



E-DAT
ECONOMIC DEVELOPMENT ACTION TEAM

Goal of Committee

To review existing processes between City and County offices and streamline ways to accomplish processes in the best interests of all parties, inclusive of new and existing entrepreneurs

Committee Members

Tony Nichols	Vice President-Business & Economic Development Division-SACC
Brad Gillis	President-SACC
Dr. Memo Diriker	President-Elect SACC
John T. Cannon	Vice President-Advocacy Division-SACC
Ernie Colburn	CEO-SACC, Committee Facilitator
Amanda Pollack	Deputy Director of Public Works, City of Salisbury
Lee Beauchamp	Director of Public Works, Wicomico County
Jack Lenox	Director of Planning, City of Salisbury & Wicomico County
Palmer Gillis	GGI Builders, Inc. T/A Gillis Gilkerson
Jeff Harman	Senior Associate, Becker Morgan Group
Matt Drew	Executive Vice President, AWB Engineers
Mike Moulds	Director of Public Works, City of Salisbury
Rochelle Outten	Asst. Regional Engineer-MD State Highway Administration
Laura Kordzikowski	Business Development Specialist-City of Salisbury
Richard A. Hoppes	Fire Chief-City of Salisbury

Mission Statement

A Salisbury Area Chamber of Commerce driven action team to further enhance a positive attitude and culture with public and private stakeholders committed to forward thinking and effective processes to promote economic development

Results:

Project Name: _____ Date: _____ Project Type: _____

Salisbury – Wicomico Development Agency Checklist

Approval from this list of agencies (as applicable) must be obtained before permit is complete. Please review whether your site is within City boundaries, as this may have an effect on which agencies are related to your permit.

APPROVALS	CONTACT INFORMATION	REQUIRED?	NOTES
City of Salisbury Business Development <i>Development aid for properties located in the City of Salisbury, informal pre-permitting meeting coordinator</i>	410-677-1915 Laura Kordzikowski www.ci.salisbury.md.us		
Salisbury – Wicomico Economic Development <i>Economic development for Wicomico County</i>	410-749-1251 David Ryan www.swed.org		
City Building, Permitting, & Inspections Department <i>Building permits, plumbing & well permits, demolition and grading permits, zoning authorization, grease traps, parking, signage</i>	410-548-3130 www.ci.salisbury.md.us		
City & County Planning, Zoning, & Community Development <i>Critical areas, forest conservation, zoning authorization, Planning Commission, County building permits, County addressing</i>	410-548-4860 www.wicomicocounty.org		
City Public Works <i>Water & sewer, storm water, grading, landscaping, City streets, traffic control plans, City addressing, sidewalks, street lights</i>	410-548-3170 www.ci.salisbury.md.us		
County Public Works <i>Storm water, County roads, road utility permits, traffic studies, water & sewer plans</i>	410-548-4872 www.wicomicocounty.org		
Fire Inspection <i>Fire safety, sprinklers, alarms, occupancy</i>	410-548-4994 www.wicomicocounty.org		
City Fire Department <i>Fire lanes, Knox-Box entry systems, suppression</i>	410-548-3120 www.salisburyfd.com		
City of Salisbury Historic District <i>City of Salisbury Historic District approvals</i>	410-341-9550 www.ci.salisbury.md.us		
Wicomico County Historic District <i>Wicomico County Historic District approvals</i>	410-548-4860 www.wicomicocounty.org		
Soil Conservation District <i>Sediment and erosion control</i>	410-546-4777 www.mascd.net		
Delmarva Power <i>Electricity provider</i>	410-860-6043 www.delmarva.com		
Chesapeake Utilities <i>Natural gas provider</i>	410-548-5515 ext. 7626 www.chpkgas.com		
Choptank Electric <i>Electricity provider</i>	1-877-892-0001 www.choptankelectric.com		
Verizon <i>Telephone and internet provider</i>	410-860-8114 www.verizon.com		
Comcast <i>Cable, telephone, and internet provider</i>	1-800-934-6489 www.comcast.com		
Wicomico County Health Department <i>Food service, septic systems, County plumbing, wells</i>	410-546-4446 www.wicomicohealth.org		
Maryland Department of the Environment <i>Non-tidal wetlands, air, water quality, NOI, groundwater discharge</i>	1-800-876-0200 www.mde.state.md.us		
State Highway Administration <i>Access management, traffic control, utility permits</i>	1-800-825-4742 www.sha.state.md.us		
Department of Business & Economic Development <i>State of Maryland business licenses, business resources</i>	410-767-6300 www.choosmaryland.org		
County Business License	410-543-6551 www.wicomicocounty.org		
City Business License	410-548-3110 www.ci.salisbury.md.us		

Applicant may wish to review deed restrictions applicable to the property

Release Date 1/2014

Explanation

This checklist is meant to be an all encompassing guide for new and existing entrepreneurs. It includes all possible offices that an entrepreneur might need to speak with in order to develop within City or County limits.

Starting with the Business Development Specialist as the point of contact, she will advise the entrepreneur which departments will need to be contacted. Going forward, she will also set up informal pre-submittal meetings with the developer and designated department staff to review the project necessities.

Detailed notes will be taken at these informal meetings and disseminated amongst the parties that were present so that a shared understanding is present.

Development Specific Lists

Salisbury Property – Existing Building – Commercial/Industrial	County Property – Existing Building – Commercial/Industrial
Salisbury Property – New Construction – Commercial/Industrial	County Property – New Construction – Commercial/Industrial
Salisbury Property – New Construction – Mixed Use	County Property – New Construction – Mixed Use
Salisbury Property – New Construction - Multifamily	County Property – New Construction - Multifamily
Salisbury Property – New Construction - Subdivision	County Property – New Construction - Subdivision

Going Forward

Proposed quarterly meeting to create a larger scale project that encompasses all processes within each office on the checklist

Closing

Thank you to all E-DAT committee members and the City and County government for your collaboration on this project.

*Thank
You*