



For DPZ Office use only:  
 BA Case No. BA-830 D  
 Date Submitted: 4/22/2026

**ADMINISTRATIVE APPEAL PETITION  
 TO THE HOWARD COUNTY HEARING AUTHORITY**

A person who wishes to appeal a departmental decision must use this petition form. It is recommended that a person determine whether he/she can be acknowledged as being an aggrieved person<sup>1</sup>. The appellant must submit the completed form to the Department of Planning and Zoning within 30 days of issuance of the departmental ruling or action.

**RECEIVED**  
 APR 22 2026  
 BY: \_\_\_\_\_

**1. APPEAL REQUEST**

BRIEF DESCRIPTION OF RULING OR ACTION FROM WHICH THIS APPEAL IS TAKEN: Howard County Department of Planning and Zoning's ("DPZ") Technically Complete letter dated March 24, 2026 wherein DPZ determined that SDP-24-2024 is technically complete subject to the ProjectDox markups and attached conditions.

DATE OF RULING OR ACTION: March 24, 2026

BRIEF DESCRIPTION OF ERROR OF FACT, OR LAW, IF ANY, PRESENTED BY THIS APPEAL: DPZ's determination is erroneous for all of the reasons stated in Appellants' comments submitted to DPZ during the course of the SDP review.

Appellants reserve the right to raise additional arguments.

MANNER IN WHICH THE APPELLANT IS AGGRIEVED BY THE RULING OR ACTION: Appellants own and reside in properties adjacent to or in close proximity to the Subject Property. Furthermore, Appellants will be directly impacted by stormwater, light pollution, and noise intrusion emanating from the Subject Property. These impacts will impact Appellants' ability to peacefully enjoy their properties.

OTHER FACTORS WHICH THE APPELLANT WISHES THE HEARING AUTHORITY TO CONSIDER: \_\_\_\_\_

<sup>1</sup> As a brief explanation of this concept: Generally speaking, ... a person "aggrieved" ... is one whose personal or property rights are adversely affected by the decision ... The decision must not only affect a matter in which the protestant has a specific interest or property right, but his interest therein must be such that he is personally and specifically affected in a way different from that suffered by the public generally. The Department of Planning and Zoning does not advise persons on whether they may or may not qualify as being aggrieved. Persons intending to file an appeal may want to obtain separate legal advice on this issue because it may have an impact on the validity of the appeal.

2. APPELLANT'S NAME See Attachment A  
TRADING AS (IF APPLICABLE) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NO. (H) \_\_\_\_\_ (W) \_\_\_\_\_  
EMAIL \_\_\_\_\_

3. COUNSEL FOR APPELLANT The Law Office of G. Macy Nelson, LLC  
COUNSEL'S ADDRESS 600 Washington Ave, Suite 202, Towson, MD 21204  
COUNSEL'S PHONE NO. 410-296-8166 ext. 303  
EMAIL alex@gmacynelson.com

4. RESPONDENT See Attachment A  
RESPONDENT'S ADDRESS \_\_\_\_\_

5. PROPERTY IDENTIFICATION (IF REAL PROPERTY IS INVOLVED)  
ADDRESS OF SUBJECT PROPERTY 6135 Old Washington Road  
Elkridge, MD 21075  
TOTAL ACREAGE OF PROPERTY 8.4469 Acres  
PROPERTY LOCATION Maryland International School  
COUNCIL DISTRICT 1 ELECTION DISTRICT 1 ZONING DISTRICT R-12  
TAX MAP # 38 GRID # 9 PARCEL/LOT # 820 & 830

6. APPELLANT'S INTEREST IN SUBJECT PROPERTY  
[ ] OWNER (Including joint ownership) [X] OTHER (Describe and give name and address of owner) Appellants are adjoining/Nearby Property Owners.  
See Attachment A (Respondent) for name and address of owner.

