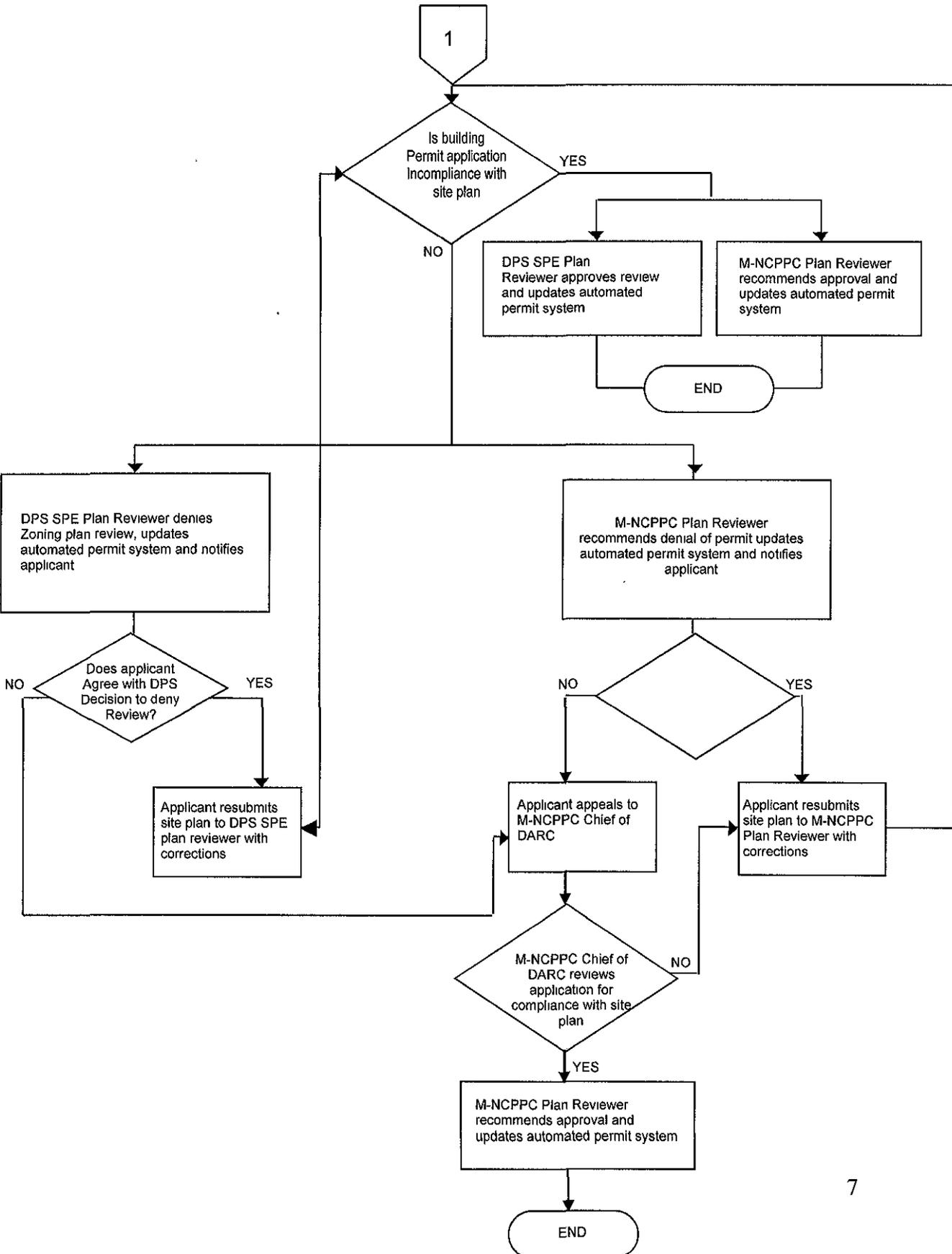
Approved as to form and legality
Montgomery County, Md. County Attorney's Office

