

MEMORANDUM

April 1, 2016

TO: Planning, Housing, and Economic Development Committee

FROM: Craig Howard, Senior Legislative Analyst
 Jeff Zyontz, Senior Legislative Analyst

SUBJECT: Update on Development Review Timeframes – Review Time Goals and Performance Reporting (follow-up from OLO Report 2014-10)

Summary of Process Total Time Changes (including time not under the control of the regulating department) + means more time taken – means less time taken		
	Average time FY12 to FY15, compared to the first half of FY16	
	<i>Days</i>	<i>Percent Change</i>
Preliminary Plans		
New Applications	+6	+3%
Amendments	+39	+41%
Project Plans	-19	-10%
Sketch Plans	+4	+3%
Site Plans		
New applications (old code)	-6	-4%
New Applications (new code)	-46	-36%
Record Plats		
New application (pre-eplan)	+655	+158% (skewed by 3 pre-2012 plats)
New application (with eplan)	+91	+78% (due to applicant delays)
NRI/FSDs	+14	+18%
Forest Conservation Exemptions	-2	-15%
Forest Conservation Plans	-79	-66%
Special Exceptions	-40	-25%
Mandatory Referrals	+38	+64%

Summary of Process Total Time Changes (including time not under the control of the regulating department)		
+ means more time taken - means less time taken		
Permits	Average processing Time FY15 compared to the first half of FY16	
	<i>Days</i>	<i>Percent Change</i>
Commercial Additions	-16	-16%
Commercial new construction	-50	-33%
New Homes	0	0
Additions to Homes	+16	+33%
OZAH	Average processing Time FY15 compared to the first half of FY16	
	<i>Days</i>	<i>Percent Change</i>
LMAs, DPAs & SDPAs	-14	-8%
Conditional Use/Objections	+45	+36% (Planning staff report and hearing delays)
Board of Appeals Decisions	+70	+38% (Planning staff report delays)
Board of Appeals	Average processing Time FY15 compared to the first half of FY16	
	<i>Days</i>	<i>Percent Change</i>
New Special Exceptions and Major modification (without oral argument)	+1	+5%
Administrative modification	0	0
Variances	+2	+3%

On December 2, 2014, the Council endorsed four recommendations to develop an enhanced, ongoing oversight structure for development approval timeframes. As part of these recommendations, the Council requested that the Office of Legislative oversight (OLO) provide periodic updates on proposed review time targets and performance reporting for record plats, preliminary plans, and site plans. This update follows up on OLO's last status report in March 2015, and is based on data and information provided to OLO by the Planning Department and Department of Permitting Services in October 2015, the February 2016 Consolidated Semi-Annual Report on Processing Times for Development Applications, and a March 2016 data correction and update provided by the Planning Department.

Summary of Key Points

- **Record Plats** – Initial data for 33 plats approved in FY15 under ePlans show substantial early progress toward meeting the 120 day review timeframe goal with a median review time of 95 days. However, data for 49 plats approved during the first half of FY16 show much higher median review times of 205 days. Since plat submissions via ePlans did not start until FY15, the initial data likely captures the less complicated plats (which typically take less time to review and approve) while the FY16 data likely captures the more complex plats (which typically take longer). As more data is collected, review times will likely fall somewhere in the middle.
- **Preliminary/Site Plan 120 Day Calendar** – While the total number of new or amendments to preliminary or site plans approved by the Planning Board under the new Zoning Ordinance is relatively small, initial data show progress in reducing review timeframes while not yet meeting the 120 day target for the pre-decision phase.
- **Preliminary/Site Plan Total Elapsed Time** – Including the post-decision phase, the median elapsed time from acceptance to certification for 16 new preliminary plans since October 1, 2014 was 291 days (compared to 474 days from FY10-14). For 11 new site plans, the median was 342 days (compared to 364 days from FY10-14).
- **Performance Reporting** – The Planning Department has created an initial structure for performance reporting via individual timeline charts and an online dashboard, but is still moving toward standardized reporting and display of actual performance against timeframe goals.

1. Record Plat Review Timeframes

Background. OLO Report 2014-10 found that, for 284 record plats approved in FY12 and FY13, the median elapsed time from application acceptance to recordation was 299 days. The Planning Department launched the ePlans/ProjectDox system for record plat processing on July 1, 2014. In March 2015, the Council endorsed the initial review time targets established by Planning and DPS via ePlans – 120 total days with three 30 day review cycles and another 30 days for approval/processing.

Data and Performance Update. Initial data from the Planning Department (which includes both Planning and DPS review time) summarized in Table 1 show substantial early progress toward meeting review timeframe goals for record plats under ePlans; however, data from the first half of FY16 show much higher review times, specifically:

- In FY15, the median elapsed time for 33 record plats submitted and approved via ePlans was 95 days – meeting the overall review timeline on average and reducing the process by over 200 days compared to the median timeframes reported by OLO. Additionally, the data show a distribution of review time for these plats of 42% Agency Time and 58% Applicant Time.
- In the first six months of FY16, the median elapsed time for 49 record plats submitted and approved via ePlans was 205 days – exceeding the 120 day goal by 85 days (but still 94 days lower than the timeframes reported by OLO). The distribution of review time for these plats was 26% Agency Time and 74% Applicant Time, indicating that longer applicant response times may be a factor in the overall increase.

- Since plat reviews in ePlans did not begin until FY15, another factor contributing to the difference in review timeframes is that the FY15 data likely captures the “less complicated” plats that were initially submitted while the FY16 data likely captures the “more complicated” plats. As more data is collected, it is expected the median review time will fall somewhere between these two data points. For example, a weighted average of the two medians is approximately 160 days.

Table 1. Approval Timeframes for Record Plats Reviewed Under ePlans

		FY15	First Six Months FY16
Number of Plats Approved		33	49
Review Time	Median	95 days	205 days
	Average	116 days	207 days
% of Average Review Time	Government Agencies	42%	26%
	Applicants	58%	74%

Source: Planning Department, February 2016 and updated March 2016.

The Planning Department has also provided data on record plat review cycle goals. Table 2 summarizes this data for 49 total record plats submitted and approved between July and December 2015. The data show that the median agency review time was right at the 15 day goal for the first review cycle, and met the goal for both the second and third review cycles. The applicant time substantially exceeded the 15 day goal for the first review cycle, was just above the goal for the second review cycle, and met the goal for the third review cycle. The Planning Department notes that “the Review Cycle 1 includes input from agencies outside of the Planning Department and DPS. In subsequent review cycles only Planning and DPS staff are the review agencies and the average review time decreases. Similarly, the time applicants use to formulate responses to staff comments also decreases.”

Table 2. Target vs. Actual Review Cycle Times for Record Plats submitted and Approved via ePlans between July 1, 2015 and December 31, 2015

Record Plat Reviews	Agency Time		Applicant Time	
	Goal	Actual (Median)	Goal	Actual (Median)
Review Cycle 1	15 days	15.3 days	15 days	56.9 days
Review Cycle 2		8.0 days		17.8 days
Review Cycle 3		4.8 days		8.8 days

Source: Planning Department, March 2016.

Other Record Plat Issues. As of October 2015, Planning and DPS staff have had several meetings to discuss moving certain record plat items to earlier in the development review process to help expedite plat approvals. Potential changes that have been discussed include requiring an ALTA survey and title search to be submitted with the preliminary plan of subdivision. Other potential changes will require additional information prior to approval of the certified site plan, including: transportation mitigation agreements;

site distance analysis; road grade establishment plans; slope easements; paving and storm drainage plans; utility subordination; and permit and bond.

2. Preliminary and Site Plan “Pre-Decision” Review Timeframes

Background. OLO Report 2014-10 found that, for plans completed between FY10 and mid-year FY14, the median elapsed time until completion was 474 days for new preliminary plans and 364 days for new site plans. These times encompass both the plan review phase before the Planning Board hearing and the resolution and plan certification phase after the Planning Board’s administrative decision.

To meet the new site plan review timeframe requirements established as part of the County’s revised Zoning Ordinance, the Planning Department implemented a 120 day approval calendar that has specific timeframe targets for the preliminary plan/site plan review process.¹ In March 2015, the Council endorsed the review cycle timeframes established by the approval calendar as the initial set of pre-decision performance targets – 34/35 days for the first review cycle, 21 days for the second review cycle, and 65 days for the Planning Department recommendation and posting cycle.

Data and Performance Update. While the total number of new or amendments to existing preliminary or site plans approved by the Planning Board under the new Zoning Ordinance is relatively small, initial data shows progress in reducing review timeframes while not yet meeting the 120 day target. Specifically, the Planning Department reported in October 2015 that for plans accepted and approved by the Planning Board between October 1, 2014 and October 31, 2015:

- A median pre-decision review time of 149 days (and an average of 190 days) for 10 new or amendments to previously approved preliminary plans.
- A median pre-decision review time of 150 days (and an average of 171 days) for 11 new or amendments to previously approved site plans.

Additionally, detailed site plan data from the Consolidated Semi-Annual Report shows a substantial difference in the timeframes for site plans approved in the first half of FY16 under the old versus new zoning ordinance.

¹ While the Zoning Ordinance only requires the 120 day clock for site plans, the Planning Department is using the same 120 day approval calendar for those preliminary plans as well.

Table 3. Timeframes for Site Plans Approved in the First Six Months of FY16: Old vs. New Zoning Ordinance

		Old Ordinance	New Ordinance
Number of Site Plans Approved		4	5
Review Time	Median	408 days	168 days
	Average	389 days	168 days
% of Average Review Time	Government Agencies	36%	49%
	Applicants	64%	51%

Source: Planning Department, February 2016.

The Planning Department also provided data on review cycle times within the process. The initial data shows that, aside from agency time for the first review cycle, both the government agencies and the applicants are exceeding the review targets and an additional review cycle is required in some cases.

Table 4. Target vs. Actual Review Cycle Times for Preliminary and Site Plan Reviews between October 1, 2014 and October 31, 2015

Preliminary and Site Plan Reviews	Agency Time		Applicant Time	
	Goal	Actual (Median)	Goal	Actual (Median)
Review Cycle 1	19-20 days	21 days	15 days	42 days
Review Cycle 2	13 days	21 days	8 days	20 days
Review Cycle 3	n/a	15 days	n/a	15 days

Source: Planning Department, October 2015.

3. Preliminary and Site Plan “Post-Decision” Review Timeframes

Background. The two parts of the process that occur after the Planning Board hearing are the resolution period (time between Planning Board hearing and the resolution mailing date) and the plan certification period. Based on historical data, the maximum combined median review time for this phase is 160 days, depending on the plan type. Specifically, OLO’s review of approvals from FY10 to mid-year FY14 found that:

- For the **Board Resolution Period**, median completion times were 40 days for new site plans and 50 days for new preliminary plans.
- For the **Signature Plan Certification Period**, median completion times were 110 days for new site plans and 41 days for new preliminary plans.

Recognizing the agencies’ current focus on meeting the new 120 day goal for the pre-decision phase of the process and the potential for moving items from the record plat review to the certified site plan review, the Council did not endorse specific post-decision review timeframes in March 2015.

Data and Performance Update. As with the pre-decision phase, Planning has begun to track data on post-decision actions within ePlans. While the Planning Department did not yet have detailed post-decision data available as part of the October update, the Department did provide total timeframe data from original acceptance of a plan to approval of the certified plan. Specifically:

- The median elapsed time from acceptance to certification for 16 new preliminary plans since October 1, 2014 was 291 days – a substantial reduction from the 474 days detailed in OLO Report 2014-10.
- The median elapsed time from acceptance to certification for 11 new site plans since October 1, 2014 was 342 days – a small reduction from the 364 days detailed in OLO Report 2014-10.

