



DIVISION OF  
PLAN REVIEW & PERMITTING

# MEMORANDUM

---

TO: All Interested Parties

FROM: Ashley R. Holloway, Director/Zoning Administrator

DATE: July 10, 2020

COPY: Becky Gander, Chief of Permitting; Richard Eichelberger, Director of Construction;  
Terry Feiser, Chief Building Inspector; Kirk Downey, Interim County Administrator

SUBJECT: Revised Location Survey Policy

---

A location survey will now be required under the following circumstances:

- All new residential dwellings and commercial construction.
- Structures having been granted a setback variance by the Board of Zoning Appeals.
- Placement of a freestanding sign.
- At the request of a review agency or an inspector as a result of a field inspection.
- Location Survey must be submitted prior to a foundation inspection.

Any questions about this policy please contact me at (240) 313-2443 or [aholloway@washco-md.net](mailto:aholloway@washco-md.net).