7. ADDITIONAL MATERIAL, FEES, POSTING, AND ADVERTISING  
A) The Appellant must submit **one (1) signed original and three (3) copies of the signed original**, for a total of **four (4) copies**, of this petition. If supplementary documents or other materials are included, **four (4) complete sets** must be submitted.  
B) The appellant is advised to consult the Rules of Procedure of the Board of Appeals. In accordance with Section 2.210(b) of that document, an "on the record" appeal requires that within 30 days of filing an administrative appeal, the appellant file a record transcript of the hearing being appealed. In addition, within 15 days of filing the transcript, the appellant must file a Memorandum addressing the points of law upon which the appeal is based.

- C) The undersigned agrees in matters involving land use, except in administrative appeals from the issuance of a notice of violation of County laws or regulations, to properly post the property at least thirty (30) days immediately prior to the hearing and to maintain the posters as required and submit an affidavit of posting at, or before the time of the hearing. If the Appellant is not the owner or does not have a beneficial interest in the subject property, the posting of the property is not required; however, the Appellant must send copies of the petition and notification of the public hearing to the property owner and the adjoining property owners in accordance with Section 2.203(e) of the Rules of Procedure of the Board of Appeals.
  
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The undersigned agrees to pay all costs in accordance with the current schedule of fees.

**8. SIGNATURES**

The undersigned hereby affirms that all of the statements and information contained in, or filed with, this petition are true and correct.

The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.



Signature of Attorney

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Signature of Appellant

-----  
**For DPZ office use only: (Filing fee is \$1,500.00 plus \$50.00 per poster)**

Hearing Fee: \$ \_\_\_\_\_

County Website: [howardcountymd.gov](http://howardcountymd.gov)

Poster Fee: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

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Signature of Attorney

  
\_\_\_\_\_  
Signature of Appellant

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\_\_\_\_\_  
Signature of Attorney

*David J. Man*  
\_\_\_\_\_  
Signature of Appellant

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\_\_\_\_\_  
Signature of Attorney

*Kimberly Mace*  
\_\_\_\_\_  
Signature of Appellant

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\_\_\_\_\_  
Signature of Appellant

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Signature of Attorney

*Frederick S. Isaac*  
\_\_\_\_\_  
Signature of Appellant

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Signature of Attorney

*Janece Melby*  
\_\_\_\_\_  
Signature of Appellant

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Signature of Attorney

*Carol Kelehan*  
\_\_\_\_\_  
Signature of Appellant

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**PLEASE READ CAREFULLY  
DATA TO ACCOMPANY PETITION**

**Drawings:** Where a parcel of land and/or building(s) as defined in the Zoning Regulations is involved in that which is being appealed, petition forms must be accompanied by **(10) copies of required drawings** showing the following information:

- (a) Courses and distances of outline boundary lines and the size of the property
- (b) North arrow
- (c) Existing zoning of subject property and adjoining property
- (d) Location, extent, boundary lines and area of any current use and proposed change in use
- (e) Any existing or proposed building(s), structures, signs, points of access, natural features, landscaping, parking, and other objects and/or uses on subject property which may be relevant to the petition
- (f) Same as (e) above, if any, of adjoining property which may be required in the proper examination of the petition
- (g) Location of subject property in relation, by approximate dimension, to nearest intersection of two public roads
- (h) Ownership of effected roads
- (i) Election District in which the subject property is located
- (j) Tax Map number on which the subject property is located
- (k) Name and local community in which the subject property is located or name of nearby community
- (l) Name, mailing address, telephone number (and e-mail address, if any) of the appellant
- (m) Name, mailing address, telephone number (and e-mail address, if any) of attorney, if any
- (n) Name and mailing address of property owner
- (o) Any other information as may be necessary for full and proper consideration of the appeal.

BA Case # SDP-24-024

PETITIONER: See Attachment A

ADDRESS: See Attachment A

Affidavit made pursuant to the pertinent provisions of Title 22 of the Howard County Code as amended.

