



MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 extension 2303

<http://www.cityoflaurel.org> • email – ecd@laurel.md.us Fax (301) 490-5068



Process for online zoning submittals:

- 1) **REGISTER:** Applicants shall create an online City of Laurel Account (link to the E-permit center) This can be the homeowner, business owner, tenant, or contractor. *(I believe IT will be providing staff with a step by step guide for registering an account).* Account shall be verified by the Office of the Fire Marshal and Permit Services.
- 2) **APPLY:** for the permit, zoning application or historic district certificate or tax credit. The Applicant can submit the appropriate application, all required documents via the City's website. If plans are not able to be submitted via the website, the Applicant can email them to ecd@laurel.md.us in PDF format or with a dropbox link.
- 3) **PAY:** for zoning application, permit or historic district certificate (if required) through the City's website.
- 4) Once documentation is fully submitted and payment received, ECD staff will schedule the application for an upcoming public hearing and review all materials for accuracy.

NOTE: At any time in the process a citizen or business owner can schedule a virtual pre-meeting/call with ECD staff to discuss the proposed project or process.