

**ANNE ARUNDEL COUNTY
OFFICE OF PLANNING AND ZONING - DEVELOPMENT DIVISION
MINOR SUBDIVISION
FINAL PLAN SUBMITTAL APPLICATION REQUIREMENTS
Residential Only**

Date _____

Subdivision Name _____

Subdivision # S: _____ Project # P: _____

Final Plan Submittal, which includes all the information required by Article 17, Subtitle 3 of the Anne Arundel County Code.

1. Application Form.
2. Certificate of Transmittal.
3. Evidence that a community meeting was held in accordance with Article 17, Section 2-107 of the Anne Arundel County Code (if adjoining a residentially zoned and developed lot) (Include Internet Community Meeting Form)
4. A copy of a summary of comments received; and
5. Evidence that a copy of the summary of comments was mailed to each participant at the pre-submission community meeting, to all lot owners within 175' of the property to be subdivided, to the County Councilmember of the Councilmanic District where the property is located and, if the property abuts another Councilmanic District, that County Councilmember
6. Twenty One (21) copies of Letter of Explanation; Twenty Two (22) copies if w/in 4-mile radius of airport (Projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15 and 16); Twenty Three (23) if RA Project.
Nine (9) additional copies if project is in Mayo Sewer Service Area.
7.
 - A. Modification Request: Provide as many copies as Modification Procedures require. Provide separate modification requests for Flood Plain and Stormwater Management.
 - B. Decision Letter: Modification Decision Letter - if a modification decision was written prior to submittal, please provide as many copies as plans.
 - C. Required Modification Fee(s). See Modification Procedures.
8. Office of Planning and Zoning **Minor Subdivision Final Plan Checklist.**

9. Twenty One (21) copies of the Final Plan. (signed and sealed on all pages); Twenty Two (22) copies if w/in 4-mile radius of airport (Projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15, and 16); Twenty Three (3) if RA Projects
Nine (9) additional copies if in Mayo Sewer Service Area.

10. Twenty One (21) copies of the Record Plat. (signed and sealed on all pages); Twenty Two (22) copies if w/in 4-mile radius of airport (Projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15, and 16); Twenty Three (23) if RA Project

11. The following plans, cost estimates, computations and checklists must be signed and sealed on all pages:
 - A. Road Plans (frontage improvements) - Three (3) copies, to include sidewalks if required; Four (4) copies if SHA roads are involved;
Traffic Control Plans to be included at the end of the road plans.
 - B. One (1) copy Internet Checklist
 - C. Cost Estimates - One (1) copy for Roads & Storm Drain estimates.
 - D. Storm Drain Plans - Three (3) copies; Four (4) copies if SHA roads are involved.
Plans to include Storm Drain Drainage Area Map, general notes, plan and profile for tabulation and structure schedule.
 - E. Storm Drain Computations - Two (2) copies; Three (3) copies if SHA roads are involved.
 - F. Grading and Sediment Control drafted on 1" = 40' scale - five (5) copies; six (6) copies when SHA roads are involved. (Can be included on Final Plan)
One (1) copy Internet Checklist
 - G. Utility Plans - Extension of Public Utilities not allowed. Connection to existing utilities only.
Three (3) copies EDU and swamp analysis worksheet
 - H. Two (2) perc test if on septic to include the approved Health Department Site Plan (showing perc test locations)

12. Stormwater Management Requirements under Article 16 Title 3. All of these requirements must be signed and sealed by either a PE, RLS or RLA.
Please provide the following:
 - A. Four (4) copies Environmental Conservation/Features Plan; Five (5) copies if SHA roads are involved.
 - B. Three (3) copies Drainage Map; Four (4) copies if SHA roads are involved.
 - C. Three (3) copies Narrative; Four (4) copies if SHA roads are involved.
 - D. One (1) copy Internet Technical Worksheet Checklist
 - E. Four (4) copies Stormwater Management Plans; Five (5) copies if SHA roads are involved. These copies to include pond engineering with any reports/narrative.
 - F. Two (2) copies Computations/Report; Three (3) copies if SHA roads are involved.

This next item must be signed and sealed by a PE only.

H. Two (2) copies of the Geotechnical Technical Report; Three (3) copies if SHA roads are involved.

Note: Provide an additional set of all stormwater management plans and computations (including geotechnical report) if site is w/in 4-mile radius of the airport. Projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15 and 16)

13. Two (2) copies Forest Conservation Plans. These plans must be platted at same scale as Final Development Plan and be prepared and signed by a Qualified Forestry Professional. One (1) copy Internet Checklist.
14. Two (2) copies of Forest Stand Delineation Plans, Narratives and Data Sheets. Plans must be platted at same scale as Final Development Plan and must be prepared and signed by a Qualified Forestry Professional. One (1) copy Internet Checklist.
15. Five (5) copies of Wetland Delineation Plans if required.
16. Five (5) copies of Wetland Report if required.
17. Critical Area Requirements, if applicable.
 - A. Four (4) copies Critical Area Plans
 - B. Four (4) copies Critical Area Maps
 - C. Four (4) copies Critical Area Study including Habitat Assessment
 - D. One (1) copy Chesapeake Bay Critical Area Commission Application
 - E. One (1) copy Maryland Forest, Parks and Wildlife Service Environmental Review Statement.
 - F. Three (3) Copies of Forest Interior Dwelling Species Study, if required
 - G. Four (4) copies of Buffer Management Plan, if required
18. Bog Protection Requirements:
 - A. Two (2) copies approved Bog Protection Plan and Agreement
 - B. Two (2) copies Bog Protection Worksheet
 - C. One (1) copy Internet Checklist
19. Three (3) copies of Street Tree Plans (including traffic signs, traffic markings and street lighting) which 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 PWA.
20. Four (4) copies of Landscaping Plan, Five (5) if w/in 4-mile radius of airport. (Projects

located on Tax Maps 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15 and 16)
One (1) copy Internet Checklist. (signed and sealed)

21. One (1) copy of Archeological and/or Historical information.
22. One (1) copy Cut and Paste of Plan.
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23. One (1) copy of all Articles of Incorporation, Master Deeds Conditions, Covenants or Restrictions, Homeowners Association Documents and Recreation Deeds.
24. Eight (8) copies of a report verifying that the project will generate 50 or less traffic trips per day;
25. Two (2) copies of floodplain study;
26. One (1) copy of written authorization from owner of property allowing the Contract Purchaser to act on the owner's behalf.
27. Title references and history traced back from July 1, 1952 to present date. A cover sheet must accompany the deed package outlining the history of the property, provide copies of all deeds (identify parcel numbers on each of the deeds) and all recorded plats as well as any other deeds not covered by plats
28. One (1) copy of any Variance, Special Exception, Rezoning or Board of Appeals decision.
29. Certificate of Title
30. Verification of Taxes.
31. Final Fee of \$100 per unit for residential.
32. Signs at \$30 each for all abutting and County and State Roads as well as navigable waterways.