

STAFF ONLY

Permit No. _____

Revision No. _____

Date _____

**Grading Permit
Submission Checklist**

(See last page of this checklist for Re-submissions & Revisions)

Instructions: All submissions shall be bundled into the following six 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 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*

1. Department of Inspection and Permits - Permit Application Center - Grading Package

- a) One (1) copy of the Grading Permit Application form, with original notarized signatures of applicant and owner(s) and the required permit fee(s). (NOTE: Cash, check or money order in the amount of the grading permit fee as shown on the Grading and Sediment Control Computation Sheet (Item i below) plus a non-refundable \$25.00 application processing fee. It is not required that the bond amount shown on this form be submitted at the time of application, however, that surety must be posted prior to the issuance of the grading permit with cash, certified check, letter of credit from an approved institution, or grading and sediment control bond form in the property owner(s) name.)
- b) 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.)
- c) One (1) copy of any prior Waiver/Modification Decision Letters, Variance Decision Letter or any other Hearing Officer's Decision Letter, if applicable. (Note: Submit new waiver/modification requests to OPZ/Development Division, 410-222-7455, in conjunction with the permit.)
- d) One (1) copy of a Maryland Aviation Administration Permit with a plan signed by MAA for the project. {Note: This will only be required for projects within the Airport Zone. (Projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15 or 16) The MAA review may be performed at the same time as the grading permit review, but MAA approval must be obtained prior to grading permit approval}
- e) One (1) copy of the Maryland Department of the Environment Construction Activity Permit Application.
- f) Two (2) clearly legible blue or black line copies of the engineered Grading/Sediment Control Site Plan, signed/sealed by a design professional registered in the State of Maryland (see G/SP - 1 Checklist for requirements).
- g) One (1) completed STORMWATER MANAGEMENT/STRUCTURAL DATA SHEET (Appendix G, Anne Arundel County Stormwater Management Practices and Procedures Manual) per each device.
- h) One (1) completed STORM DRAIN OUTFALL DATA SHEET (Appendix H, Anne Arundel County Stormwater Management practices and Procedures Manual) per each outfall.

- i) One (1) completed Grading and Sediment Control Computation Sheets prepared/signed/sealed by a design professional registered in the State of Maryland.

2. Office of Planning and Zoning - Development Division - Environmental/Zoning Package

- a) One (1) copy of the Grading Permit Application form, with original notarized signatures of applicant and owner(s).
- b) One (1) copy of the Letter of Explanation for the project. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- c) One (1) copy of any prior Waiver/Modification Decision Letters, Variance Decision Letter or any other Hearing Officer's Decision Letter, if applicable. *(Note: Submit new waiver/modification requests to OPZ/Development Division, 410-222-7455, in conjunction with the permit.)*
- d) *Legality of Site* - Submit one (1) copy of Recorded Plat, title references and history traced from July 1, 1952 to present date that verify the site is properly subdivided. Include a cover sheet outlining history of the property and provide all copies of current deeds (identify parcel numbers on all deeds), and any deeds not covered by plats. *(Note: A "deed plotting" may be required if the site has a complex deed history.)*
- e) One (1) clearly legible blue or black line copy of the engineered Grading/Sediment Control Site Plan, signed/sealed by a design professional registered in the State of Maryland (see G/SP - 1 Checklist for requirements).
- f) One (1) clearly legible blue or black line copy of the Forest Conservation Plan, signed/sealed by a design professional registered in the State of Maryland (see FCP - 1 Checklist for requirements).
- g) One (1) clearly legible blue or black line copy of the Forest Stand Delineation Plan, signed/sealed by a design professional registered in the State of Maryland (see FSD - 1 Checklist for requirements).
- h) Two (2) sets of the Landscape Plans (see LA - 1 Checklist for requirements).

3. Office of Planning and Zoning - Development Division - Engineering Package

- a) Two (2) copies of the Grading Permit Application form, with original notarized signatures of applicant and owner(s).
- b) Two (2) copies of the Letter of Explanation for the project. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- c) Two (2) copies of any prior Waiver/Modification Decision Letters, Variance Decision Letter or any other Hearing Officer's Decision Letter, if applicable. *(Note: Submit new waiver/modification requests to OPZ/Development Division, 410-222-7455, in conjunction with the permit.)*
- d) One (1) copy of the Recorded Plat or Recorded Administrative Plat for the project.
- e) Two (2) clearly legible blue or black line copies of the engineered Grading/Sediment Control Site Plan, signed/sealed by a design professional registered in the State of Maryland (see G/SP - 1 Checklist for requirements).
- f) One (1) copy of a Maryland Aviation Administration Permit with a plan signed by MAA for the project. *{Note: This will only be required for projects within the Airport Zone. (Projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15, or 16) The MAA review may be performed at the same time as the grading permit review, but MAA approval must be obtained prior to grading permit approval}*
- g) One (1) copy of Floodplain Study and Computations or computations to confirm floodplain study is not required.