THE UNDERSIGNED DOES HEREBY DECLARE THAT NO OFFICER OR EMPLOYEE OF HOWARD COUNTY, WHETHER ELECTED OR APPOINTED, HAS RECEIVED PRIOR HERETO OR WILL RECEIVE SUBSEQUENT HERETO, ANY MONETARY OR MATERIAL CONSIDERATION, ANY SERVICE OR THING OF VALUE, DIRECTLY OR INDIRECTLY, UPON MORE FAVORABLE TERMS THAN THOSE GRANTED TO THE PUBLIC GENERALLY IN CONNECTION WITH THE SUBMISSION, PROCESSING, ISSUANCE, GRANT OR AWARD OF THE WITHIN APPLICATION OR PETITION IN BA CASE # SDP-24-024 FOR A ZONING CHANGE AS REQUESTED.

I, WE, DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE AFOREGOING AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY, OUR, KNOWLEDGE, INFORMATION AND BELIEF.

David G. Mann  
Witness

Debi A. Mann 4-19-2026  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

PLEASE CALL 410-313-2350 FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION

County Website: [www.howardcountymd.gov](http://www.howardcountymd.gov)

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THE UNDERSIGNED DOES HEREBY DECLARE THAT NO OFFICER OR EMPLOYEE OF HOWARD COUNTY, WHETHER ELECTED OR APPOINTED, HAS RECEIVED PRIOR HERETO OR WILL RECEIVE SUBSEQUENT HERETO, ANY MONETARY OR MATERIAL CONSIDERATION, ANY SERVICE OR THING OF VALUE, DIRECTLY OR INDIRECTLY, UPON MORE FAVORABLE TERMS THAN THOSE GRANTED TO THE PUBLIC GENERALLY IN CONNECTION WITH THE SUBMISSION, PROCESSING, ISSUANCE, GRANT OR AWARD OF THE WITHIN APPLICATION OR PETITION IN BA CASE # SDP-24-024 FOR A ZONING CHANGE AS REQUESTED.

I, WE, DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE AFOREGOING AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY, OUR, KNOWLEDGE, INFORMATION AND BELIEF.

*Richard Man*  
Witness

*David J. Man* 4/19/2026  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

PLEASE CALL 410-313-2350 FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION

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David G. Man  
Witness

Kimberly Marx 4/18/20  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

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David J. Mann  
Witness

[Signature]  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

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David J. Marc  
Witness

Cheryl Marc 4/19/2020  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

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County Website: [www.howardcountymd.gov](http://www.howardcountymd.gov)

Re: 24-024

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David J. Man  
Witness

Frederick J. Man 4/19/24  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

PLEASE CALL 410-313-2350 FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION

County Website: [www.howardcountymd.gov](http://www.howardcountymd.gov)

Re: 24

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David J. Man  
Witness

Janice M. Kelly 4-18-26  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

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David J. Marx  
Witness

Larry Weatherford 4/18/26  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

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BA 24-024

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\_\_\_\_\_  
Witness

 4/19/26  
\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

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Witness

 4-19-26  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature Date

PLEASE CALL 410-313-2350 FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION

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Administrative Appeal Petition to the Howard County Hearing Authority  
SDP-24-024  
Attachment A

**2. Appellants/Petitioners' Names**

David Marc  
6145 Old Washington Road  
Elkridge, MD 21075  
davejoemarc@aol.com  
410-796-5083

Kimberly Marc  
6151 Old Washington Road  
Elkridge, MD 21075  
kamarc429@gmail.com  
410-236-2657

Jan McVey  
6134 Old Washington Road  
Elkridge, MD 21075  
janmcvey@gmail.com  
443-537-5386

Cheryl Marc  
6112 Old Washington Road  
Elkridge, MD 21075  
cmarc26379@comcast.net  
443-520-1230

Deborah Marc  
6145 Old Washington Road  
Elkridge, MD 21075  
dmhairstation@aol.com  
410-796-5083

Michael Marc  
6151 Old Washington Road  
Elkridge, MD 21075  
michael.marc@stvinc.com  
410-236-2657

Larry Weatherholt  
6134 Old Washington Road  
Elkridge, MD 21075  
olddude199@gmail.com  
443-537-5386

