Montgomery County
Engineer's Office

DATE: September 9, 2026

TO: Commissioner's Court

FROM: Thomas E. Woolley, Jr., Director of Engineering Services

RE: Amendment to Development Regulations

The proposed amendment adds a new Section 3.A.3 to the Montgomery County Development Regulations establishing a fourteen (14) calendar day response period for written acknowledgment from the applicable Commissioner's office.

The amendment is intended to ensure timely processing of development applications while maintaining the requirement for applicants to provide the applicable Commissioner's office with the information required by Section 3.A.1 before submitting drainage reports, drainage studies, or construction plans to the County Engineering Department.

Proposed Section 3.A.3

3. For purposes of these Regulations, when written acknowledgment from the applicable Commissioner's office is required for a drainage report, drainage study, or construction-plan submittal, the applicable Commissioner's office shall provide written acknowledgment that the applicant has provided the information required in Section 3 and that the applicant has met with the applicable Commissioner or the applicable Commissioner's representative regarding the proposed development on or before fourteen (14) calendar days after receipt of a complete submittal of information required in Section 3. If written acknowledgment is not provided within that fourteen (14) day period, and the applicant provides documentation satisfactory to the County Engineer demonstrating the date a complete request was delivered to the applicable Commissioner's office, the Engineering Department shall accept the applicable drainage report, drainage study, or construction-plan submittal for review without the written acknowledgment.

SECTION 3 SUBMITTALS

A. COORDINATION WITH COMMISSIONER'S OFFICE

1. Prior to the earliest submission of construction drawings or drainage reports to the County Engineering Department for a development which exceeds five (5) acres (including residential subdivisions, commercial development, commercial RV parks, mobile/modular home communities, and multi-family rental communities not subdivided), the following information must be provided (in digital and hard copy format) to the applicable Commissioner's Office:

   a. A letter addressed to the Commissioner providing the following information:

      i. The entity name, authorized coordinating individual name and title representing the entity, address, phone number and e-mail for the owner and the owner's design engineer

      ii. A brief description of the proposed size and composition of the tract being developed in one or more phases

      iii. Any reference name, marketing name and/or development name (if one has been selected) that represents the area(s) contained within the proposed development

      iv. Any proposed starting timeline (if available) for the construction and proposed submittal of the first plat

      v. An exhibit showing the proposed routing of construction traffic during the course of the development.

      vi. Maps of the development contain the following information:

         a) A vicinity map showing the size and configuration of the boundary limits of the development tract in proximity to labeled existing roadways (including those that the development intends to use for existing access and future access), and existing natural water courses all labeled in reasonable proximity to (and within) the proposed development tract

         b) A map that generally depicts the anticipated access points to be utilized or created with all existing or proposed access roadways labeled and the labeled names (if such have an identifiable name) of adjacent developments to the proposed development and/or through which access will be routed for construction and/or basic access.

2. Written acknowledgment from the Commissioner's office must be included with the development application submittal to the County Engineering Department.

3. For purposes of these Regulations, when written acknowledgment from the applicable Commissioner's office is required for a drainage report, drainage study, or construction-plan submittal, the applicable Commissioner's office shall provide written acknowledgment that the applicant has provided the information required in Section 3 and that the applicant has met with the applicable Commissioner or the applicable Commissioner's representative regarding the proposed development on or before fourteen (14) calendar days after receipt of a complete submittal of information required in Section 3. If written acknowledgment is not provided within that fourteen (14) day period, and the applicant provides documentation satisfactory to the County Engineer demonstrating the date a complete request was delivered to the applicable Commissioner's office, the Engineering Department shall accept the applicable drainage report, drainage study, or construction-plan submittal for review without the written acknowledgment.