4. Performance Reporting

The Planning Department has created an initial structure for performance reporting, but is still moving toward standardized reporting and display of actual performance against timeframe goals.

Planning Department Timeline Charts. The Planning Department has implemented a “Real-Time Tracker” for all new or amendments to existing site and preliminary plans submitted after November 1, 2014. The timeline charts display the actual time for each phase/review cycle compared to the goal on a real-time basis. Currently, the charts are available through the DAIC portal for specific projects; there is not yet a listing by project type or a feature that aggregated the data across multiple projects.

Creation of a CountyStat Dashboard. In October 2015, the Planning Department reported that:

“Planning staff has worked with CountyStat to create a Planning Department dashboard on the website. The Planning Department submitted the information to CountyStat on September 25, 2015. In addition, the Planning Department displays the same information that was forwarded to CountyStat on our website.”

[\(http://www.montgomeryplanning.org/development/planningstat/\)](http://www.montgomeryplanning.org/development/planningstat/)

As of February 2016, data is available on the Planning website but not on the CountyStat website. The published data details the workload of the Planning Department (i.e., number of plans accepted, number approved, etc.) but does not yet include any performance data on review timeframes. Planning staff report that adding the performance data on review timeframes can be added as a next step as more actual data is collected.

5. Department of Permitting Services Timeframes

The mission of the Department of Permitting Services is to provide safe and secure communities and to contribute to the economic vitality of the County by providing the highest quality of public service while ensuring compliance with Montgomery County’s development and construction standards. With 88,317 plan reviews and 52,826 permit applications during FY15, the Department is looking to shift the work load to electronically submitted plans. These plans increase efficiency by reducing paper flow and tracking changes as applications progress through the process.

The Executive has committed the department to an initial review on new commercial permits in 30 days. The Council agreed to fund 6 additional positions in the Department’s FY16 budget to accomplish this objective. In the first half of FY16, the average time for an initial review of plans was 22.3 days (for 793 plans submitted). Just under 22% of the plans were submitted through eplans.

Unlike the material submitted by the Planning Department, DPS forwarded single point data for FY16 without any comparison to that same information for a prior time period. Such data is available on CountyStat for the most significant permits for FY15 and preceding periods.

<https://reports.data.montgomerycountymd.gov/countystat/department/dps>

CountyStat indicated that the processing time increased for commercial additions and septic reviews. The first half of FY16 indicated significant progress toward reducing the time required for commercial additions.

The first half of FY16 showed progress in reducing processing time as compared to FY15, with the exception of additions to homes. The total time it takes to get a permit was also reduced.

DPS	Average processing time FY15 compared to the first half of FY16		
	<i>Days</i>	<i>Percent Change</i>	<i>First Half FY16 Total Time</i>
Commercial Additions	-16	-16%	84.0
Commercial new construction	-50	-33%	110.5
New Homes	0		73.7
Additions to Homes	+16	+33%	32.7

6. Office of Zoning and Administrative Hearings (OZAH)

The processing times for OZAH’s zoning related cases are highly variable. Their timing is dependent upon the Planning Department’s staff report and accommodating conflicting schedules. The average time from the close of record to the Hearing Examiner’s report was 27 days for LMAs, DPAs, and SDPAs, 27.5 days for Conditional uses and objections to accessory apartments, and 14 days for cases decided by the Board of Appeals.

OZAH	Average processing time FY15 compared to the first half of FY16		
	<i>Days</i>	<i>Percent Change</i>	<i>First Half FY16 Total Time (excluding hearing)</i>
LMAs, DPAs & SDPAs	-14	-8%	159
Conditional Use/Objections	+45	+36%	169
Board of Appeals Decisions	+70	+38%	250 (Planning staff report and hearing delays)

7. Board of Appeals

The time required for Board of Appeals review has not changed in any significant way.

BOARD OF APPEALS	Average processing time FY15 compared to the first half of FY16		
	Days	Percent Change	First Half FY16 Total Time (excluding hearing)
New Special Exceptions and Major modifications (without oral argument)	+1	+5%	22
Administrative modification	0	0	39
Variance	+2	+3%	69

8. Suggestions for future reporting.

Departments should report their performance in comparison to a prior time period. The Planning Department was the only department to provide this information.

WSSC should be asked for a report that includes summary information on the time it takes for the permitting process.

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DEPARTMENT OF PERMITTING SERVICES

Isiah Leggett
County Executive

Diane R. Schwartz Jones
Director

February 5, 2016

MEMORANDUM

To: Nancy Floreen, Council President
From: Diane Schwartz Jones, Director *Diane A Jones*
Subject: Consolidated Semi-Annual Report per Council Resolution No. 17-859-
Processing Time For Development Applications – FY16Q1-2

The Department of Permitting Services, Department of Transportation, Montgomery County Planning Department, Board of Appeals, Office of Zoning and Administrative Hearings and the Washington Suburban Sanitary Commission are pleased to submit this consolidated schedule of reports using their own respective application and permit tracking tools to measure processing times for various development approvals and permits. Where feasible, the respective reports are broken down to show agency review times, time awaiting reviews and time with applicants/others. Likewise, where feasible, the respective reports show outliers. The reports that are generated largely come from the reporting processes within each agency.

Cc: Al Roshdieh, Director, Montgomery County Department of Transportation
Barbara Jay, Executive Director, Board of Appeals
Carla Reid, General Manager, WSSC
Gwen Wright, Planning Director, Montgomery County Planning Department
Martin Grossman, Director, Office of Zoning and Administrative Hearing
Jeff Zyontz

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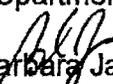
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MEMORANDUM

February 4, 2016

TO: Diane Schwartz-Jones, Director
Department of Permitting Services

FROM:  Barbara Jay, Executive Director
Board of Appeals

SUBJECT: Board of Appeals Average Processing Times

Attached please find the Board of Appeals' component of the Consolidated Report for Development Applications required by Council Resolution 17-859. This report tracks processing times for the period July 1, 2015, through December 31, 2015.

BOARD OF APPEALS AVERAGE PROCESSING TIMES
July 1, 2015 – December 31, 2015

1. Special Exceptions

Time (in Days) for Processing Special Exception Reports and Recommendations Received from OZAH

	Pursuant to Section 59-A-4.61(e), Applicant has 10 days after transmittal of OZAH Report and Recommendation in which to request oral argument	Average time (in days) from expiration of 10 day oral argument waiting period until verbal decision by BOA		Average time (in days) from verbal decision by BOA until issuance of written Opinion:*
		if oral argument is not requested or is denied (decision at Worksession*):	if oral argument is requested, granted and held (decision following oral argument):	
New special exceptions and major modifications to existing special exceptions		7	NA this period.	22

Time (in Days) for Processing Administrative Modifications to Existing Special Exceptions

	Average time from filing with BOA to verbal decision at Worksession:	Average time from verbal decision by BOA until issuance of written Opinion:*
Administrative modification to existing special exception	15	24

2. Variances

Time (in Days) for Processing Variances

	Average time from filing with BOA until hearing and verbal decision:	Average time from verbal decision by BOA until issuance of written Opinion:*
Variance	44 Outliers: 69, 88	25

* The Board has 30 days from the date of the verbal decision to issue its written Opinion in special exception and variance cases, and 45 days in administrative appeals. The Board has the authority to extend this time if needed. See Board Rule 9.

+ The Board of Appeals holds Worksessions every other week.

BOARD OF APPEALS AVERAGE PROCESSING TIMES
July 1, 2015 – December 31, 2015

3. Administrative Appeals

Time (in Days) for Processing Administrative Appeals

	Average time from filing with BOA until hearing and verbal decision:	Average time from verbal decision by BOA until issuance of written Opinion:*
Administrative Appeals	69	43



MONTGOMERY COUNTY PLANNING DEPARTMENT
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MEMORANDUM

TO: Diane Jones (DPS)
FROM: Mark Pfefferle *MP*
RE: Council Resolution 17-859
Planning Department First 6-month Data for FY 2016
DATE: February 3, 2016

The Planning Department has compiled the necessary information required by Council Resolution 17-859 for period covering July 1, 2015 to December 31, 2015. This report also compares the data for the first six months of fiscal year 2016 to previous years, when appropriate. In summary:

- If the rate of new preliminary plans of subdivision accepted in the first six months continues for the next six months the number of new preliminary plans submitted and accepted for review will exceed those submitted in the previous three fiscal years.
- If the rate of new site plan application accepted in the first six months continues for the next six months the number of new site plans submitted and accepted for review will exceed those submitted in the previous five fiscal years.
- The average review time for **record plats approved** in the first six months of fiscal year 2016 was **207 calendar days** for those submitted and reviewed electronically and **over 1,000 calendar days** for those submitted and reviewed **by paper**. The paper record plats were accepted prior to the mandatory submission and review of record plats electronically, which occurred in July 2014.
- In fiscal year 2014, and prior to any process changes, it took on average over 365 calendar days to approve a record plat. In the first half of fiscal year 2016 it took, on average, 207 calendar days to approve a record plat that was submitted after the process changes were implemented.
- The review and final decision of new site plans submitted and reviewed under the new zoning ordinance is considerably quicker than those submitted under the old zoning ordinance. The average review times for new site plans submitted under the **new zoning ordinance** is **168** as compared to **389** for those submitted and reviewed under the **old zoning ordinance**.

Exhibit 1. below identifies the number of plans accepted by the Montgomery County Planning Department for fiscal years 2014, 2015, and for the first six months of fiscal year 2016.

Exhibit 1. Plans Accepted by Application Type and Fiscal Year			
Application Type	FY 2014	FY 2015	First Six-Months Fiscal Year 2016
Preliminary Plans			
New Applications	26	23	16
<u>Amendments</u>	<u>35</u>	<u>24</u>	<u>12</u>
Subtotal	61	47	28
Site Plans			
New Applications	16	12	12

Exhibit 1. Plans Accepted by Application Type and Fiscal Year			
Application Type	FY 2014	FY 2015	First Six-Months Fiscal Year 2016
Major Amendments	3	8	2
Limited Amendments	10	12	5
Consent Amendments	11	8	3
<u>Administrative Amendments</u>	<u>39</u>	<u>27</u>	<u>10</u>
Subtotal	79	67	32
Project Plans			
New Applications	1	4	0
<u>Amendments</u>	<u>1</u>	<u>4</u>	<u>0</u>
Subtotal	2	8	0
Sketch Plans			
New Applications	4	7	5
<u>Amendments</u>	<u>0</u>	<u>2</u>	<u>1</u>
Subtotal	4	9	6
Pre-Preliminary Plans			
Staff Review Only	1	11	1
<u>Staff and PB Review</u>	<u>0</u>	<u>7</u>	<u>0</u>
Subtotal	1	18	1
Record Plats	161	130	57
Subdivision Review Waivers	2	1	2
NRI/FSDs	67	74	40
Forest Conservation Exemptions	135	155	68
Forest Conservation Plans			
Preliminary Plans	30	31	23
Site Plans	20	19	14
Special Exceptions	0	4	2
Mandatory Referrals	8	4	3
Park FCP	1	6	0
<u>Sediment Control FCP</u>	<u>25</u>	<u>19</u>	<u>8</u>
Subtotal FCPs	84	83	50
Special Protection Area Plans	6	6	3
Special Exceptions/Conditional Uses	6	17	9
Development Plan Amendments	2	1	1
Local Map Amendments	3	1	1
Mandatory Referrals	50	31	14
Building Permits	1,669	1,224 ¹	733
TOTAL	2,332	1,872	1,044
<p>1. The number of building permit applications forwarded to the Planning Department for review decreased in fiscal year 2015 because there is now a greater understanding by the Montgomery County Department of Permitting Services on which permits the Planning Department needs to review.</p>			

Exhibit 2 below shows the number of new applications accepted and applications with a final decision, by plan type, for fiscal years 2014, 2015, and for the first six months of fiscal year 2016.