Frederick Marc  
6112 Old Washington Road  
Elkridge, MD 21075  
frederick.marc@stvinc.com  
443-520-1230

Carol Kelehan  
6108 Old Washington Road  
Elkridge, MD 21075  
cabinetstevek@gmail.com  
410-207-8389

Steve Kelehan  
6108 Old Washington Road  
Elkridge, MD 21075  
cabinetstevek@gmail.com  
410-207-8389

#### **4. Respondent**

Maryland International School, Inc.  
Rebekah Ghosh (Head of School)

Premises Address: 6135 Old Washington Road  
Elkridge, Maryland 21075

Mailing Address: 4465 Montgomery Road  
Ellicott City, Maryland 21043



HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING

3430 Court House Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2350

Lynda D. Eisenberg, AICP, Director

FAX 410-313-3467

March 24, 2026

Rebekah Ghosh  
Maryland International School  
4465 Montgomery Road  
Ellicott City, MD 21043  
Sent via e-mail to [rghosh@marylandinternationalschool.org](mailto:rghosh@marylandinternationalschool.org)

RE: SDP-24-024 Maryland International School  
6135 Old Washington Road

Dear Ms. Ghosh:

The Subdivision Review Committee has determined the above referenced plan to be **technically complete**, subject to the ProjectDox plan markups and attached conditions. Resolution of the concerns of the Howard County Soil Conservation District, DPW Bureau of Highways Traffic, and the DPZ Division of Land Development directly with those agencies within **2 weeks** of the date of this letter (**on or before April 7, 2026**) and prior to submission of the electronic originals. You may submit the electronic original drawings to the Department of Planning and Zoning for signature once the comments have been complied with. Confirmation of resolution of comments from those agencies listed must accompany your electronic submission. If you have any questions regarding a specific comment, please contact the review agency prior to submitting the electronic original site development plan. If, in responding to those comments, design changes are made which could affect another SRC agency, you are advised to consult with the appropriate agency prior to the submission of the electronic originals to the Department of Planning and Zoning for signature.

Howard County Department of Planning and Zoning requires site development plans to be signed electronically. Additional information on the 'Electronic Signature Process' can be found on our website at <https://www.howardcountymd.gov/planning-zoning/development-process-and-procedures>.

**COMPLETION OF DEVELOPER'S AGREEMENTS AND PAYMENT OF FEES**

1. Submission of a Developer's Agreement to the Department of General Services, Bureau of Real Estate Management (formerly Real Estate Services) and posting of financial securities for road construction, water and sewer construction, storm drains, SWM construction and maintenance, landscaping, and forest conservation on/off site.

Once the cost estimates are approved by the Development Engineering Division and/or this Division, the information will be forwarded to the Bureau of Real Estate Management (formerly Real Estate Services), Department of General Services. Department of General Services, Bureau of Real Estate Management will contact you regarding requirements for preparation of a Developer's Agreement. The Bureau of Real Estate Management requires a minimum of three (3) weeks to execute the agreement(s). This should be anticipated by the developer in scheduling submittal of the electronic original(s).



Payments can be mailed to the Howard County Planning and Zoning, 3430 Court House Drive, Ellicott City, MD 21043 or dropped into the bin labeled 'DPZ' in the George Howard Building lobby. **Please submit a copy of this letter with your payment submission as it will serve as the submission checklist.**

**SUBMISSION OF SITE DEVELOPMENT PLAN ELECTRONIC ORIGINAL**

Once all of the above requirements have been completed, the electronic original site development plan and submission materials may be uploaded to ProjectDox with the following:

1. You will be required to execute a Developer's Agreement which will include surety (amount to be determined) to ensure the completion of your landscaping obligations for this project. This Department will perform an inspection to verify installation of the required plant materials. The inspection fee required for this project is **\$(TBD)**.

