Business Process Models in Development Division
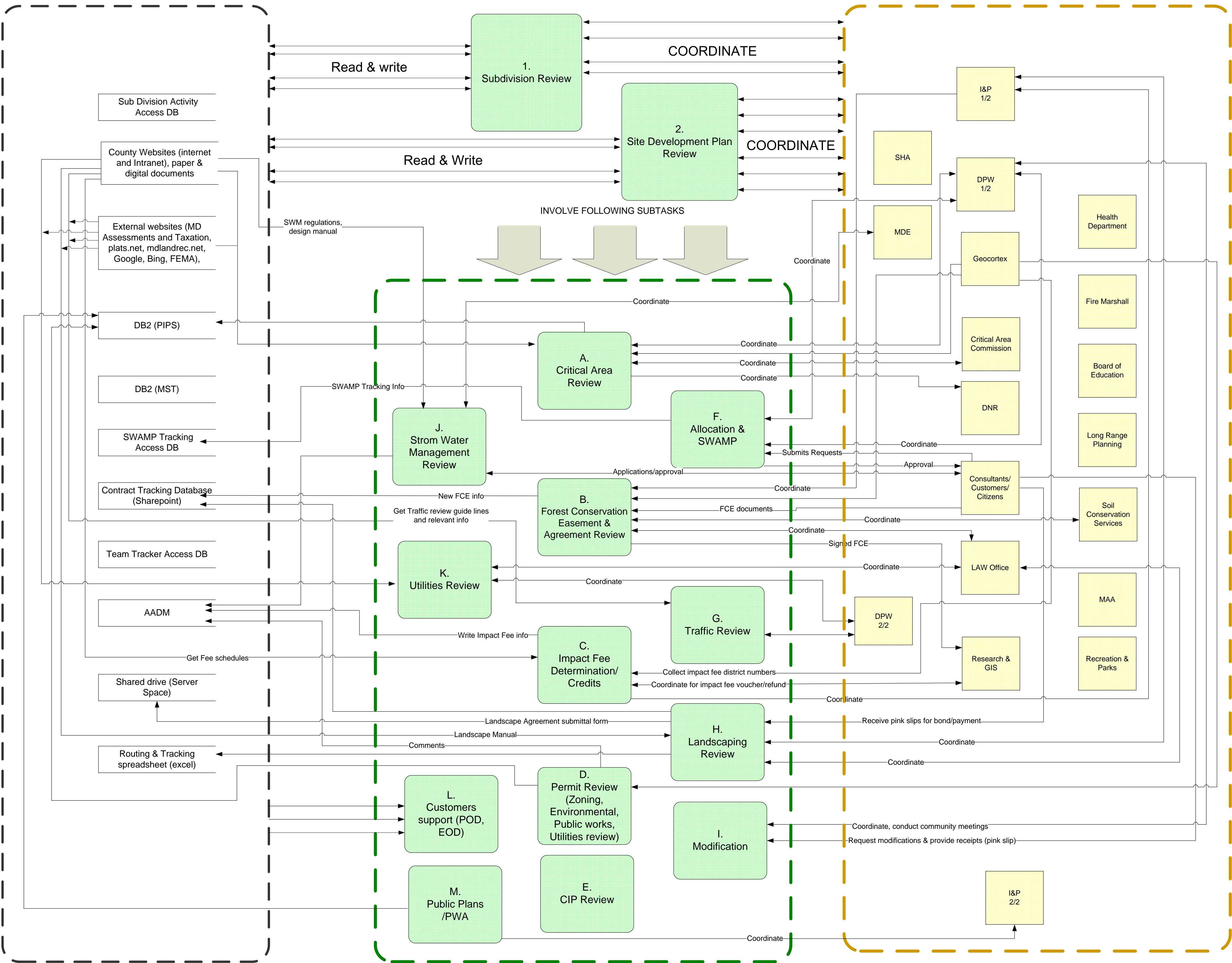
Process	Staff	Division	Required Time (mins.)
1 2	Chris Soldano, Tanya Asman	Development Division	120
A	Kelly Krinetz		90
B	Lori Allen		60
C, I, M	Tanya Asman		90
D	Kelly Krinetz, David Braun		90
E F	Chris Soldano, David Braun		90
G, J, K	David Braun		90
H	Courtney wilson		60
L	Tanya Asman, David Braun		60
		Total Time	750 (12.5 hours)

Sub Division Activity Access DB

County Websites (internet and Intranet), paper & digital documents

External websites (MD Assessments and Taxation, plats.net, mdlandrec.net, Google, Bing, FEMA),

DB2 (PIPS)

DB2 (MST)

SWAMP Tracking Access DB

Contract Tracking Database (Sharepoint)

Team Tracker Access DB

AADM

Shared drive (Server Space)

Routing & Tracking spreadsheet (excel)

Read & write

Read & Write

COORDINATE

COORDINATE

1. Subdivision Review

2. Site Development Plan Review

INVOLVE FOLLOWING SUBTASKS

SWM regulations, design manual

Coordinate

SWAMP Tracking Info

New FCE info

Applications/approval

Get Traffic review guide lines and relevant info

Write Impact Fee info

Get Fee schedules

Landscape Agreement submittal form

Landscape Manual

Comments

A. Critical Area Review

F. Allocation & SWAMP

J. Strom Water Management Review

B. Forest Conservation Easement & Agreement Review

K. Utilities Review

G. Traffic Review

C. Impact Fee Determination/ Credits

H. Landscaping Review

L. Customers support (POD, EOD)

D. Permit Review (Zoning, Environmental, Public works, Utilities review)

I. Modification

M. Public Plans /PWA

E. CIP Review

I&P 1/2

SHA

MDE

DPW 1/2

Geocortex

Critical Area Commission

DNR

Consultants/ Customers/ Citizens

LAW Office

DPW 2/2

Research & GIS

I&P 2/2

Health Department

Fire Marshall

Board of Education

Long Range Planning

Soil Conservation Services

MAA

Recreation & Parks

Coordinate

Submits Requests

Approval

FCE documents

Signed FCE

Collect impact fee district numbers

Coordinate for impact fee voucher/refund

Receive pink slips for bond/payment

Coordinate, conduct community meetings

Request modifications & provide receipts (pink slip)