

**ANNE ARUNDEL COUNTY
OFFICE OF PLANNING AND ZONING - DEVELOPMENT DIVISION**

Final Plan – Submittal Application Requirements

Subdivision Name: _____

Subdivision # S: _____ Project # P: _____

Date: _____

Instructions: All submissions shall be bundled into the following packages for distribution to the appropriate agencies. Any submissions brought to the Permit Application Center with missing or incomplete packages may be rejected or set aside until all necessary information has been provided. All incomplete submissions will not be logged into the system until the date that all of the necessary information has been supplied to the Permit Application Center. If any items listed below are not provided, please indicate justification/reasons in the Letter of Explanation. It should be noted that not all items contained below will necessarily be required for every project.

*Design Professional shall place one of the following marks (as appropriate) on each line.
N/A – not applicable Y – provided*

Unless public notice has already been provided in connection with an application for sketch plan approval, within seven (7) days after the filing of an application for final plan approval, signs shall be posted and notice to community associations given as provided in the Development Regulations.

1. Application Form

2. Certificate of Transmittal

3. Sketch Approval Letter

4. Submittal Review Fee:

Residential - \$120 per unit

Commercial / Industrial - \$420 per acre; for sites over an acre the fee will be based on the entire site acreage to the next full acre.

Signs - \$35 for each sign abutting County and State roads and navigable waterways will be required if a modification to Sketch is granted.

5. Modification Request: Provide as many copies as the Modification Procedures requires. Provide separate request for Floodplain and Stormwater Management. See Modification Procedures for fees.

6. Basic Review Package – Minimum Requirements

- a) One (1) copy of a Letter of Explanation for the project. (Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)
- b) One (1) copy of Sketch Approval Letter.
- c) One (1) copy of Application.
- d) One (1) copy of Modification Decision Letters.
- e) One (1) copy of the Final Plan and Checklist.
- f) One (1) copy of the Plat.

7. Office of Planning & Zoning – Public Information Package

- a) One (1) Basic Review Package.

8. Office of Planning & Zoning – Planner/Environmental/Landscape Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the Community Meeting Minutes Letter.
- c) One (1) copy of the Post Community Meeting Notification Letter.
- d) One (1) copy of the "Cut & Paste" copy of the plat.
- e) One (1) "Cut & Paste" copy if the plan has more than one (1) sheet.
- f) One (1) copy of the Stormdrain Plan.
- g) One (1) copy of the Stormwater Management Plan.
- h) One (1) copy of the Grading Sediment & Erosion Plan.
- i) One (1) copy of the Forest Stand Delineation Plan, Narrative, Data Sheets and current Checklist.
- j) One (1) copy of the Forest Conservation Plan and Checklist.
- k) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- l) One (1) copy of the Critical Area Buffer Management Plan.
- m) One (1) copy of the Critical Area Replanting Plan in the Limited Resource Conservation Area categories.
- n) One (1) copy of the Forest Interior Dwelling Species Report.
- o) One (1) copy of the Wetland Delineation Plan and Wetland Report.
- p) One (1) copy of the Bog Protection Plan, Checklist, Agreement and Worksheet.
- q) One (1) copy of the Landscape Plan and Checklist.
- r) One (1) copy of the Street Tree Plan. (Including traffic signs, traffic markings and street lighting. Plans must promptly with the Anne Arundel County, Maryland Department of Public Works Design Manual/Standard Specifications (Chapter III, Page 1 through 16). Street trees are to be identified by their Botanical Names, English Names, Caliper and Height and are to be bonded under a Public Works Agreement.)
- s) One (1) copy of written authorization from owner of property allowing contract purchaser/lessee to act on the owner's behalf.
- t) Title references – supply additional history and recorded plats beyond the previous history submitted at Sketch.
- u) One (1) copy of Certificate of Title
- v) Verification of paid taxes.
- w) One (1) copy of covenants, conditions and restrictions attached to the property.
- x) One (1) copy of any Variance, Special Exception, Rezoning or Board of Appeals decision.