If the landscape surety is: \$0-10,000	Use .015 to calculate the inspection fee
If the landscape surety is: \$10,001-20,000	Use .01 to calculate the inspection fee
If the landscape surety is: \$20,001-30,000	Use .0075 to calculate the inspection fee
If the landscape surety is: \$30,001 and up	Use .005 to calculate the inspection fee

**In no event may the fee be less than \$100.** This fee must be paid to **SAP acct number 1000000000-3000000000-PWPZ000000000000-432105** at the time the electronic plan originals are submitted for signatures (check payable to the Director of Finance).

2. You will be required to execute a Forest Conservation Agreement which will include **\$0** of surety to ensure the completion of your Forest Conservation obligation for this project. This Department will perform an inspection to verify compliance with the approved Forest Conservation Plan. The inspection fee required for this project is **\$400.00**:

**In no event may the fee be less than \$400.** This fee must be paid to **SAP acct number 1000000000-5000000000-RPRP000000000000-432160** at the time the electronic plan originals are submitted for signatures (check payable to the Director of Finance).

3. Print fee for final signed mylar Site Development Plan originals.  
(Per print sheet) **Fee \$5.00 (24 x 36)**

4. Submission of an accurate 1"=100' scale reduction of the SDP indicating all commercial/industrial, apartment, mobile home or condominium buildings with building identification references and public or private streets with approved street names.  
[Note - required only when there are multiple buildings]

5. Submission of a digital description of the property meeting the following County standards:

**THE FOLLOWING INFORMATION SHALL BE SUBMITTED TO DPZ FOR THE PURPOSE OF EARLY ASSIGNMENT OF NEW STREET ADDRESSES AT THE SAME TIME AS SUBMISSION OF YOUR DGS, DEVELOPER'S AGREEMENT DOCUMENTS TO DGS, BUREAU OF REAL ESTATE MANAGEMENT OR A MINIMUM OF 3 WEEKS PRIOR TO SUBMISSION OF THE SITE DEVELOPMENT PLAN ORIGINAL.** This information is required prior to submission of the site development plan original to allow early assignment

of new street addresses for entry in the County’s GIS system to assist the Department of Inspections, Licenses and Permits for permit purposes. However, please note that if any of the digital file information changes between the time of this early submission and when the site development plan original is submitted, a second updated version must be resubmitted at the time of the site development plan original submission.

**Digital SDP Submissions**

- A digital file is required for use only to develop maps for the county’s 911, fire, police and sheriff agencies.
- **911 REQUIRES THIS FILE AT THE TIME THE SDP IS APPROVED SO THAT THE INFORMATION CAN BE PUT INTO THEIR SYSTEM AS QUICKLY AS POSSIBLE — IN THE EVENT THERE IS AN ON-SITE EMERGENCY DURING CONSTRUCTION.**
- AutoCAD dwg is the required format for submissions.
- Use **NAD 83 feet** as coordinate system.
- Please provide at least two North-East coordinate reference points.
- Do not rotate drawing. North should be straight up.
- All nodes should snap together. No overshoots or undershoots. No circles at property corners.
- All lines must be entered using coordinate geometry, not digitized.
- Please do not send elements other than those outlined below. (No north arrow, notes, vicinity map, etc.)
- Set up layers as described in the following table (geometry colors are the developer’s choice):

No.	Description	Geometry Type
1	Building footprints	Polygon
2	Parking lots paved	Polygon
3	Parking lots unpaved	Line
4	Road edge of pavement	Polygon
5	Sidewalks	Line
6	Pathways	Line
7	Fire department / Siamese connection	Point
8	Hydrant locations	Point
9	Fence lines	Line
10	Driveways paved	Line
11	Driveways unpaved	Line
12	Recreational areas (tennis courts, ball fields, tot lots, etc.)	Polygon
13	Swimming Pools	Polygon
14	Road Names	Text
15	Trails	Line
16	Lot Labels	Text
17	Road Centerlines	Line

**Note:** Recommended Font = Simplex, Height = 16.0, Width Factor = 1

This information is to be emailed to Carrie Vogel at [cvogel@howardcountymd.gov](mailto:cvogel@howardcountymd.gov); Sam Margolis at [smargolis@howardcountymd.gov](mailto:smargolis@howardcountymd.gov); and Dominic Graziano at [dgraziano@howardcountymd.gov](mailto:dgraziano@howardcountymd.gov). The file should be named with the subdivision title and the DPZ file number.

