PROGRAM MISSION

To deliver consistent, coordinated and timely customer service in the review, administrative approval and inspection of development in the County, ensuring conformance to applicable codes, policies, and standards.

Development Services, formed in July 2005, brings together a number of functions that are essential and required in the management and control of various private sector development activities. Staff in this unit is responsible for: review and approval of plats and plans associated with developer projects; administration of developer performance bonds to ensure construction of required public infrastructure; coordination and recommendation of public infrastructure needs for special exception development projects approved by the County Board; inspecting all developer construction activities in public rights-of-way; review and issuance of right-of-way use permits and building permits; and the maintenance and dissemination of the unit's various public documents and records. This Bureau consists of three sections: Subdivision and Bonds, Development and Plan Review, and Permitting and Inspection.

- **Subdivision and Bonds** manages the County's review and approval process of subdivision plats, condominium plats, and public easement dedication and vacation plats by applying State and County subdivision code requirements. It also administers a public improvement performance bond program that ensures construction of public improvements required by County Board-approved site plan conditions, and the County's Subdivision Ordinance; and collects fees for plat review and bond processing.
- **Development and Plan Review** prepares DES input and recommendations presented to the Planning Commission and the County Board on major site plans and rezoning projects, use permits, General Land Use Plan (GLUP) amendments, and Board of Zoning Appeals variances. This unit also coordinates DES review and approval of site and engineering design plans reflecting street and sidewalk improvements, water, sewer and utility undergrounding, streetlights, stormwater management, Chesapeake Bay Ordinance compliance, and collects fees for development and engineering plan reviews.
- **Permitting and Inspection** serves as a central reception and processing point for DES review and approval of right-of-way, building, plumbing and demolition permits; oversees the County's utility underground and utility marking program; provides media reproduction services of DES plats, plans and other related documents, and collects permit review and media reproduction fees. Inspection unit serves as DES representative on construction sites that inspects the construction by private developers of public infrastructure and stormwater management facilities; enforces the implementation of erosion and sediment control measures, and manages traffic and pedestrian passage on all construction sites throughout the County.

PROGRAM FINANCIAL SUMMARY

	FY 2006 Actual	FY 2007 Revised	FY 2008 Proposed	% Change '07 to '08
Personnel	$1,582,015	$2,246,893	$2,325,738	4%
Non-Personnel	85,088	76,218	54,228	-29%
Intra-County Charges	(30,293)	(428,265)	(469,844)	10%
Total Expenditures	1,636,810	1,894,846	1,910,122	1%
Total Revenues	835,127	833,556	787,500	-6%
Net Tax Support	$801,683	$1,061,290	$1,122,622	6%
Authorized FTEs	25.5	25.5	25.5	
Funded FTEs	25.5	25.5	25.5	

SIGNIFICANT BUDGET HIGHLIGHTS

- ↑ Personnel expenditures include normal salary increases, a new premium pay for Professional Engineers, an increase in employer retirement contributions to maintain full funding of the retirement fund, and a 15 percent increase in employer health insurance rates.
- ↓ Non-personnel reflects a reduction in County vehicle charges ($21,990) corresponding to a reduction in the fleet of one vehicle.
- ↑ Intra-County charges reflect an increase in eligible personnel costs charged to the Utility Fund ($41,579).
- ↓ Revenues decrease due to a decline in revenue from developer right-of-way permit fees.

PERFORMANCE MEASURES

Critical Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Preliminary plat turnaround (days)	53	59	70	67	60	60	60
Public right-of-way permits issued	525	630	650	664	650	700	700

Supporting Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Multi-way stop turnaround (days)	120	140	120	100	100	100	90
Building, plumbing and demolition permits reviewed	4,800	5,235	5,919	6,667	7,160	7,200	7,200

- The Preliminary Plat turnaround time for the FY 2007 and FY 2008 estimates decreases from FY 2006, as the number of plats submitted is expected to decrease and the other duties (e.g. attention to citizen, developer, engineer and attorney inquiries) of the Subdivisions and Bonds unit are expected to increase.

FUTURE BUDGET CONSIDERATIONS

- Development activity has increased and is expected to continue at its present volume this coming year. Workload, coupled with increased duties and responsibilities, may result in the need for additional staff and resources in future budget cycles.