**Exhibit 2. Number of Plans Accepted with a
Final Decision by Application Type**

Application Type	Fiscal Year 2014		Fiscal Year 2015		First Six-Months Fiscal Year 2016	
	Accepted ¹	Final Decision ²	Accepted ¹	Final Decision ²	Accepted ¹	Final Decision ²
Preliminary Plans						
New Applications	26	21	23	26	16	15
<u>Amendments</u>	<u>35</u>	<u>26</u>	<u>24</u>	<u>31</u>	<u>12</u>	<u>11</u>
Subtotal	61	47	47	57	28	26
Site Plans						
New Applications	16	19	12	14	12	9
Major Amendments	3	1	8	8	2	5
Limited Amendments	10	12	12	9	5	4
Consent Amendments	11	9	8	6	3	5
<u>Administrative Amendments</u>	<u>39</u>	<u>33</u>	<u>27</u>	<u>10</u>	<u>10</u>	<u>3</u>
Subtotal	79	74	67	47	32	26
Project Plans						
New Applications	1	4	4	2	0	1
<u>Amendments</u>	<u>1</u>	<u>0</u>	<u>4</u>	<u>2</u>	<u>0</u>	<u>0</u>
Subtotal	2	4	8	4	0	1
Sketch Plans						
New Applications	4	3	7	3	5	2
<u>Amendments</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>	<u>2</u>
Subtotal	4	3	9	3	6	4
Pre-Preliminary Plans						
Staff Review Only	1	2	11	5	1	0
<u>Staff and PB Review</u>	<u>0</u>	<u>2</u>	<u>7</u>	<u>2</u>	<u>0</u>	<u>0</u>
Subtotal	1	4	18	7	1	0
Record Plats	161	145	130	139	57	64
Subdivision Review Waivers	2	1	1	1	2	0
NRI/FSDs						
New Applications	67	55	74	54	40	39
Forest Conservation Exemptions	135	120	155	148	68	71
Forest Conservation Plans						
Preliminary Plans	30	20	31	13	23	9
Site Plans	20	14	19	4	14	1
Special Exceptions	0	1	4	0	2	0
Mandatory Referrals	8	5	4	3	3	1
Park FCP	1	0	6	3	0	2
<u>Sediment Control FCP</u>	<u>25</u>	<u>24</u>	<u>19</u>	<u>17</u>	<u>8</u>	<u>8</u>
Subtotal FCPs	84	64	83	40	50	21
Special Protection Area Plans	6	0	6	0	3	1
Special Exceptions/ Conditional Uses	6	2	17	7	9	3
Development Plan Amendments	2	0	1	1	1	0

Exhibit 2. Number of Plans Accepted with a Final Decision by Application Type						
Application Type	Fiscal Year 2014		Fiscal Year 2015		First Six-Months Fiscal Year 2016	
	Accepted¹	Final Decision²	Accepted¹	Final Decision²	Accepted¹	Final Decision²
Local Map Amendments	3	0	1	0	1	0
Mandatory Referrals	50	35	31	31	14	10
Building Permits	1,669	1,710	1,224	1,302	733	852
TOTAL	2,332	2,264	1,872	1,840	1,044	1,121

1. "Accepted" refers to the number of new plans submitted and accepted as complete.
2. "Final decision" refers to plans approved, denied, or forwarded with recommendations to other branches of County government, and plans that were approved, denied, or not confirmed by staff. In some cases the number of plans with a final decision is greater than accepted for a fiscal year. This means some of the plans approved in that particular fiscal year were submitted in previous fiscal years.

Application Review Times

The Hansen database allows staff to track application processing and review times. Exhibit 3 below indicates the average number of review days for various plan types for first six months of fiscal year 2016 as compared to fiscal years 2012 to 2015. The data does not include any time or delays that may have occurred while waiting for an applicant to respond to comments, or when the Planning Department is waiting for other agency approvals before scheduling a Planning Board hearing. The average review times refers to the average number of days it takes for staff to process all applications of a particular type from plan acceptance to the Planning Board hearing.

Exhibit 3. Number of Plans with a Final Decision and Average Review Days by Plan Type for Fiscal Years 2012 to 2015 compared to First-Six Months Fiscal Year 2016				
Application Type	FY 12 to 15 Plans with Final Decision¹	FY 12 to 15 Average Review Days²	First Six Months FY 2016 Plans with Final Decision¹	First Six Month FY 2016 Average Review Days²
Preliminary Plans				
New Applications	118	175	14	181
Amendments	93	95	11	134
Site Plans				
New Applications				
Approved under old zoning ordinance	73	147	4	141
Approved under new zoning ordinance	1	127	5	81
Major Amendments	12	145	5	145
Limited Amendments	47	84	4	120
Consent Amendments	26	76	5	71
Administrative Amendments	97	72	3	99
Project Plans				

**Exhibit 3. Number of Plans with a Final Decision and
Average Review Days by Plan Type
for Fiscal Years 2012 to 2015 compared to First-Six Months Fiscal Year 2016**

Application Type	FY 12 to 15 Plans with Final Decision ¹	FY 12 to 15 Average Review Days ²	First Six Months FY 2016 Plans with Final Decision ¹	First Six Month FY 2016 Average Review Days ²
New Applications	14	189	1	170
Amendments	8	115	0	0
Sketch Plans	10	146	4	150
Pre-application Plans				
Staff Review Only	14	83	0	0
Staff and PB Review	14	143	0	0
Record Plats				
Pre ePlans review	555	415	15	1070 ^{4,5}
Post ePlans review	33	116	49	207
NRI/FSDs				
New Applications	303	79	39	93
Forest Conservation Exemptions	506	13	71	11
Forest Conservation Plans				
Park and Sediment Control FCP ³	82	119	10	40
Special Exceptions	54	157	3	117
Mandatory Referrals	152	59	10	97

1. "Final Decision" refers to plans approved; plans with a recommendation to other County government agencies; and plans that were approved, denied, or not confirmed by staff.
2. Review days are calculated from plan acceptance to final decision minus all review stops.
3. Data is only available for forest conservation plans associated with a park permit application and sediment control plans. All other forest conservation plans are subordinate to the parent plan such as a preliminary or site plan.
4. Data is shown as calendar days and not review days.
5. The data is skewed by 3 plans. One plan was submitted in 2008 and 2 others were submitted in 2011.

Exhibit 4 below provides greater review data for the 9 new site plans approved in first sixth months of fiscal year 2016.

**Exhibit 4. Detailed Information on Review Times for Site Plans Approved in Fiscal Year 2012 to 2015 as
Compared to First Six Months of Fiscal Year 2016**

	Plans Approved FY 2012 to 2015		First Six Months FY 2016	
	Old Ordinance	New Ordinance	Old Ordinance	New Ordinance
Number Approved	73	1	4	5
Average Review Time in Calendar Days	147	127	389	168
Median Review Time in Calendar Days	133	127	408	168



MONTGOMERY COUNTY, MARYLAND

MEMORANDUM

February 3, 2016

TO: Diane Jones, Director
Department of Permitting Services

FROM: Martin L. Grossman, Director *MLG*
Office of Zoning and Administrative Hearings

SUBJECT: OZAH Case Processing Times for the 1st and 2nd Quarters of FY 2016, per Council Resolution 17-859

In accordance with Council Resolution 17-859, which seeks to track processing times for the approval and permitting process, the Office of Zoning and Administrative Hearings is submitting the attached tables. The first two tables outline the average processing times, per type of case, for the 1st and 2nd Quarters of Fiscal Year 2016. The final table for each Quarter lists OZAH's outlier cases, which have been delayed by the applicant's request.

1st Quarter FY 16 Time for Processing OZAH Cases (in Days): ¹

Land Use Cases (1st Quarter):

	Average Time from Filing with Technical Staff to Receiving Technical Staff Report (or Planning Board Letter, when applicable)	Average Time from Receipt of Technical Staff Report or Planning Board Letter till First Hearing Date	Average Time Between Close of Record and Issuance of HE Report or Decision	Average Time from Issuance of HE Report to Final Action by the Council or the Board of Appeals
Cases to be decided by District Council action. (LMAs, DPAs & SDPAs)	86 days	25.5 days	27 days	21 days
OZAH Conditional Use Cases and Objections to DHCA Findings to be decided by OZAH	114 days	28 days	27.5 days	N/A
Cases to be decided by Board of Appeals	220 days	16 days	14 days	N/A

¹ In this year's report, I have simplified the charts depicting the time for processing OZAH cases by breaking them down into one chart for land use matters and one for cases from the Office of Human Rights (OHR) and the CCOC.

Cases from OHR and the CCOC (1st Quarter):

	Average Time for Discovery by the Parties	Average time from Discovery Completion to Hearing Date	Average time from OZAH's Receipt of Case to Issuance of Initial Order	Average Time Between Close of Record and Issuance of HE Report or Decision	Average Time from Issuance of HE Report to Final Action by the HRC or CCOC
Referrals from Office of Human Rights	133 days	255 days ²	37 days	77 days	Pending Action
Referrals from the Commission on Common Ownership Communities (CCOC)	No current data	No current data	No current data	No current data	No current data

C.3. Work in Progress ((1st Quarter Outlier Cases re: Time for Processing):

Case	Time from Filing with OZAH to Forwarding to Technical Staff	Time from Forwarding to Technical Staff to Receiving Technical Staff Report (or Planning Board Letter)	Time from Receipt of Technical Staff or Planning Board Report till First Hearing Date	Length of Postponement (where applicable)	Number of Hearing Dates in Quarter	Time Between Final Close of Record and Issuance of HE Report/ Decision	Time from Issuance of HR Report to Final Action by Council, BOA, HRC or CCOC
G-957	1 day	1 year, 10 months ²	21 days	1 year, 10 months ³	1	27 days	21 days
S-2762 ⁴	1 day	N/A	N/A	N/A	N/A	N/A	N/A

² This unusual delay was occasioned by numerous substantive motions, including a constitutional challenge, and the replacement of a party's attorneys because it was discovered that they were not licensed in Maryland.

³ All postponements in these cases were at the Applicant's request.

⁴ Ultimately, the application in S-2762 was withdrawn, and the case was returned to the Board of Appeals.