- h) One (1) set of the Storm Water Management Plans (See SWM - 1 Checklist for requirements). *(Note: If public stormwater management plans were approved at time of subdivision, then a copy will already be in the County files and it will not be necessary for the consultant to resubmit them with the grading permit.)*
- i) One (1) copy of the Stormwater Management Report (See SWM Final Plan Checklist in the Anne Arundel County Stormwater Management Practices and Procedures Manual). *(Note: If public stormwater management plans were approved at time of subdivision, then a copy will already be in the County files and it will not be necessary for the consultant to resubmit them with the grading permit.)*
- j) One (1) set of the Utility Plans (See W&S - 1 Checklist for requirements). *(Note: If public water and/or sewer plans were approved at time of subdivision, then a copy will already be in the County files and it will not be necessary for the consultant to resubmit them with the grading permit.)*
- k) One (1) set of the Public Roads and Storm Drain Plans (See R/SD - 1 Checklist for requirements). *(Note: If public road and storm drain plans were approved at time of subdivision, then a copy will already be in the County files and it will not be necessary for the consultant to resubmit them with the grading permit.)*
- l) One (1) copy of the Storm Drain Computations *(Note: If public storm drain plans were approved at time of subdivision, then a copy will already be in the County files and it will not be necessary for the consultant to resubmit them with the grading permit.)*
- m) Three (3) copies of the Traffic Impact Study, if the project is within the Parole Growth Management Area (see TIS Checklist for requirements).
- n) One (1) completed STORMWATER MANAGEMENT/STRUCTURAL DATA SHEET (Appendix G, Anne Arundel County Stormwater Management Practices and Procedures Manual) per each device.
- o) One (1) completed STORM DRAIN OUTFALL DATA SHEET (Appendix I, Anne Arundel County Stormwater Management Practices and Procedures Manual) per each outfall.
- p) One (1) completed Grading and Sediment Control Computation Sheets prepared/signed/sealed by a design professional registered in the State of Maryland.

4. Soil Conservation District - Sediment and Erosion Control Package

- a) One (1) copy of the Grading Permit Application form, with original notarized signatures of applicant and owner(s).
- b) One (1) copy of the Letter of Explanation for the project. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- c) One (1) copy of any prior Waiver/Modification Decision Letters, Variance Decision Letter or any other Hearing Officer's Decision Letter, if applicable. *(Note: Submit new waiver/modification requests to OPZ/Development Division, 410-222-7455, in conjunction with the permit.)*
- d) One (1) completed Soil Conservation District Engineer's Transmittal Letter.
- e) One (1) completed Soil Conservation District Plan Submittal Checklist.
- f) Two (2) copies of the Sensitive Area Study.
- g) Three (3) clearly legible blue or black line copy of the engineered Grading/Sediment Control Site Plan, signed/sealed by a design professional registered in the State of Maryland (see G/SP - 1 Checklist for requirements).
- h) One (1) set of the Storm Water Management Plans (See SWM - 1 Checklist for requirements). *(Note: If public stormwater management plans were approved at time of subdivision, then a copy will already be in the County files and it will not be necessary for the consultant to resubmit them with the grading permit.)*

- i) One (1) copy of the Stormwater Management Computations (See SWM – Final Plan Checklist in the Anne Arundel County Stormwater Management Practices and Procedures Manual).(Note: If public stormwater management plans were approved at time of subdivision, then a copy will already be in the County files and it will not be necessary for the consultant to resubmit them with the grading permit.)

5. State Highway Administration - Review Package

- a) One (1) copy of the Grading Permit Application form, with original notarized signatures of applicant and owner(s).
- b) One (1) copy of the Letter of Explanation for the project. (Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)
- c) One (1) copy of any prior Waiver/Modification Decision Letters, Variance Decision Letter or any other Hearing Officer's Decision Letter, if applicable. (Note: Submit new waiver/modification requests to OPZ/Development Division, 410-222-7455, in conjunction with the permit.)
- d) One (1) clearly legible blue or black line copy of the engineered Grading/Sediment Control Site Plan, signed/sealed by a design professional registered in the State of Maryland (see G/SP - 1 Checklist for requirements).
- e) Four (4) copies of the Traffic Impact Study, if the project is within the Parole Growth Management Area (see TIS Checklist for requirements).