If you have any questions, please contact Carrie Vogel in Planning and Zoning at (410) 313-4420 or email [cvogel@howardcountymd.gov](mailto:cvogel@howardcountymd.gov).

6. Submission of digital storm drain system and stormwater management data:

THE FOLLOWING INFORMATION SHALL BE SUBMITTED TO THE DEPARTMENT OF PUBLIC WORKS (DPW) FOR THE PURPOSE OF INCORPORATION INTO THE COUNTY'S GIS ASSET MANAGEMENT SYSTEM. This information is required prior to submission of the site development plan original to allow early incorporation of new storm drain system and stormwater management infrastructure in the County's GIS system for asset management and State reporting purposes. However, please note that if any of the digital file information changes between the time of this early submission and when the site development plan original is submitted, a second updated version must be resubmitted at the time of the site development plan original submission.

Digital Storm Drain System and Stormwater Management Data Submissions

1. PDF of the final plans (save all sheets into ONE file less than 30 MB)
2. Completed Excel template (download the most recent version here: <https://www.howardcountymd.gov/SWM/regulations-permits>)
3. AutoCAD dxf. See <https://www.howardcountymd.gov/SWM/regulations-permits> for templates.

**AutoCAD DXF File Requirements:**

- Coordinate system – NAD83 State Plane Maryland US Feet MD83F (WKID 2248)
- Do not rotate drawing. North should be straight up.
- Ensure that items are specified as geometry type "Polygon" in the table below are fully enclosed and snapped so that there are no gaps, overshoots, or undershoots. Do not submit polygons as hatches.
- Only include the data types in the table below. No north arrow, vicinity map, etc.
- All lines must be entered using coordinate geometry, not digitized.
- All nodes should snap together. No overshoots or undershoots.

<b>AutoCAD Layer Formats</b>			
<b>No.</b>	<b>Layer Name</b>	<b>Description</b>	<b>Geometry Type</b>
1	-BMP	BMP Point Locations, which would include any BMP included in the BMP_NewDevelopment or BMP_Redevelopment tabs	Point
2	-BMP Labels	BMP Unique ID Labels	Text
3	-BMP Drainage Area	BMP Drainage Area Polygons	Polygon
4	-Easements	Easement Polygons	Polygon
5	-Easement ID	Easement Unique ID Labels	Text
6	-Floodplain	Floodplain Polygons	Polygon

7	-Floodplain ID	Floodplain Unique ID Labels	Text
8	-Inlets	Inlet Point Locations	Point
9	-Inlet Labels	Inlet Unique ID Labels	Text
10	-Manholes	Manhole Point Locations	Point
11	-Manhole Labels	Manhole Unique ID Labels	Text
12	-Pipes	Pipe Lines	Line
13	-Pipe Labels	Pipe Unique ID Labels	Text
14	-Outfall	Outfall Point Locations	Point
15	-Outfall Labels	Outfall Unique ID Labels	Text
16	-Outfall Drainage Area	Outfall Drainage Area Polygons	Polygon
17	-Riser	Riser Point Locations	Point
18	-Riser Labels	Riser Unique ID Labels	Text
19	-Wye	Wye Point Locations	Point
20	-Wye Labels	Wye Unique ID Labels	Text
21	-Swales	Swale locations	Line
22	-Swale Labels	Swale Unique ID Labels	Text

IDs are utilized to identify which record in the excel template aligns with which spatial feature included in the dxf. Ensure that each field included in the table below matches between the template and the dxf.