11

2nd Quarter FY 16 Time for Processing OZAH Cases (in Days):

Land Use Cases (2nd Quarter):

	Average Time from Filing with Technical Staff to Receiving Technical Staff Report (or Planning Board Letter, when applicable)	Average Time from Receipt of Technical Staff Report or Planning Board Letter till First Hearing Date	Average Time Between Close of Record and Issuance of HE Report or Decision	Average Time from Issuance of HE Report to Final Action by the Council or the Board of Appeals
Cases to be decided by District Council action. (LMAs, DPAs & SDPAs)	215.5 days	82.5 days	26.5 days	23.5 days
OZAH Conditional Use Cases and Objections to DHCA Findings to be decided by OZAH	123 days	15 days	29.5 days	N/A
Cases to be decided by Board of Appeals	299 days	32.5 days	14 days	39 days

Cases from OHR and the CCOC (2nd Quarter):

	Average Time for Discovery by the Parties	Average time from Discovery to Completion to Hearing Date	Average time from OZAH's Receipt of Case to Issuance of Initial Order	Average Time Between Close of Record and Issuance of HE Report or Decision	Average Time from Issuance of HE Report to Final Action by the HRC or CCOC
Referrals from Office of Human Rights	133 days	255 days	37 days	44 days	Pending Action
Referrals from the Commission on Common Ownership Communities (CCOC)	No current data	No current data	No current data	No current data	No current data

Work in Progress (2nd Quarter Outlier Cases re: Time for Processing):

Case	Time from Forwarding to Technical Staff to Receiving Technical Staff Report (or Planning Board Letter)	Time from Receipt of Technical Staff or Planning Board Report till First Hearing Date	Length of Postponement (where applicable)	Number of Hearing Dates in Quarter	Time Between Final Close of Record and Issuance of HE Report/ Decision	Time from Issuance of HR Report to Final Action by Council, BOA, HRC or CCOC
G-957	1 year, 10 months ⁵	21 days	1 year, 10 months ¹	0	27 days	21 days
G-964	1 year, 7 months ¹	11 days	1 year, 7 months ¹	1	24 days	19 days

⁵ All postponements in these cases were at the Applicant's request.



DEPARTMENT OF PERMITTING SERVICES

DEPARTMENT OF PERMITTING SERVICES
COMMERCIAL PLANS INITIAL REVIEW TIME REPORT

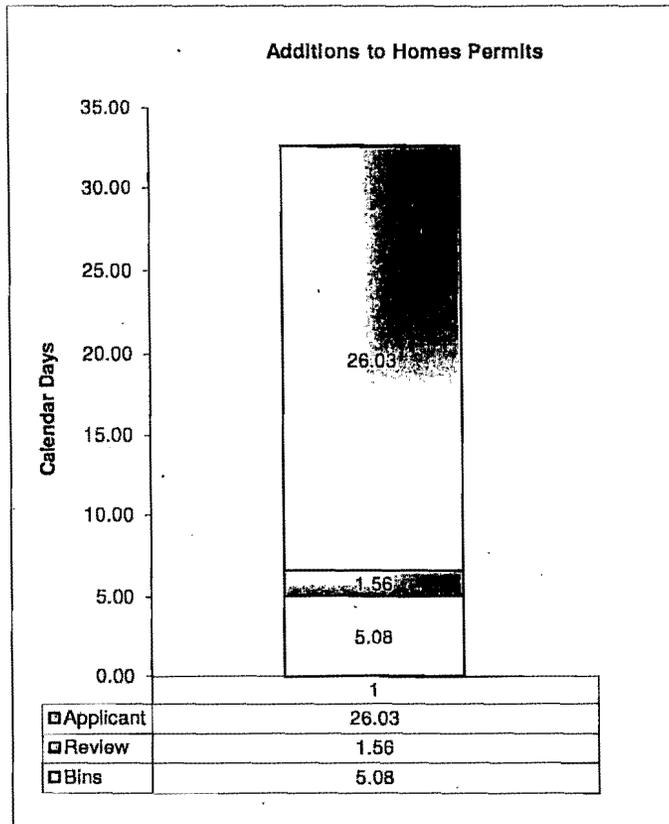
2015	Days	Complete	Plans	Paper	ePlans	% ePlan
July	27.7	11/27/15	130	102	28	21.5%
August	22.3	12/31/15	119	95	24	20.2%
September	19.5		202	144	58	28.7%
October	19.2		136	101	37	27.2%
November	24.4		85	77	9	10.6%
December	20.7		121	106	16	13.2%

2015	Days	Complete	Plans	Paper	ePlans	% ePlan
Monthly Average	22.3		132	104	29	21.7%
Yearly Total			793	625	172	

Plan Tracking Summary Additions to Homes
 Issued From: 7/1/2015 To: 12/31/2015

Location	Total (Days)	Average # Days per Permit	# DPS Days
BC Bins	2,489	5.08	6.64
BC Plan Review	766	1.56	
Applicant	12,754	26.03	
Total (Days)	16,009	32.67	

490 Permits Tracked

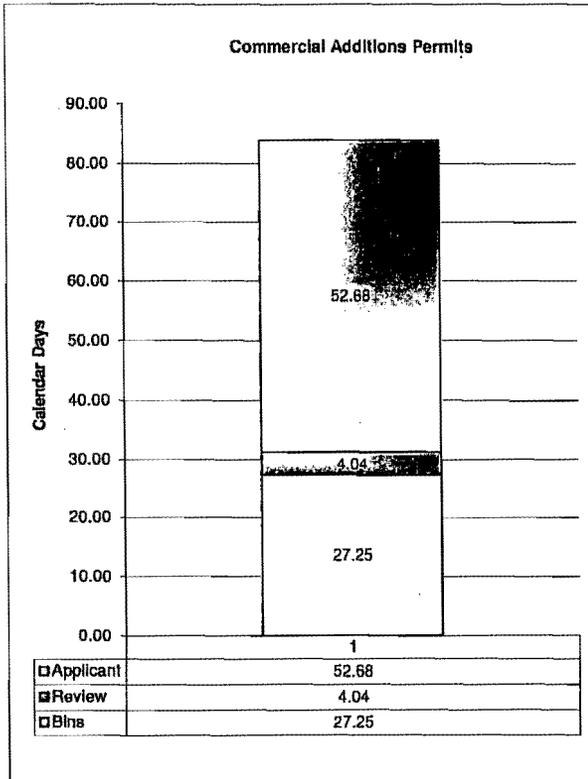


16

Plan Tracking Summary Commercial Additions
 Issued From: 7/1/2015 To: 12/31/2015

Location	Total (Days)	Average # Days per Permit	# DPS Days
BC Bins	763.00	27.25	31.29
BC Plan Review	113.00	4.04	
Applicant	1,475.00	52.68	
Total (Days)	2,351.00	83.96	

28 Permits Tracked

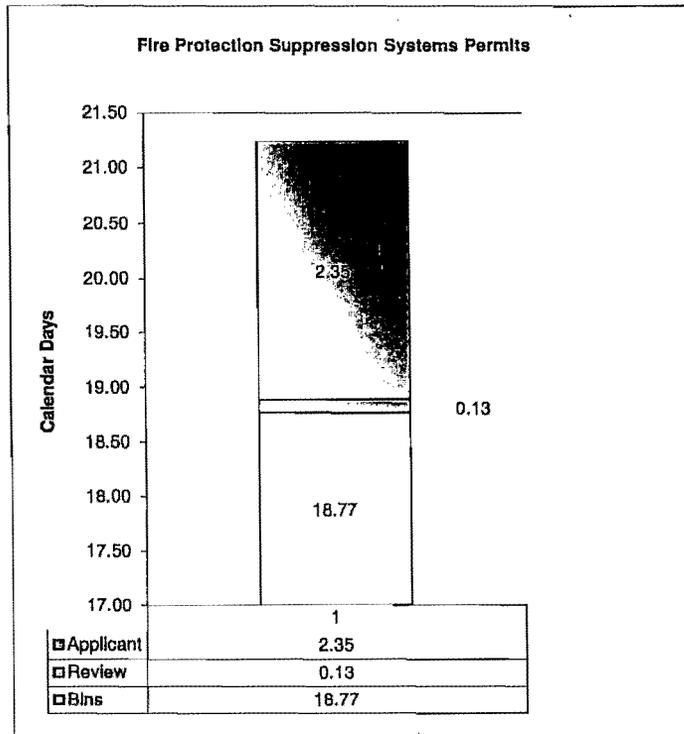


17

Plan Tracking Summary Fire Suppression Systems Permits
 Issued 7/1/2015 to 12/31/2015

Location	Total (Days)	Average # Days per Permit	# DPS Days
BC Bins	13,850.00	18.77	18.89
BC Plan Review	93.00	0.13	
Applicant	1,734.00	2.35	
Total (Days)	15,677.00	21.24	

738 Permits Tracked

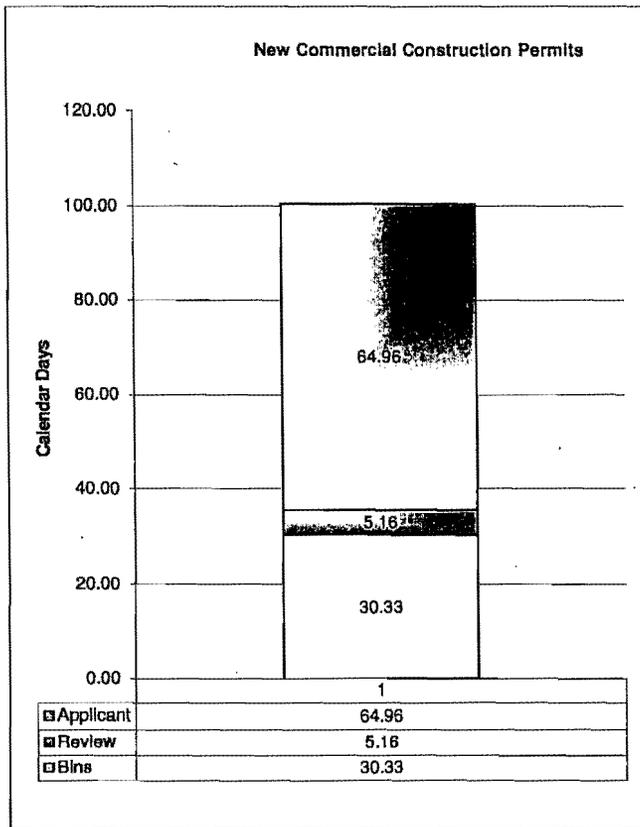


18

Plan Tracking Summary Commercial New Construction
 Issued From: 7/1/2015 To: 12/31/2015

Location	Total (Days)	Average # Days per Permit	# DPS Days
BC Bins	3,730.00	30.33	35.49
BC Plan Review	635.00	5.16	
Applicant	7,990.00	64.96	
Total (Days)	12,355.00	100.45	

123 Permits Tracked

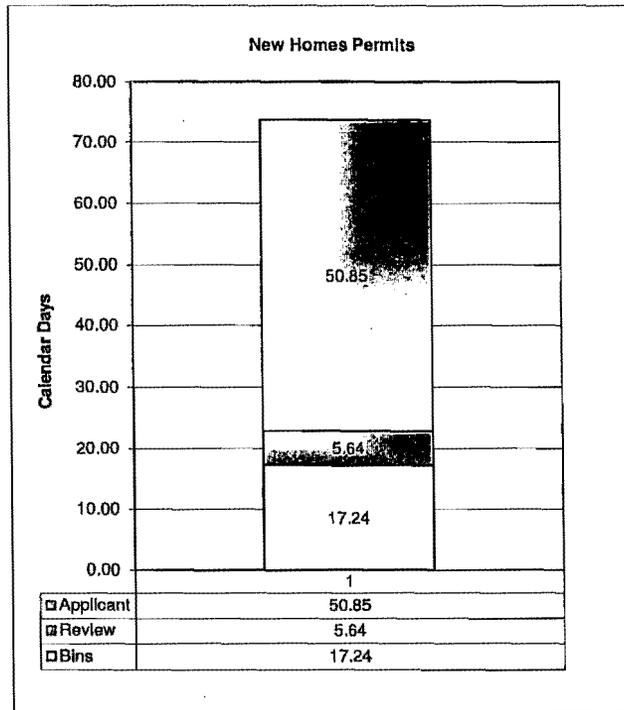


(61)

