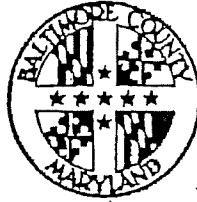


Baltimore County Government  
Permits Approvals and Inspections  
Development Management



INTER-OFFICE MEMORANDUM

TO: To Whom It May Concern

FROM: **Development Management**

RE: **Extinguishment of Construction Loans and Benefit Assessments**

During the development process, this office forwards copies of concept plans, development plans, and record plats to the Department of Public Works Metropolitan District Financing, and Petitions Office. This office checks the plans and advises if there are any construction loans, or benefit assessments on the property.

The Metropolitan District Policies require all construction loans for projects of four or more lots be extinguished prior to recordation of the plat. If you have been notified there is a construction loan on the property, please contact the Office of Budget and Finance at 410-887-4100 for information about paying off the loan. You will need to provide our office a copy of the receipt for payment prior to plat recordation.

Benefit assessments must be extinguished prior to the recording of a subdivision plat for projects where the developer intends to privately assess the new lots in order to recover the cost of construction of water and sewer facilities. Please refer to Sections 32-4-310 and 311 Baltimore County Code (BCC) for information regarding private assessments. Again, you will need to provide our office a copy of the receipt for payment prior to plat recordation.

Finally, if there are to be private assessments on the lots, a standard note (BCC Section 32-4-311) is required on the record plat. This note should **not** appear on plats where private assessments are **not** proposed.