Applicant's Certification

I, the undersigned, hereby certify that the attached grading permit submittal includes all items required by Article 16 of the Anne Arundel County Code. I understand that if any of the items required are found to be missing from the submittal, the permit plan will not be acceptable for review and will be returned as incomplete. The applicant is aware of this criteria and will accept all responsibility for delays due to incomplete submittals. I am enclosing an explanation for each item which I feel is not required and, therefore, has not been included in this submittal package.

Design Professional's signature

Date

NOTE: DESIGN PROFESSIONAL MUST SIGN AND SEAL THIS CHECKLIST

SEAL

Permit Processor's initials

Date

Grading Permit **Re-Submission Checklist**

Instructions: Corrected site plans must not be resubmitted until you have received comments from all reviewers. Re-submission must be made through the Permit Application Center. No re-submittals are to be made directly to review agencies. SCD's "marked" plans, and if required, the Sensitive Area Report must be made submitted as part of the re-submission.

When resubmitting corrected site plans, the following is required:

1. Department of Inspection and Permits - Permit Application Center - Grading Package

- a) One (1) copy of the Letter of Explanation for the project signed and sealed by the responsible design professional referencing the correct grading permit number and containing a detailed narrative of all changes made to the attached sheets. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- b) One (1) copy of all of the affected plans, Sensitive Area Study, Stormwater Management Computations, "Marked" Plans, Maryland Aviation Administration Permit, etc., if applicable.
- c) One (1) completed Grading and Sediment Control Computation Sheets corrected to reflect changes made to site plans. If changes to the site plans do not affect the computations, mark "no change" on those forms. It must be signed and sealed by a design professional registered in the State of Maryland.
- d) Cash, check or money order in the full amount of any increase to the grading permit fee as shown on the Grading and Sediment Control Computation Sheet, if the increase is \$5.00 or more.

2. Office of Planning and Zoning - Development Division - Environmental/Zoning Package

- a) Two (2) copies of the Letter of Explanation for the project signed and sealed by the responsible design professional referencing the correct grading permit number and containing a detailed narrative of all changes made to the attached sheets. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- b) Two (2) copies of all of the affected plans, "Marked" Plans, Recorded Plat, Grading/Sediment Control Site Plan, Forest Conservation Plan, Landscape Plans etc., if applicable.

3. Office of Planning and Zoning - Development Division - Engineering Package

- a) Two (2) copies of the Letter of Explanation for the project signed and sealed by the responsible design professional referencing the correct grading permit number and containing a detailed narrative of all changes made to the attached sheets. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- b) Two (2) copy of all of the affected plans, Sensitive Area Study, Stormwater Management Computations, "Marked" Plans, Recorded Plat, Traffic Impact Study, Storm Drain Computations etc., if applicable.
- c) One (1) completed Grading and Sediment Control Computation Sheets corrected to reflect changes made to site plans. If changes to the site plans do not affect the computations, mark "no change" on those forms. It must be signed and sealed by a design professional registered in the State of Maryland.

4. Soil Conservation District - Sediment and Erosion Control Package

- a) One (1) copy of the Letter of Explanation for the project signed and sealed by the responsible design professional referencing the correct grading permit number and containing a detailed narrative of all changes made to the

attached sheets. (Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)

- b) One (1) completed Soil Conservation District Plan Submittal Checklist.
- c) One (1) copy of all of the affected plans, Sensitive Area Study, Stormwater Management Computations, “Marked” Plans, etc., if applicable.
- d) Three (3) copies of the attached plans.

5. State Highway Administration - Review Package

- a) One (1) copy of the Letter of Explanation for the project signed and sealed by the responsible design professional referencing the correct grading permit number and containing a detailed narrative of all changes made to the attached sheets. (Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)
- b) One (1) copy of all of the affected plans, Traffic Impact Study, “Marked” Plans, etc., if applicable.

**** NOTE: Do not proceed with approval stamping and signing of your original plans at the Soil Conservation District until all reviewers have approved your most recent submittal.**

Applicant’s Certification

I, the undersigned, hereby certify that the attached grading permit re-submittal includes all items required by Article 16 of the Anne Arundel County Code. I understand that if any of the items required are found to be missing from the re-submittal, the permit plan will not be acceptable for review and will be returned as incomplete. The applicant is aware of this criteria and will accept all responsibility for delays due to incomplete re-submittals. I am enclosing an explanation for each item which I feel is not required and, therefore, has not been included in this re-submittal package.

Design Professional’s signature

Date

NOTE: DESIGN PROFESSIONAL MUST SIGN AND SEAL THIS CHECKLIST

SEAL

Permit Processor’s initials

Date

Grading Permit **Revision Checklist**

Instructions: Revised site plans showing the changes (bluelines of the originally approved plans with the changes made in red) must be made through the Permit Application Center. No revisions submissions are to be made directly to review agencies.