Plan Tracking Summary New Homes
 Issued From: 7/1/2015 To: 12/31/2015

Location	Total (Days)	Average # Days per Permit	DPS Days
BC Bins	3,638.00	17.24	22.88
BC Plan Review	1,189.00	5.64	
Applicant	10,730.00	50.85	
Total (Days)	15,557.00	73.73	

211 Permits Issued



20

or SEDIMENT CONTROL

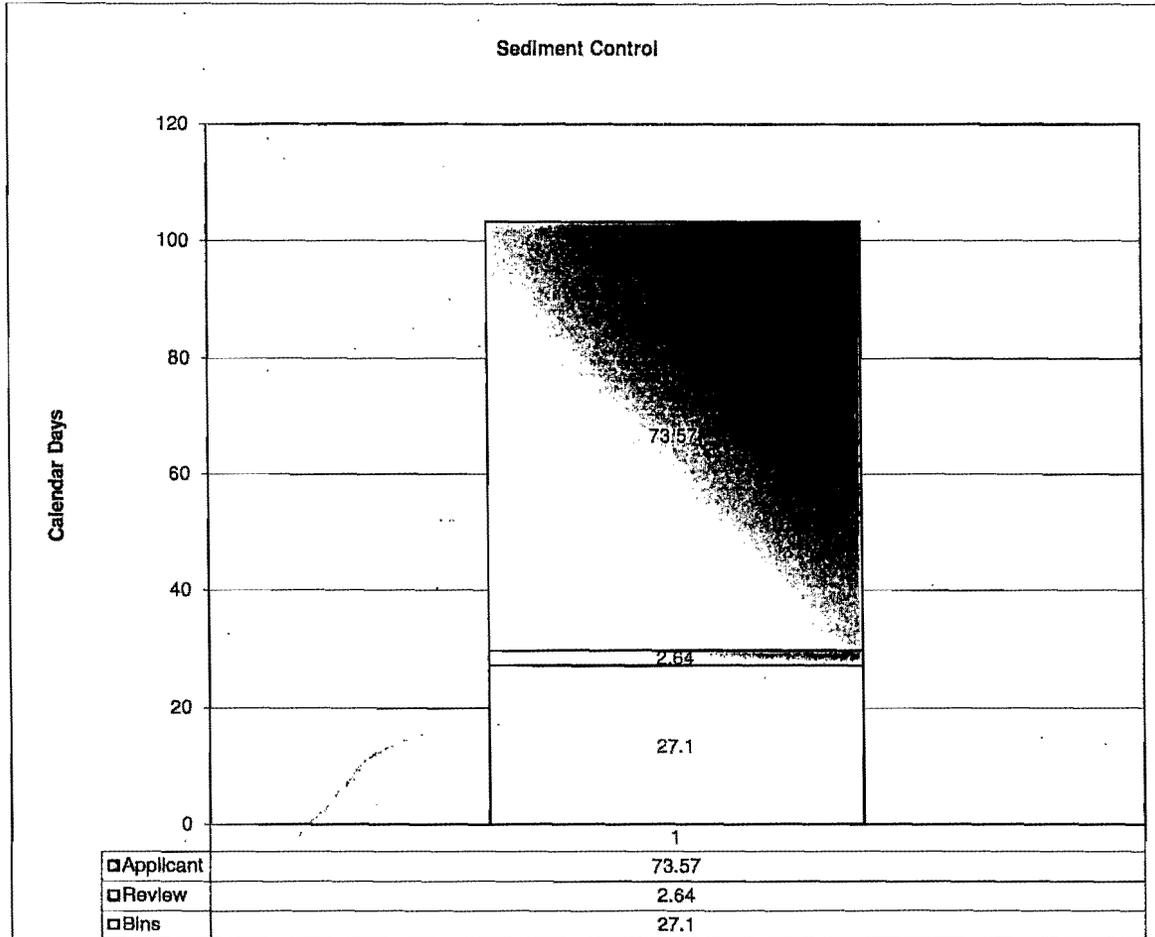
ssued From: 7/1/2015

To: 12/31/2015

Location	Total (Days)	Average # Days per Permit	# DPS Days
D Bins	7,371.00	27.10	29.74
D Plan Review	719.00	2.64	
pplicant	20,012.00	73.57	
otal (Days)	221,549.00	814.52	

272 Permits Issued

(12)



AP#	APTYPE	COPY#	CURLOC	LOCDDTTM	INSTAT	LOC	BYTYPE	CHKDDTTM	EMPCODE	TimeDelta
281542	SEDIMENT	1.00	LB6	12/21/2015 11:37:00AM						
					I	CUST		12/18/2015 10:30:00AM	MYERS	0.00
					O	LPTD	R	12/18/2015 10:35:00AM	MYERS	0.00
					I	LB6	R	12/18/2015 11:30:00AM	MYERS	3.00
					O	LPRD	R	12/21/2015 11:32:00AM	WEADO	0.00
					I	LB6	R	12/21/2015 11:37:00AM	WEADO	0.00
									Total Duration:	3.00

Average number of days to complete DPS reviews - Sediment Control
Approved From: 7/1/2015 To: 12/31/2015

272 Permits Issued
28 Target Time (Days)

	Total (Days)
Total	28,114.00
	12.00
Applicant	20,012.00
LD Bins	7,371.00
LD Plan Review	719.00

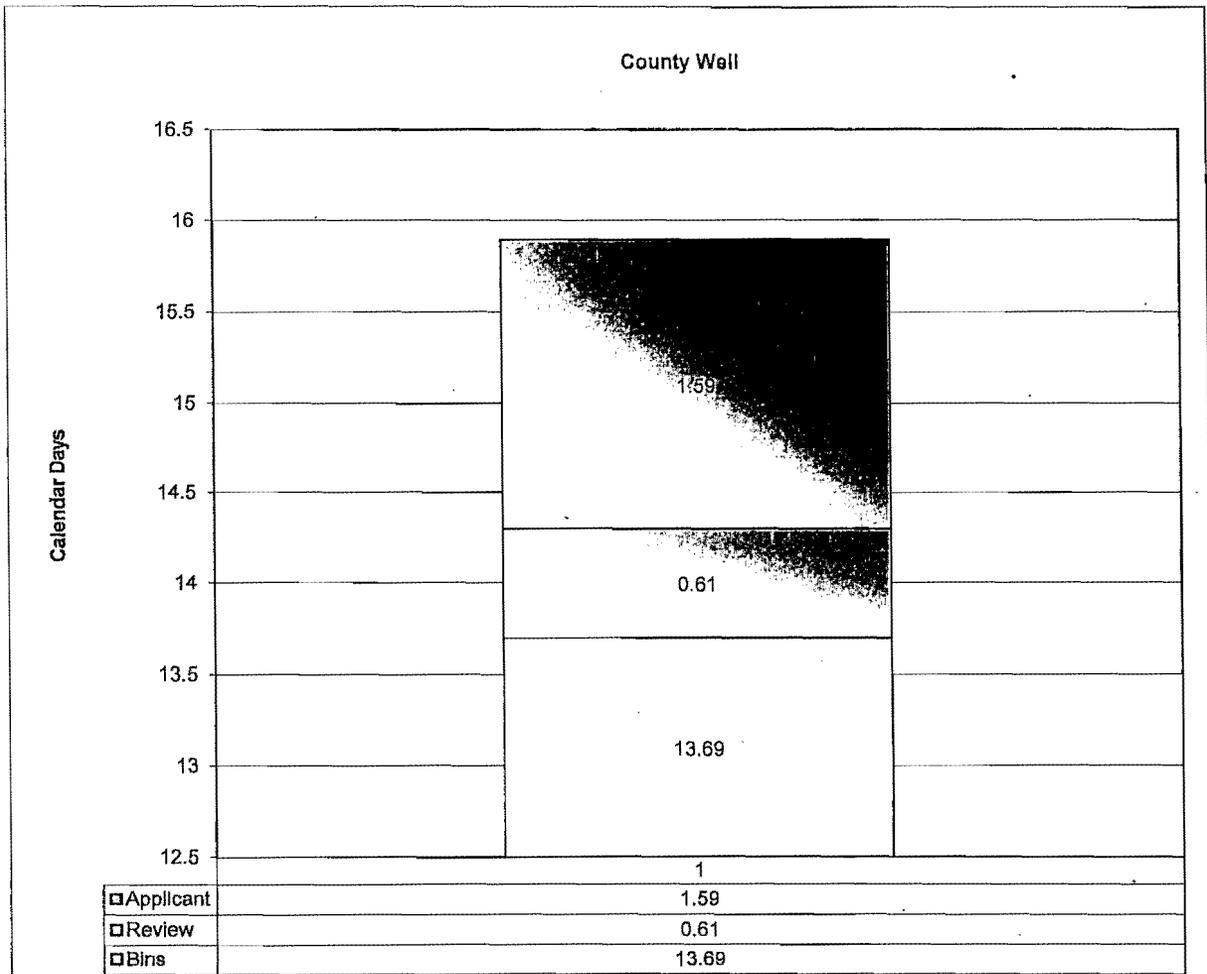
(22)

COUNTY WELL
 Issued From: 7/01/2015
 To: 12/31/2015

Location	Total (Days)	Average # Days per Permit	# DPS Days
WWS Bins	1,588.00	13.69	14.30
WWS Plan Review	71.00	0.61	
Applicant	185.00	1.59	
Total (Days)	1,854.00	15.98	

116 Permits Issued

23



AP#	APTYPE	COPY#	CURLOC	LOCDTTM	INSTAT	LOC	BYTYPE	CHKDTTM	EMPCODE	TimeDelta
739708	CTYWELL	1.00	CUST	01/12/2016 08:20:00AM						
					I			12/18/2015 09:41:16AM	GRANG	0.00
					O	LPTD	R	12/18/2015 09:43:00AM	GRANG	0.00
					I	LB4	R	12/18/2015 09:46:00AM	GRANG	6.00
					O	LHBWS	R	12/24/2015 10:33:00AM	SCOTH	4.00
					C	CUST	R	12/28/2015 02:11:00PM	SHEPA	15.00
					I	LPTD	R	01/12/2016 08:19:00AM	GRANG	0.00
					O	CUST	A	01/12/2016 08:20:00AM	GRANG	0.00
									Total Duration:	25.00
740135	CTYWELL	1.00	CUST	01/04/2016 10:18:00AM						
					I	CUST		01/04/2016 10:18:00AM	GRANG	0.00
									Total Duration:	0.00

Average number of days to complete DPS reviews - Well
From: 7/1/2015 To: 12/31/2015