Template Tab	ID Field from Template Tab	Dxf Layer
BMP_NewDevelopment	BMP_NAME	BMP Labels
BMP_Redevelopment	BMP_NAME	BMP Labels
BMPDrainageArea	BMP_NAME	BMP Labels
Easements	Easement_ID	Easement ID
Floodplain	Floodplain_ID	Floodplain ID
Inlets	PLAN_INLET_ID	Inlet Labels
Manholes	PLAN_MANHOLE_ID	Manhole Labels
Pipes	PLAN_PIPE_ID	Pipe Labels
Outfall	PLAN_OUTFALL_ID	Outfall Labels
Outfall Drainage Area	PLAN_OUTFALL_ID	Outfall Labels
Riser	PLAN_RISER_ID	Riser Labels
Wye	PLAN_WYE_ID	Wye Labels
Swales	PLAN_SWALE_ID	Swale Labels

Email the PDF, completed Excel template, and dxf file to [stormwater@howardcountymd.gov](mailto:stormwater@howardcountymd.gov). The files should be named with the subdivision/DPZ file number. If you have any questions, please contact the Department of Public Works Stormwater Management Division (410-313-6444) or [stormwater@howardcountymd.gov](mailto:stormwater@howardcountymd.gov).

7. Submission of a Forest Conservation Data Summary [attached].
8. Payment to the *Director of Finance* for additional originals added to site plan set.  
(Fee per sheet) **Fee \$400.00 for first 3 sheets of set**

**\$100.00 per sheet after first 3 sheets of set**

9. Submission of a receipt from the Bureau of Real Estate Management of DGS verifying that the required perpetual floodplain easement has been executed.
10. Submission of a receipt from the Department of General Services, Bureau of Real Estate Management (formerly Real Estate Services) verifying that the required Developer's Agreement/Declaration of Covenants and Maintenance, and Right of Entry Agreement for Private SWM Facilities has been executed.


In accordance with Section 16.156(m) of the Fifth Edition of the Subdivision and Land Development Regulations, SDP originals must be submitted within **180\*** days from the date of this letter (**on or before September 20, 2026**). You are advised, however, that this submission deadline does not reflect the construction deadline associated with your Conditional Use. You are reminded to monitor that deadline to ensure compliance with the conditions of your Decision and Order.

**\*In accordance with adopted Council Bill No. 51-2016, effective on 10/5/16, if the deadline date is a Saturday, Sunday, or holiday or if the County offices are not open, the deadline shall be extended to the end of the next open County office business day.**

Compliance with all conditions and/or corrections is required before the electronic original will be accepted for signature approval. Payments can be mailed to the Howard County Planning and Zoning, 3430 Court House Drive, Ellicott City, MD 21043 or dropped into the bin labeled 'DPZ' in the George Howard Building lobby. **Please submit a copy of this letter with your payment submission as it will serve as the submission checklist. DPZ staff will contact you once payment is received to review your PDox submission for completion prior to initiating the electronic signatures process. Electronic originals and supporting documentations addressing outstanding comments should be uploaded to the 'Final PDFs for Signature' and the nested support document folder prior to this meeting.**

If you have any questions, please contact Donna Despres at (410) 313-3429 or email at [ddepres@howardcountymd.gov](mailto:ddepres@howardcountymd.gov).

Sincerely,

DocuSigned by:  
  
1D2E2CF6431548F...

Jill Manion, Chief  
Division of Land Development

JM/DD

cc: Research  
DED  
BREM, DGS  
Landscaping Coordinator  
Forest Conservation Coordinator

Timmons Group  
David Marc ([davejoemarc@aol.com](mailto:davejoemarc@aol.com))  
Frederick Marc ([marcf@stvinc.com](mailto:marcf@stvinc.com))  
Michael Marc ([michael.marc@stvinc.com](mailto:michael.marc@stvinc.com))

Macy Nelson, The Law Offices of G. Macy Nelson, LLC (gmacynelson@macynelson.com)  
Alexandra Votaw, The Law Offices of G. Macy Nelson, LLC (alex@gmacynelson.com)

Routing for ES Originals Review Email:

Research – Dave Dell, Carrie Vogel

DLD – Jill Manion, (ddepres)

DED – Jim Witmer, (hakers)

Health Dept. – Jeff Williams, Sharonda Martin, Aleetta Taylor, (zsilvast)

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DILP – Andrew Arnold