By 

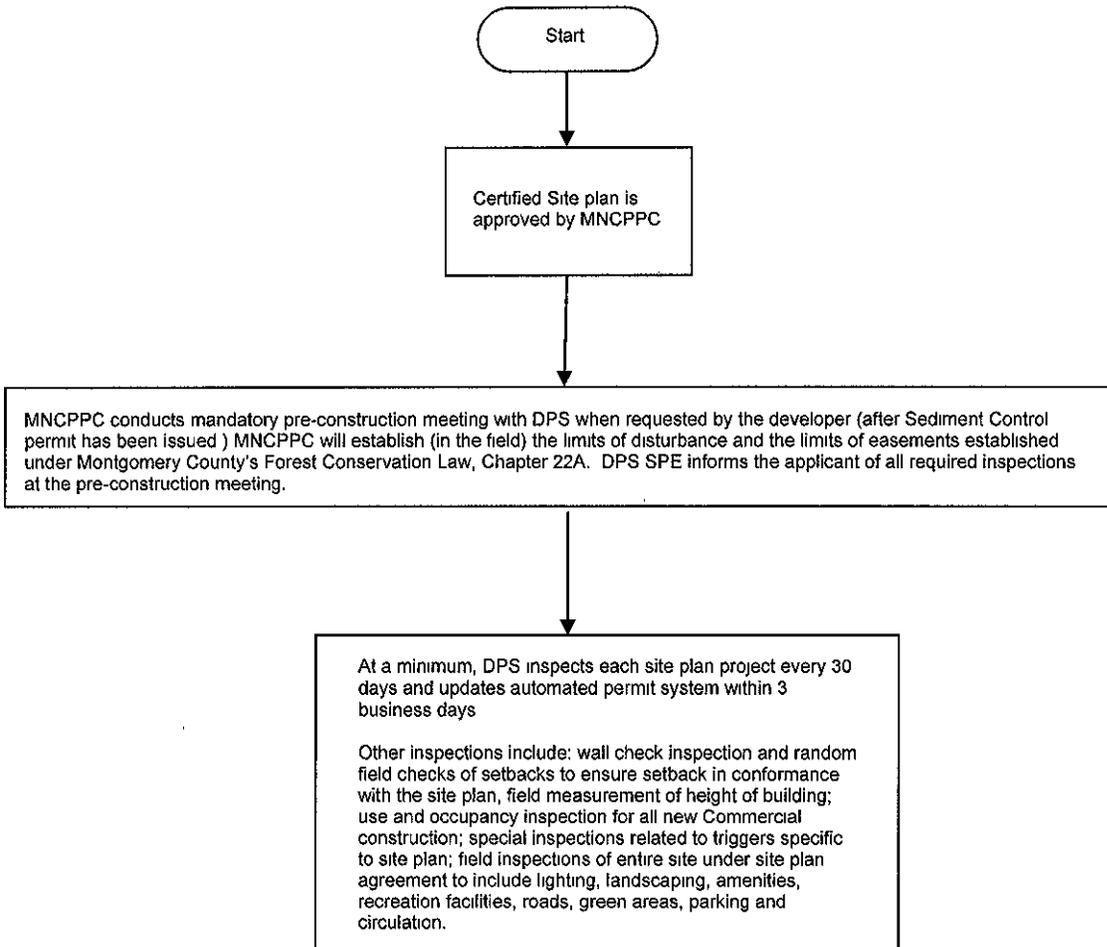
DPS BUILDING PERMIT REVIEW PROCESS



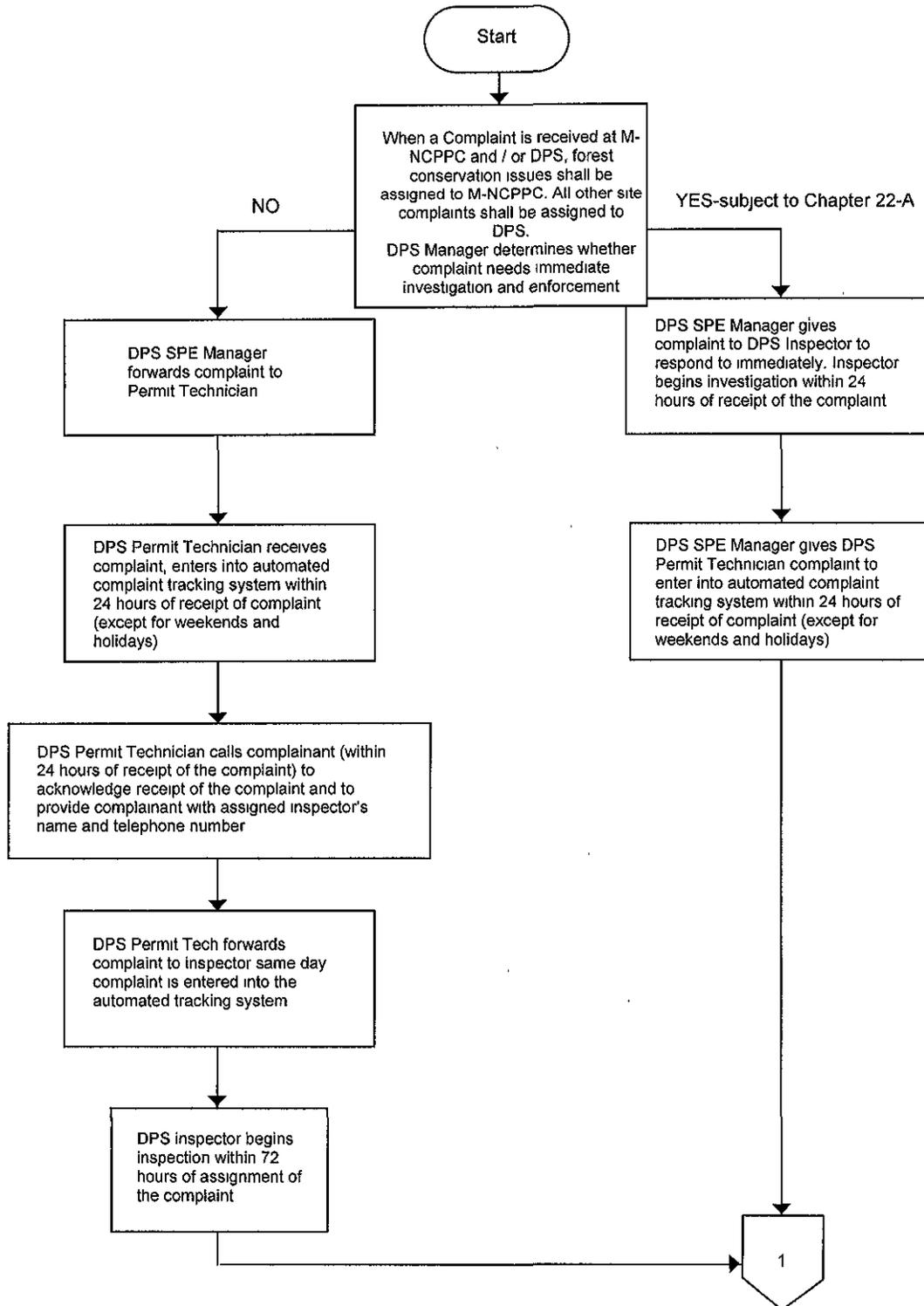
DPS BUILDING PERMIT REVIEW PROCESS (cont'd)



DPS SITE PLAN INSPECTION PROCESS



DPS SITE PLAN COMPLAINT PROCESS



DPS SITE PLAN COMPLAINT PROCESS (cont'd)

