



**WASHINGTON COUNTY**  
**DIVISION OF PLAN REVIEW AND PERMITTING**  
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Hearing Impaired call 7-1-1 for Maryland Relay

## **MEMORANDUM**

TO: All Interested Parties

FROM: Jennifer M. Smith, P.E, Director, DPRP

DATE: April 19, 2013

RE: Submittal of Electronic Plan Copies

The Division of Plan Review and Permitting will begin on May 1, 2013 accepting electronic submittals of land development review plans and correspondence for the following agency reviews:

- Washington County Sherriff
- Allegheny Power
- Verizon
- Columbia Gas
- Antietam Cable

All electronic submittals must be in a .pdf format and shall be submitted on a compact disc labeled with the plan submittal name, date of submission and associated review agency. Final copy submittals for Planning Commission Signature will be required to be in the conventional paper or mylar format.

Please feel free to contact me at 240-313-2410 or Tim Lung at 240-313-2443 should you have any questions.

cc: Tim Lung, Department of Planning and Zoning