116 Permits Issued
28 Target Time (Days)

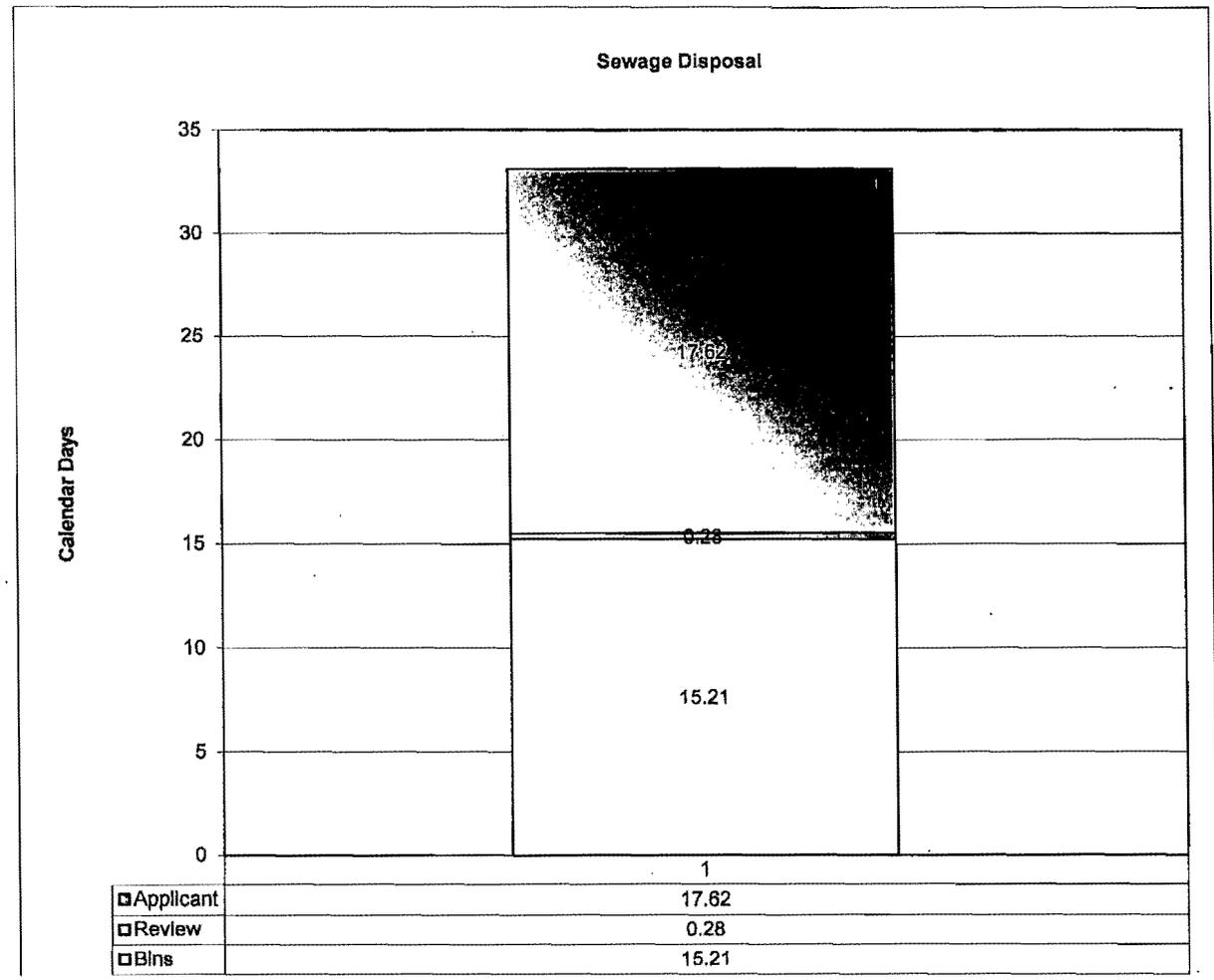
	Total (Days)
	10.00
Customer	185.00
LD Blns	1,588.00
LD Plan Review	71.00
Total (Days)	1,854.00

SEWAGE DISPOSAL
 Period From: 7/1/2015
 To: 12/31/2015

Location	Total (Days)	Average # Days per Permit	# DPS Days
WS Bins	441.00	15.21	15.48
WS Plan Review	8.00	0.28	
Applicant	511.00	17.62	
Total (Days)	962.00	33.17	

29 Permits Issued

25



**Plan Tracking Summary
for Sewage Disposal Permits
Issued From: 7/1/2015
To: 12/15/2015**

29 Permits Issued
28 Target Time (Days)

	Total (Days)
	2.00
Customer	511.00
LD Bins	441.00
LD Plan Review	8.00
Total (Days)	962.00

26

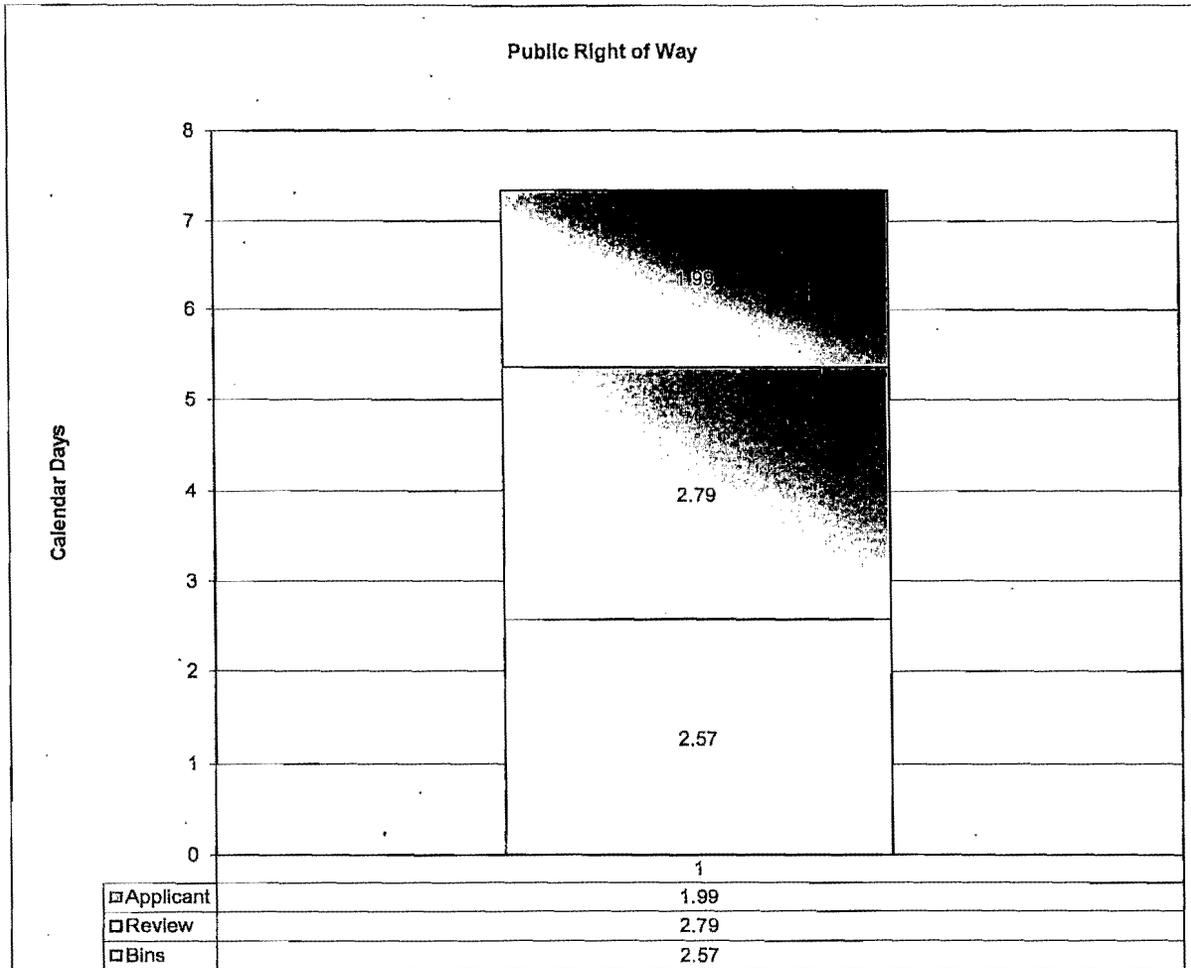
PUBLIC RIGHT OF WAY

Issued From: 7/1/2015

To: 12/31/2015

Location	Total (Days)	Average # Days per Permit	# DPS Days
Bins	3,201.00	2.57	5.36
Plan Review	3,471.00	2.79	
Applicant	2,473.00	1.99	
Total (Days)	9,538.00	7.66	

1,245 Permits Issued



(17)

P#	APTYPE	COPY#	CURLOC	LOCDDTTM	INSTAT	LOC	BYTYPE	CHKDDTTM	EMPCODE	TimeDelta
50816	PUBL	1.00	CUST	12/28/2015	3:38:00PM					
					I	CUST		12/28/2015 11:51:00AM	STROU	0.00
					I	LB3	R	12/28/2015 12:07:00PM	STROU	0.00
					O	LPTD	R	12/28/2015 12:08:00PM	STROU	0.00
					O	CUST	A	12/28/2015 3:38:00PM	STROU	0.00
									Total Duration:	0.00

**Average number of days to complete DPS reviews - Public Right of Way
Issued From: 7/1/2015 To: 12/31/2015**

1,245 Permits Issued
28 Target Time (Days)

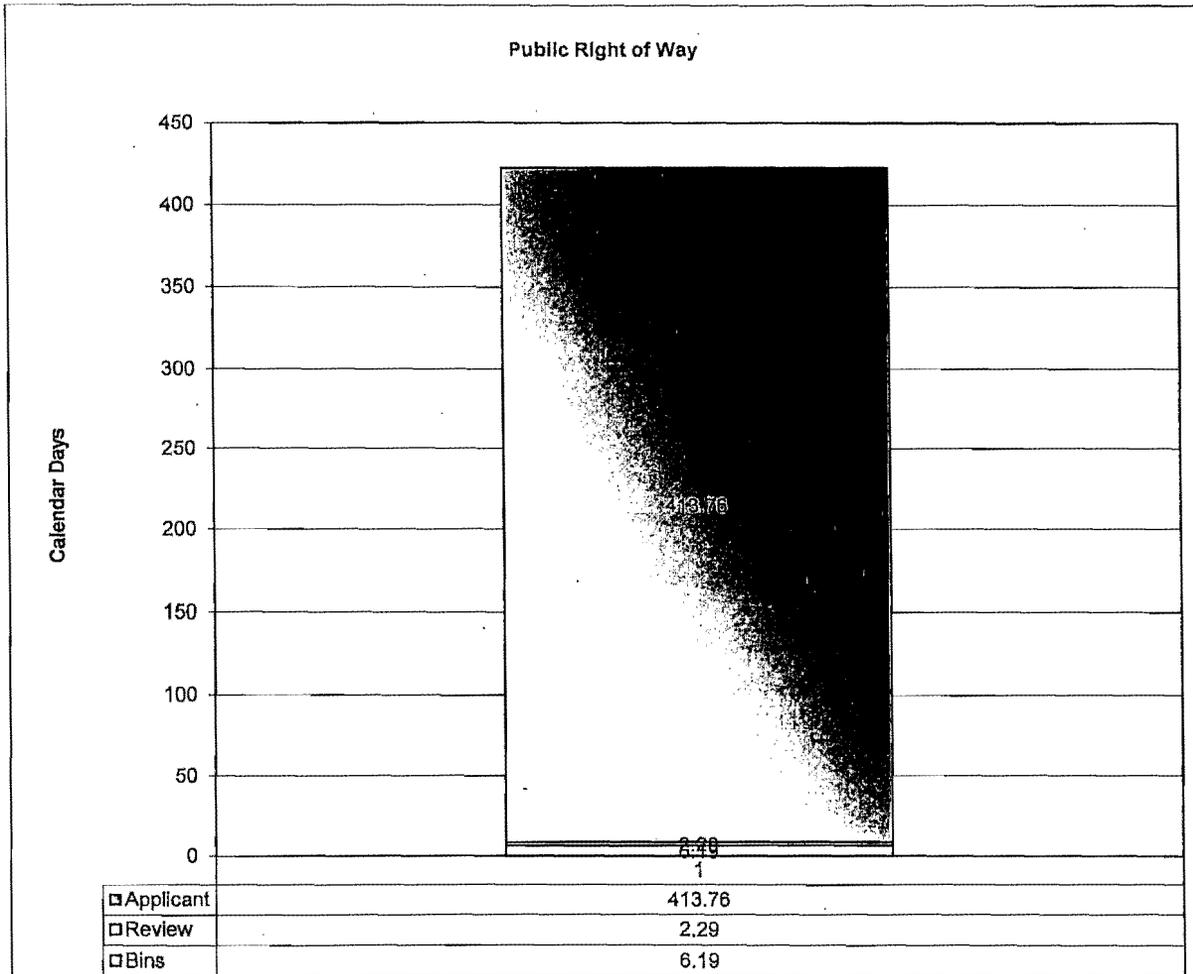
	Total
Total	9,538
	393
Applicant	2,473
LD Bins	3,201
LD Plan Review	3,471