When submitting for a revision to an approved site plan, the following is required:

1. Department of Inspection and Permits - Permit Application Center - Grading Package

- a) One (1) copy of the Letter of Explanation for the project signed and sealed by the responsible design professional referencing the correct grading permit number and containing a detailed narrative of all proposed revisions made to the attached sheets. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- b) One (1) copy of all of the affected plans, Sensitive Area Study, Stormwater Management Computations, "Marked" Plans, Maryland Aviation Administration Permit, etc., if applicable. Each submittal to an approved site plan must be numbered, noted and dated in the revision block, for each page showing a revision.
- c) One (1) completed Grading and Sediment Control Computation Sheets corrected to reflect changes made to site plans. If changes to the site plans do not affect the computations, mark "no change" on those forms. It must be signed and sealed by a design professional registered in the State of Maryland.
- d) Cash, check or money order in the full amount of any increase to the grading permit fee as shown on the Grading and Sediment Control Computation Sheet, if the increase is \$5.00 or more.
- e) Cash, certified check, amended letter of credit or amended grading and sediment control bond form in the amount of any increase to the grading bond as shown on the Grading and Sediment Control Computation Sheet. All amended letters of credit are subject to review and approval by the County Controller.

2. Office of Planning and Zoning - Development Division - Environmental/Zoning Package

- a) Two (2) copies of the Letter of Explanation for the project signed and sealed by the responsible design professional referencing the correct grading permit number and containing a detailed narrative of all proposed revisions made to the attached sheets. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- b) Two (2) copies of all of the affected plans, "Marked" Plans, Recorded Plat, Grading/Sediment Control Site Plan, Forest Conservation Plan, Landscape Plans etc., if applicable. Each submittal to an approved site plan must be numbered, noted and dated in the revision block, for each page showing a revision.

3. Office of Planning and Zoning - Development Division - Engineering Package

- a) Two (2) copies of the Letter of Explanation for the project signed and sealed by the responsible design professional referencing the correct grading permit number and containing a detailed narrative of all proposed revisions made to the attached sheets. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- b) Two (2) copy of all of the affected plans, Sensitive Area Study, Stormwater Management Computations, "Marked" Plans, Recorded Plat, Traffic Impact Study, Storm Drain Computations etc., if applicable. Each submittal to an approved site plan must be numbered, noted and dated in the revision block, for each page showing a revision.

- c) One (1) completed Grading and Sediment Control Computation Sheets corrected to reflect changes made to site plans. If changes to the site plans do not affect the computations, mark “no change” on those forms. It must be signed and sealed by a design professional registered in the State of Maryland.

4. Soil Conservation District - Sediment and Erosion Control Package

- a) One (1) copy of the Letter of Explanation for the project signed and sealed by the responsible design professional referencing the correct grading permit number and containing a detailed narrative of all proposed revisions made to the attached sheets. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- b) One (1) completed Soil Conservation District Plan Submittal Checklist.
- c) Three (3) copies of all of the affected plans. Each submittal to an approved site plan must be numbered, noted and dated in the revision block, for each page showing a revision.
- d) One (1) copy of Sensitive Area Report, Stormwater Management Computations, and marked plans, if applicable.

5. State Highway Administration - Review Package

- a) One (1) copy of the Letter of Explanation for the project signed and sealed by the responsible design professional referencing the correct grading permit number and containing a detailed narrative of all proposed revisions made to the attached sheets. *(Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)*
- b) One (1) copy of all of the affected plans, Traffic Impact Study, “Marked” Plans, etc., if applicable. Each submittal to an approved site plan must be numbered, noted and dated in the revision block, for each page showing a revision.

***Note: The above-mentioned functions must be carried out through the Permit Application Center, 2664 Riva Road, Annapolis, Maryland. Please call 410-222-7720, should you have any questions.*

Applicant’s Certification

I, the undersigned, hereby certify that the attached grading permit revision includes all items required by Article 16 of the Anne Arundel County Code. I understand that if any of the items required are found to be missing from the revision submittal, the permit plan will not be acceptable for review and will be returned as incomplete. The applicant is aware of this criteria and will accept all responsibility for delays due to incomplete submittals. I am enclosing an explanation for each item which I feel is not required and, therefore, has not been included in this submittal package.

Design Professional’s signature

Date

NOTE: DESIGN PROFESSIONAL MUST SIGN AND SEAL THIS CHECKLIST

SEAL

Permit Processor’s initials

Date