9. Office of Planning & Zoning – Engineer/Utility Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the current Road and Stormdrain Plans, Checklists and Cost Estimates.
- c) One (1) copy of the current Stormwater Management Plan, Checklist, Computations and Report.
- d) One (1) copy of the current Water & Sewer Plan, Checklist and Cost Estimate.
- e) One (1) copy of each current Stormwater Management Device Checklist (if applicable).
- f) One (1) copy of a map that clearly shows the entire drainage area that affects the site and establishes the location of the Point of Investigation.
- g) One (1) copy of the Geo-Technical Report. Include infiltration test for all proposed infiltration devices.
- h) One (1) copy of the Floodplain Study (if applicable).
- i) One (1) copy of the Sediment & Erosion Control Plan and Checklist.
- j) One (1) copy of the EDU Worksheet.
- k) One (1) copy of the SWAMP Analysis (if one has already been completed for this project).
- l) One (1) copy of the Perc Test Results & approved Health Department Site Plan showing the perc test locations (if applicable).
- m) Nine (9) copies of the Sewer Study (if applicable).
- n) Two (2) copies of the Pumping Station Design Plan and Report (if applicable).
- o) Two (2) copies of the Grinder Pump Study.

- p) One (1) copy of the Wetland Delineation Plan and Wetland Report.
- q) One (1) copy of the Landscape Plan.

10. Office of Planning & Zoning – Traffic Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the Traffic Impact Study.
- c) One (1) copy of the Road Plan and Checklist.
- d) One (1) copy of the Traffic Plan and Checklist.
- e) One (1) copy of the Traffic Control Plan.
- f) One (1) copy of the Traffic Signal Plan.
- g) One (1) copy of the Landscape Plan.
- h) One (1) copy of the Street Tree Plan. (Including traffic signs, traffic markings and street lighting. Plans must comply with the Anne Arundel County, Maryland Department of Public Works Design Manual/Standard Specifications (Chapter III, Page 1 through 16). Street trees are to be identified by their Botanical Names, English Names, Caliper and Height and are to be bonded under a Public Works Agreement.)

11. Office of Planning & Zoning – Long Range Planning – Planner Package

- a) One (1) Basic Review Package.

12. Office of Planning & Zoning – Long Range Planning – Water & Sewer Master Plan Package

- a) One (1) Basic Review Package.

13. Office of Planning & Zoning – Long Range Transportation Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the Traffic Plan and Checklist.

14. Office of Planning & Zoning – House Number/Street Name Package

- a) One (1) Basic Review Package.

15. Office of Planning & Zoning – Archeology & Historical Package

- a) One (1) Basic Review Package.

16. Department of Public Works – Technical Engineering & Planning Division – Utility Package

Package required if in the Mayo Sewer Service Area or proposing Grinder Pumps and/or Sewer Pumping Station

- a) One (1) Basic Review Package.
- b) One (1) copy of the EDU Worksheet.
- c) One (1) copy of the SWAMP Analysis Worksheet
- d) Three (3) copies of the Mayo Plan.
- e) Four (4) copies of the Sewer Study and Pumping Station Design Plan and Report.
- f) Four (4) copies of the Grinder Pump Study.

17. Department of Public Works – Technical Engineering & Planning Division – Utility Package

*** Only need package if five (5) or more EDU's will be assessed ***

- a) One (1) Basic Review Package.
- b) One (1) copy of the EDU Worksheet.
- c) One (1) copy of the SWAMP Analysis Worksheet.

18. Department of Public Works – Traffic Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the Traffic Control Plan.
- c) One (1) copy of the Traffic Signal Plan.
- d) One (1) copy of the Landscape Plan.
- e) One (1) copy of the Street Tree Plan. (Including traffic signs, traffic markings and street lighting. Plans must comply with the Anne Arundel County, Maryland Department of Public Works Design Manual/Standard Specifications (Chapter III, Page 1 through 16). Street trees are to be identified by their Botanical Names, English Names, Caliper and Height and are to be bonded under a Public Works Agreement.)