28

Category	Total (Days)	Average # Days per Permit	# DPS Days
Bins	260.00	5.42	7.42
Plan Review	96.00	2.00	
Applicant	15935	362.04	
Total (Days)	17,378.00		

* 48 Permits Issued
 28 Total Target
 Review Time
 (Days)

29



P#	APTTYPE	COPY#	CURLOC	LOCDDTTM	INSTAT	LOC	BYTYPE	CHKDDTTM	EMPCODE	TimeDelta
20160150	RECORDPLAT	1.00	CUST	11/30/2015 12:05:00PM						
					I	LBPLA		8/25/2015 9:08:00AM	EMERY	0.00
					O	LPRD	R	8/25/2015 9:09:00AM	EMERY	0.00
					I	LPROB	R	8/25/2015 3:53:00PM	EMERY	2.00
					O	LPRD	R	8/27/2015 1:00:00PM	EMERY	0.00
					I	PUBR2	R	8/27/2015 3:23:00PM	EMERY	0.00
					O	CUST	A	8/27/2015 3:24:00PM	EMERY	20.00
					I	LBPLA	A	9/16/2015 7:25:00AM	EMERY	2.00
					O	LPRD	R	9/18/2015 7:36:00AM	EMERY	0.00
					I	PUBR2	R	9/18/2015 1:37:00PM	EMERY	0.00
					O	CUST	A	9/18/2015 1:38:00PM	EMERY	46.00
					I	LBPLA	A	11/3/2015 8:39:00AM	EMERY	3.00
					O	LPRD	R	11/6/2015 8:39:00AM	EMERY	0.00
					I	PUBR2	R	11/6/2015 10:34:00AM	EMERY	0.00
					O	CUST	A	11/6/2015 10:35:00AM	EMERY	18.00
					I	LBPLA	A	11/24/2015 2:52:00PM	SMITH	1.00
					O	LPRD	R	11/25/2015 8:00:00AM	JEEVE	0.00
					I	LPROB	R	11/25/2015 8:30:00AM	JEEVE	2.00
					O	LPRD	R	11/27/2015 7:30:00AM	JEEVE	0.00
					I	PUBR2	R	11/27/2015 7:45:00AM	JEEVE	3.00
					O	CUST	A	11/30/2015 12:05:00PMMADDO		0.00
Total Duration:										97.00

Average number of days to complete DPS reviews - Record Plats
Issued From: 7/1/2015 To: 12/31/2015

48 Permits Issued
28 Target Time (Days)

	Total (Days)
Total	17,378.00
	1,087.00
Applicant	15,935.00
LD Bins	260.00
LD Plan Review	96.00

Attachment 4
Montgomery County Department of Transportation (MCDOT)
Development Review Activity Report

FY 16 (1st half) Summaries

MCDOT's primary involvement in the development review process is to review the transportation elements of projects at the preliminary plan stage and to provide to the Planning Board either a recommendation to approve with conditions or deny. Additionally, MCDOT is the lead agency for a variety of issues that come up in the overall development approval and permitting process, including review/approval of geometric design exceptions, approval of traffic design elements, resolution of property/ROW acquisitions/transfers, etc. MCDOT's reports reflect their involvement at the DRC stage, as well as review timeframes for specific activities at the preliminary plan stage and other miscellaneous activities. MCDOT makes every effort to end up with a recommendation to approve for every project, and therefore review timeframes reflect the time that goes in to positively resolve all issues and conflicts with the applicant, MNCPPC staff, and other agencies.

MCDOT Development Review Activity Report
FY16, 1st Half Year Summary

A) DRC Projects Quarterly Breakdown

Time Period	No. of Projects	Comments Provided in Advance	Pre-DRC Attendance	DRC Attendance
Quarter 1	6	100%	100%	100%*
Quarter 2	12	100%	100%	100%
Quarter 3	-	-	-	-
Quarter 4	-	-	-	-
FY 16	18	100%	100%	100%

* MCDOT missed one DRC meeting when the sole plan on the agenda was located off a State road and did not require MCDOT comments.

B) FY 16 1st Half Plan Reviews

Activity Type	No. of Projects ⁽¹⁾	Comments to MNCPPC ⁽²⁾			Projects w/ Dev Delays	Delay Time ⁽²⁻³⁾		
		Avg	Min	Max		Avg	Min	Max
Preliminary Plans	10	34	5	74	5	71	23	213
Other Plans (Pre-prelim, Sketch, Project, Etc)	20	20	8	53	0	0	0	0
Traffic Impact Studies	10	38	8	117	0	0	0	0

C) Preliminary Plan Reviews⁽²⁾

Time Period	Preliminary Plans	Dev. Lag Time			DRT Time		
		Avg	Min	Max	Avg	Min	Max
Quarter 1	4	31	0	31	22	5	63
Quarter 2	6	81	23	213	42	22	74
Quarter 3							
Quarter 4							
FY16	10	71	0	213	34	5	74

D) Other Plan Reviews

Time Period	Other Plans	Dev. Lag Time			DRT Time		
		Avg	Min	Max	Avg	Min	Max
Quarter 1	4	n/a	n/a	n/a	19	8	33
Quarter 2	9	n/a	n/a	n/a	20	9	53
Quarter 3							
Quarter 4							
FY16	20	n/a	n/a	n/a	20	8	53

E) Traffic Impact Studies⁽²⁾

Time Period	Other Plans	Dev. Lag Time			DRT Time		
		Avg	Min	Max	Avg	Min	Max
Quarter 1	5	n/a	n/a	n/a	26	13	35
Quarter 2	5	n/a	n/a	n/a	50	8	117
Quarter 3							
Quarter 4							
FY16	10	n/a	n/a	n/a	38	8	117

E) Miscellaneous Activities⁽²⁾

Time Period	Project Follow-ups	Receipt to Closure Time		
		Average	Minimum	Maximum
Quarter 1	14	8	< 1	21
Quarter 2	15	11	< 1	35
Quarter 3				
Quarter 4				
FY 16	29	9	< 1	35

F) Traffic Mitigation Agreements⁽⁴⁾

Time Period	Traffic Mitigation Agreements	Receipt to Closure Time (Days)		
		Average	Minimum	Maximum
Quarter 1	0	0	0	0
Quarter 2	4	12	7	21
Quarter 3				
Quarter 4				
FY 16	4	12	7	21

NOTES:

- 1) Reflects those projects for which final comment letters were forwarded to MNCPPC during the reporting period.
- 2) Includes entire timeframe to work out all issues with applicant in order to achieve a recommendation to approve (i.e., MCDOT makes every effort not to send a recommendation to deny the project) Does not include projects with site access and/or drainage problems that necessitated multiple interactions with applicants over extended periods of time.
- 3) Represents the time from when MCDOT notified the applicant that information needed to complete the review is missing until the date the applicant provides the information so MCDOT can complete the review
- 4) Reflects the time needed to obtain County Attorney and Assistant Chief Administrative Officer approvals once the fully executed document is submitted to MCDOT,

FY16 Improvements:

Greater emphasis has been placed on formal plan and TIS review timeframes with the objective of decreasing the amount of time from receipt of completed packages to issuance of final letter. Among the changes that we have instituted during the 1st half of FY16, we have:

- Continued to issue lists of comments (at DRC) for Sketch, Project, and Pre-Preliminary Plans (in lieu of preparing formal review comment letters)
- Continue to contact applicants in advance of DRC meetings to advise them of incomplete submissions
- Continue to issue preliminary plan letters at the DRC meeting (for complete submissions)
- Staff have developed an Excel spreadsheet to better track submissions and responses
- Has actively participated in inter-agency reviews of the proposed Subdivision Regulation Amendment to amend Chapter 50 (Subdivision Ordinance) of the County Code
- Initiated a series of meetings to improve Transportation Demand Measures throughout the County

**WSSC - Project Reviews
(Department Reviews) - Daily
Montgomery County**

WSSC - Project Reviews (Department Reviews) - Daily Refresh Montgomery County

Start Date: 7/1/2015, End Date: 12/31/2015,

Project Type	Project Number	Review Cycle	Project Data Modified	Returned To Applicant Data
DRP	DR5979A15	1	07-13-2015 2:55PM	07-20-2015 3:36PM
DRP	DR5979A15	2	11-23-2015 10:07AM	12-03-2015 8:23AM
DRP	DR5979A15	3	12-15-2015 1:52PM	12-23-2015 11:48AM
DRP	DR6004A16	1	08-18-2015 6:35PM	09-02-2015 8:17AM
DRP	DR6004A16	2	11-19-2015 11:19AM	12-02-2015 8:55PM
DRP	DR6004A16	3	12-23-2015 9:54AM	12-30-2015 2:39PM
DRP	DR6028A16	1	10-20-2015 2:56PM	10-29-2015 9:48AM
DRP	DR6028A16	2	12-22-2015 12:29PM	
DRP	DR6040A16	1	12-15-2015 8:33AM	12-28-2015 4:44PM
DRP	DR6080A16	1	12-22-2015 12:02PM	12-31-2015 11:50AM
DRP	DRP-000001-2016	1	07-23-2015 11:34AM	08-03-2015 1:47PM
DRP	DRP-000002-2016	1	07-16-2015 9:31AM	07-21-2015 4:00PM
DRP	DRP-000004-2016	1	08-13-2015 8:59AM	08-20-2015 1:45PM
DRP	DRP-000004-2016	2	08-20-2015 2:38PM	08-21-2015 3:14PM

GOV	120160170	1	12-29-2015 3:20PM	
GOV	320160030	1	10-26-2015 4:44PM	11-04-2015 2:22PM
GOV	320160040	1	12-08-2015 10:05AM	12-11-2015 3:52PM
GOV	81984002B	1	10-26-2015 1:31PM	11-05-2015 9:02AM
GOV	820150120	1	08-19-2015 2:32PM	09-04-2015 9:17AM
GOV	820150130	1	08-05-2015 1:19PM	08-17-2015 2:33PM
GOV	820150150	1	09-02-2015 9:18AM	09-18-2015 3:43PM
GOV	820160020	1	10-26-2015 4:42PM	11-04-2015 8:55AM
GOV	820160040	1	12-08-2015 9:18AM	12-17-2015 5:14PM
MSU	12M2439	2	11-19-2015 8:30AM	11-24-2015 2:03PM
MSU	14M2538	4	09-28-2015 4:25PM	10-07-2015 1:53PM
MSU	14M2538	5	12-14-2015 3:06PM	12-28-2015 10:47AM
MSU	14M2566	4	06-23-2015 10:19AM	07-02-2015 11:26AM
MSU	14M2566	5	08-10-2015 3:24PM	08-18-2015 9:07AM
MSU	14M2589	2	07-06-2015 3:47PM	07-07-2015 11:16AM
MSU	14M2589	3	07-07-2015 12:03PM	07-07-2015 1:20PM
MSU	15M2617	3	07-07-2015 3:02PM	07-14-2015 9:25AM
MSU	15M2617	4	08-14-2015 4:08PM	08-18-2015 3:15PM
MSU	15M2617	5	08-24-2015 2:42PM	08-27-2015 6:20AM
MSU	15M2618	2	07-21-2015 11:45AM	07-24-2015 11:23AM
MSU	15M2621	2	06-23-2015 2:53PM	07-01-2015 7:03AM
MSU	15M2621	3	07-01-2015 7:34AM	07-01-2015 8:58AM
MSU	15M2625	2	11-10-2015 12:37PM	11-18-2015 3:24PM

