

## **Request for Pre-Concept Plan Conference (PCPC)**

The PCPC will be held virtually through Webex. Once the payment and the required information listed below are received and processed, Janice Kemp will issue a Webex invitation via email.

PCPCs are held every Monday, excluding holidays, starting at 9:15 a.m.

### **Submit the following:**

1. A brief description of the proposal.
2. Site plan.
3. Names and email addresses of all participants.
4. Phone number for the contact person.
5. Provide the following property information:
  - a. Address
  - b. Property Tax ID number
  - c. Tax map and parcel number, if known
6. If submitting plans or drawings, email a PDF copy to Janice Kemp at (jmkemp@baltimorecountymd.gov).
7. Submit a check for \$75.00 payable to “Baltimore County Government”.

### **Submit the information above to:**

Department of Permits, Approvals & Inspections  
Development Management - PCPC Submittal  
111 W. Chesapeake Ave, Room 111  
Towson, MD 21204

**NOTE: PLEASE SUBMIT ALL OF THE ABOVE WITH YOUR REQUEST,  
EVEN IF YOU HAVE EMAILED YOUR INFORMATION. DO NOT SEND  
A CHECK BY ITSELF.**