19. Department of Recreation & Parks

- a) One (1) Basic Review Package.
- b) One (1) copy of the Sediment & Erosion Control Plan.
- c) One (1) copy of the Wetland Delineation Plan and Wetland Report.
- d) One (1) copy of the Landscape Plan.

20. Agricultural Review Package

- a) One (1) Basic Review Package. (Only if site zoned RA).

21. Board of Education

- a) One (1) Basic Review Package.

22. Health Department

- a) One (1) Basic Review Package.
- b) One (1) copy of the Sediment & Erosion Control Plan.
- c) One (1) copy of the Water & Sewer Plan.
- d) One (1) copy of the Perc Test Results & approved Health Department Site Plan showing the perc test locations.

23. Fire Department

- a) One (1) Basic Review Package.
- b) One (1) copy of the Water Plan.

24. Library

- a) One (1) Basic Review Package.

25. Soil Conservation District

- a) One (1) Basic Review Package.
- b) One (1) copy of the Road Plans.
- c) One (1) copy of the Stormdrain Plan and Computations.
- d) One (1) copy of the Stormwater Management Plan, Computations and Report.
- e) One (1) copy of the Stormwater Drainage Maps.
- f) One (1) copy of the Geo-Technical Report.
- g) One (1) copy of the Floodplain Study.
- h) One (1) copy of the Sediment & Erosion Control Plan.
- e) One (1) copy of the Wetland Delineation Plan and Wetland Report.

26. Maryland State Highway Administration

*(Item marked below by an * must be included if the project is on a State Road)*

- a) One (1) Basic Review Package.
- b) Six (6) copies of the Road Plans.*
- c) One (1) copy of the Stormdrain Plan and Computations.*

- d) One (1) copy of the Road and Stormdrain Cost Estimates.*
- e) Six (6) copies of the Traffic Impact Study.*
- f) Six (6) copies of the Traffic Control Plan.*
- g) One (1) copy of the Stormwater Management Plan, Computations and Report.*
- h) One (1) copy of the Environmental Conservation/Features Plan.*
- i) One (1) copy of the Stormwater Drainage Maps.*
- j) One (1) copy of the Geo-Technical Report.*
- k) One (1) copy of the Sediment & Erosion Control Plan.*

27. Maryland State Aviation Administration

(MAA package is required if the project is within the 4-mile radius of BWI Airport – includes projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15 or 16)

- a) One (1) Basic Review Package.
- b) One (1) copy of the Stormwater Management Plan, Computations and Report.
- c) One (1) copy of the Environmental Conservation/Features Plan.
- d) One (1) copy of the Stormwater Drainage Maps.
- e) One (1) copy of the Geo-Technical Report.

28. Baltimore Gas & Electric

- a) One (1) Basic Review Package.

The following is required if in Critical Area or if Forest Stand Delineation or Forest Conservation Plan are included

- b) One (1) copy of the Forest Stand Delineation Plan, Narrative and Data Sheets.
- c) One (1) copy of the Forest Conservation Plan.
- d) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- e) One (1) copy of the Critical Area Buffer Management Plan.
- f) One (1) copy of the Critical Area Replanting Plan in the Limited Resource Conservation Area categories.

29. Verizon

- a) One (1) Basic Review Package.

30. Critical Area Commission

Package required if site is within Critical Area

- a) One (1) Basic Review Package.
- b) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- c) One (1) copy of the Critical Area Buffer Management Plan.
- d) One (1) copy of the Critical Area Replanting Plan in the Limited Resource Conservation Area categories.
- e) One (1) copy of the Forest Interior Dwelling Species Report.

31. Department of Natural Resources – Fish & Wildlife Division

Package required if site is in the Critical area or Bog Protection Area

- a) One (1) Basic Review Package. One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- b) One (1) copy of the Critical Area Buffer Management Plan.
- c) One (1) copy of the Bog Protection Plan, Checklist, Agreement and Worksheet.

32. Department of Natural Resources – Heritage Division

*Package required if Bird Study is required***

- a) One (1) Basic Review Package.
- b) One (1) copy of the Forest Interior Dwelling Species Report.