SEP	DA3993B04	4	12-09-2015 1:53PM	12-23-2015 4:06PM
SEP	DA4154C05	1	07-28-2015 3:35PM	08-10-2015 8:02AM
SEP	DA4154C05	2	10-07-2015 3:29PM	10-15-2015 2:34PM
SEP	DA4161A05	2	09-10-2015 11:19AM	09-25-2015 8:51AM
SEP	DA4361B06	2	07-08-2015 11:56AM	07-22-2015 10:37AM
SEP	DA4361B06	3	08-17-2015 9:34AM	08-28-2015 12:12PM
SEP	DA4361B06	4	08-31-2015 3:13PM	09-08-2015 5:00PM
SEP	DA4740A07	3	09-23-2015 11:44AM	10-05-2015 4:47PM
SEP	DA5324E12	4	06-29-2015 1:41PM	07-02-2015 10:01AM
SEP	DA5372B12	1	12-17-2015 4:46PM	12-29-2015 11:34AM
SEP	DA5372B12	2	07-02-2015 3:06PM	07-07-2015 4:16PM
SEP	DA5372B12	3	07-07-2015 4:40PM	07-10-2015 2:44PM
SEP	DA5372B12	5	07-14-2015 2:23PM	07-17-2015 3:34PM
SEP	DA5372C12	1	08-27-2015 4:10PM	09-09-2015 4:21PM
SEP	DA5372D12	1	08-27-2015 2:44PM	09-09-2015 4:56PM
SEP	DA5409A12	1	08-03-2015 8:16AM	08-12-2015 11:03AM
SEP	DA5409A12	2	08-18-2015 12:30PM	08-28-2015 10:52AM
SEP	DA5409B12	7	06-29-2015 2:57PM	07-08-2015 9:49AM
SEP	DA5409B12	8	08-06-2015 3:11PM	08-07-2015 11:18AM
SEP	DA5409B12	9	08-07-2015 1:51PM	08-18-2015 8:17AM
SEP	DA5409B12	10	08-24-2015 11:27AM	09-02-2015 9:45AM
SEP	DA5409B12	11	09-02-2015 12:37PM	09-04-2015 10:42AM
SEP	DA5409P12	5	08-21-2015 4:28PM	09-02-2015 11:39AM

SEP	DA5637A13	2	11-13-2015 5:34PM	11-19-2015 8:14AM
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SEP	DA5637B13	1	08-03-2015 8:45AM	08-11-2015 9:10AM
SEP	DA5637B13	2	12-22-2015 1:15PM	
SEP	DA5674A14	3	08-04-2015 1:15PM	08-18-2015 10:04AM
SEP	DA5674A14	4	09-04-2015 7:49AM	09-04-2015 9:27AM
SEP	DA5674A14	5	10-07-2015 1:52PM	10-21-2015 1:19PM
SEP	DA5674A14	6	11-05-2015 1:25PM	11-09-2015 2:14PM
SEP	DA5710A14	1	07-08-2015 11:05AM	07-29-2015 5:59PM
SEP	DA5710A14	2	08-14-2015 4:45PM	09-22-2015 5:41PM
SEP	DA5710A14	3	11-16-2015 8:37AM	11-25-2015 4:57PM
SEP	DA5710B14	1	08-05-2015 2:44PM	08-18-2015 5:59PM
SEP	DA5710B14	2	09-15-2015 11:51AM	09-28-2015 5:00PM
SEP	DA5710B14	3	11-16-2015 10:42AM	11-25-2015 5:01PM
SEP	DA5710C14	1	08-05-2015 2:48PM	08-18-2015 5:56PM
SEP	DA5710C14	2	09-10-2015 3:47PM	09-23-2015 3:31PM
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SEP	DA5713A14	6	07-24-2015 4:55PM	08-03-2015 9:26AM
SEP	DA5713A14	7	08-05-2015 8:53AM	08-13-2015 9:46AM
SEP	DA5713A14	8	08-17-2015 9:53AM	08-18-2015 9:24AM
SEP	DA5713A14	10	08-19-2015 3:24PM	08-24-2015 11:29AM
SEP	DA5713B14	5	06-29-2015 11:33AM	07-06-2015 11:11AM
SEP	DA5713D14	2	10-06-2015 11:12AM	10-19-2015 9:17AM

SEP	DA6412A85	3	07-24-2015 11:25AM	08-06-2015 8:18PM
SEP	DA6412A85	4	09-29-2015 11:10AM	10-13-2015 2:48PM
SEP	DA6412A85	5	11-05-2015 12:39PM	11-10-2015 10:28AM
SEP	DA6412B85	2	07-28-2015 9:22AM	08-10-2015 5:38PM
SEP	DA6412B85	3	09-29-2015 10:52AM	10-13-2015 2:52PM
SEP	DA6412B85	4	11-18-2015 4:18PM	11-24-2015 2:05PM
SEP	DA6412C85	1	12-07-2015 4:06PM	12-21-2015 1:47PM
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SU	08OS0991	6	07-02-2015 12:37PM	07-02-2015 2:46PM
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SU	13OS1425	1	08-03-2015 3:48PM	08-19-2015 2:20PM
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SU	14OS1458	3	07-29-2015 1:54PM	08-17-2015 8:33PM
SU	14OS1458	4	08-21-2015 1:55PM	08-25-2015 1:22PM
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SU	14OS1471	4	07-02-2015 4:48PM	07-06-2015 2:53PM
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SU	14OS1486	4	09-09-2015 4:11PM	09-22-2015 8:39AM
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SU	14OS1486	6	10-28-2015 12:17PM	11-04-2015 1:22PM
SU	14OS1503	3	09-23-2015 11:45AM	10-05-2015 4:43PM
SU	14OS1504	2	11-30-2015 2:01PM	12-11-2015 4:26PM

SU	15OS1573	3	09-15-2015 4:13PM	09-24-2015 9:09AM
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SU	15OS1575	2	12-15-2015 1:45PM	12-28-2015 7:13PM
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SU	15OS1577	4	07-28-2015 12:09PM	08-11-2015 10:39AM
SU	15OS1577	5	08-12-2015 12:21PM	08-13-2015 12:33PM
SU	15OS1577	6	09-02-2015 10:07AM	09-08-2015 9:45AM
SU	15OS1580	2	10-01-2015 9:56AM	10-05-2015 7:38AM
SU	15OS1580	3	10-05-2015 8:40AM	10-05-2015 1:13PM
SU	15OS1581	1	11-20-2015 11:46AM	12-03-2015 3:23PM
SU	15OS1583	4	12-01-2015 2:19PM	12-08-2015 1:39PM
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SU	15OS1586	3	08-03-2015 11:10AM	08-11-2015 2:34PM
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SU	15OS1586	5	11-04-2015 8:02AM	11-16-2015 9:05AM
SU	15OS1586	7	11-30-2015 10:59AM	12-04-2015 4:31PM
SU	15OS1595	3	07-07-2015 4:06PM	07-16-2015 3:49PM
SU	15OS1595	4	07-21-2015 10:22AM	07-28-2015 9:44AM
SU	15OS1599	1	11-02-2015 4:21PM	11-13-2015 3:26PM
SU	15OS1600	1	11-04-2015 2:09PM	11-16-2015 11:03AM
SU	15OS1600	2	11-16-2015 11:37AM	11-17-2015 8:59AM
SU	15OS1600	3	07-10-2015 10:38AM	07-22-2015 11:08AM
SU	15OS1600	4	08-04-2015 2:45PM	08-11-2015 12:11PM

SU	15OS1618	2	10-22-2015 10:57AM	10-29-2015 9:57AM
SU	15OS1618	3	11-13-2015 2:34PM	11-23-2015 5:09PM
SU	15OS1618	4	12-08-2015 3:19PM	12-09-2015 11:35AM
SU	15OS1619	1	08-24-2015 11:06AM	09-09-2015 1:43PM
SU	15OS1619	2	09-23-2015 10:58AM	10-05-2015 6:58AM
SU	16OS1624	1	08-12-2015 4:35PM	08-20-2015 2:18PM
SU	16OS1624	2	11-30-2015 11:29AM	12-07-2015 7:53AM
SU	16OS1625	1	09-28-2015 10:34AM	10-07-2015 7:13AM
SU	16OS1625	2	11-20-2015 1:31PM	11-30-2015 10:01AM
SU	16OS1625	3	12-09-2015 10:10AM	12-10-2015 10:36AM
SU	16OS1626	1	07-16-2015 3:19PM	07-30-2015 2:53PM
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SU	16OS1626	3	09-30-2015 7:30PM	10-09-2015 4:02PM
SU	16OS1626	5	10-15-2015 11:18AM	10-26-2015 10:11AM
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SU	16OS1627	2	09-18-2015 11:40AM	09-29-2015 1:49PM
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SU	16OS1627	4	11-17-2015 9:29AM	11-23-2015 9:20AM
SU	16OS1627	5	11-23-2015 11:33AM	12-01-2015 9:52AM
SU	16OS1628	1	07-31-2015 3:47PM	08-14-2015 11:41AM
SU	16OS1631	1	09-08-2015 8:16AM	09-17-2015 7:09PM
SU	16OS1631	2	12-21-2015 8:43AM	12-21-2015 11:32AM
SU	16OS1636	1	12-04-2015 4:51PM	12-18-2015 2:33PM

Legend:
 GOV: Government Referrals
 MSU: Minor Site Utility
 SEP: System Extension Project
 SU: Site Utility
 In Review as of 1.04.2016

Total Days at WSSC	Review Status	Country
8	Disapproved	MC
11	Disapproved	MC
9	Disapproved	MC
16	Disapproved	MC
14	Disapproved	MC
8	Disapproved	MC
10	Disapproved	MC
8	In Review	MC
14	Disapproved	MC
9	Disapproved	MC
12	Approved	MC
6	Approved	MC
8	Disapproved	MC
2	Approved with Conditions	MC

1	In Review	MC
10	Comments Provided (GOV)	MC
4	Comments Provided (GOV)	MC
11	Comments Provided (GOV)	MC
17	Comments Provided (GOV)	MC
13	Comments Provided (GOV)	MC
17	Comments Provided (GOV)	MC
10	Comments Provided (GOV)	MC
10	Comments Provided (GOV)	MC
6	Disapproved	MC
10	Disapproved	MC
15	Disapproved	MC
10	Disapproved	MC
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1	Approved	MC
8	Disapproved	MC
5	Disapproved	MC
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15	Disapproved	MC
14	Disapproved	MC
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4	Approved	MC
13	Disapproved	MC
6	Disapproved	MC
4	Disapproved	MC
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11	Approved	MC
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2	Disapproved	MC
12	Disapproved	MC
10	Disapproved	MC
3	Approved	MC
13	Disapproved	MC

7	Disapproved	MC
7	Disapproved	MC
9	Disapproved	MC
8	In Review	MC
15	Disapproved	MC
1	Disapproved	MC
15	Disapproved	MC
5	Approved	MC
22	Disapproved	MC
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