

Anne Arundel County Office of Planning and Zoning

Road Plan Submittal Checklist

Project Name	
Project Number	
Engineer	
<p>Plans are to be designed based on the standards set forth in the Anne Arundel County Design Manual Standards and Specifications, and all other manuals as stipulated in the Anne Arundel County Code.</p> <p>This checklist is being provided as a general guide for identifying the minimum features that should be addressed prior to submitting the plans for review. The design consultant by assigning his/her seal and signature certifies that the plans were completed in accordance with the current design standards.</p> <p>Plans that are incomplete as per the checklist items will result in an incomplete review and will be returned to the consultant. The resubmittal will be considered a first submittal in the review process.</p>	
<p>Engineer's Certification (Seal, Signature and expiration information)</p> 	
<p>Instructions:</p> <ol style="list-style-type: none"> 1. The checklist must be submitted with the first submittal. 2. Packages submitted without the completed checklist will not be reviewed and will be returned to the applicant. 3. Applicant should insert into each box either of the following: <ol style="list-style-type: none"> a. ✓ This item has been addressed b. N This item does not apply to this project 4. All boxes must be checked. 5. The review engineer will upon review of the plans verify by inserting either of the following: <ol style="list-style-type: none"> a. ✓ This item has been adequately addressed or agree that it does not apply. b. X This item has not been adequately addressed. (Use the remarks column to indicate via letter designation, which item needs to be addressed or if a more detailed response is required then indicate in the remarks column that the item is addressed in the comment letter). 6. A copy of the checklist will be returned to the applicant as an attachment to the comment letter. 7. The Checklist must be returned with the second submittal utilizing the same check format indicated in item 3 above. 	

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	First Submittal		Second Submittal		Road Plans Checklist	Remarks (Review Engineer)
	Design	Review	Design	Review		
1					For small projects, road, storm water management and storm drainage design details may be shown as one plan set with each item (road, storm drain etc.) being shown on separate sheets. If the number of plan sheets for each item exceeds 4 sheets, then it should be broken out as a separate set with its own title sheet etc.	
2					Provide traffic control plans as necessary	
Information required on drawings						
4					Title block (Anne Arundel County Office of Planning and Zoning title block required on all sheets) shall include: A) Project Name and number B) Sheet Title C) Date, D) Tax Map, Block and Parcel E) Assessment District, F) Zoning	
5					Legal name, address, and telephone number of the owner, developer, applicant, and design consultant.	
					Signature block with design consultant information	
6					Signature and seal of a design professional registered in the State of Maryland (Comar, Section 14-101),	
7					Revision Block	
8					Vicinity Map (minimum 4" x 4" Scale 2000' = 1") (Title Sheet) A) Located in upper right hand corner, B) North arrow shown to top C) Scale shown D) Roads labeled	
10					Location Plan (Title Sheet) A) Scale 1"=200'. B) Coverage of individual plan sheet clearly delineated.	
11					Index of Drawings Table (Title Sheet) A) All drawing titles are shown in table and labeled accordingly.	
13					Coordinates - Three "tics" shown on all applicable plan sheets in multiples of 250	
14					North Arrow shown	
15					General Notes (Notes common to all drawings on Title sheet only)	
16					Project specific notes added (<i>such as meter note, jacking note, SHA Agreement/Permit on state roads, etc.</i>).	
17					Benchmark - B. M. No., description and elevation. (Vertical control NAVD 1929 or NAVD1988) consultant must indicate which is used. No assumptions	
18					Special Details must be shown in accordance with Standard Details, as much as is feasible.	
19					Scale shown in title block or centered below plan/profile.	
20					Matchlines shown were applicable and correctly labeled	
21					Drafting standards As per design manual (Chapter 1 section II.D.3)	

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Rights-Of-Way, Easements and Surveys						
22					Bearing and distances shown on plan and plat	
23					Bearing and distances shown on both sides of each proposed or existing road that is part of contract shown in plan view.	
24					Easements/ROW labeled A) As Temporary or Permanent B) Public or Private	
25					Existing and proposed right of way widths shown.	
26					Clear sight triangle at intersections	
27					Right of Way plats at same scale as public plan view.	
28					Topographic information is field run	
29					Horizontal control established using current criteria (NAD 83). No assumptions	
30					Offsite easements and rights of way A) Acquired if needed B) liber/folio shown if existing.	
Road plans						
31					The road plans will consist of paving plan and profile	
32					Frontage improvements a) Included in plan set if county road, b) If SHA right of way, provide SHA approved plan of any proposed work required as part of the review process.	
33					Indicate design speed for each proposed roadway.	
34					Offsite improvements - a) Included in plan set if county road, b) SHA approved plan provided, if SHA right of way.	
35					Typical Sections A) Show on title sheet B) Typical section for each road is properly drawn and labeled (by stationing, if appropriate) C) Anne Arundel standard detail is referenced D) Modification approved for deviation from standard detail.	
36					Provide cross sections for all road widening projects and in areas where construction access is limited. (Limited ROW or easement)	
37					Cross sections A) same scale for both horizontal and vertical (not greater than 1"=5') B) Show Centerline, top of Curb elevation and existing and proposed cross slopes at 50' intervals (or 25' as necessary)	
38					Acceleration and Deceleration lanes adequately designed. Dimensions and details shown on plan.	
39					If widening over existing shoulder , verify subgrade of pavement widening. (core borings)	
40					All trafficways (existing and proposed) A) Show Name B) Indicate if private, county or state ownership.	

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Horizontal Alignment - Paving Plan						
41					Show only work proposed for construction of the road, and any features within 100 feet beyond the scope of the construction.	
42					Scale 1"= 40' scale	
43					Property ownership information shown for abutting properties.	
44					Existing and proposed surface features , such as utility poles, fire hydrants, etc., shown (indicate any necessary relocations)	
46					Existing ground or top of curb elevations shown at tie ins and extend minimum 100 feet beyond connection.	
47					Right of way and paving widths based on road classification- Show dimensions on plan.	
48					Shade the proposed pavement area.	
49					Road centerlines are correctly shown and stationed. Complete bearing information is provided.	
50					Avoid sharp horizontal curves near low point of sag vertical curve	
51					Guard rail shown and referenced by stationing where necessary. Detail referenced.	
52					Horizontal curve info shown: A) Delta B) Degree of curve C) Radius D) Tangent length E) Chord Bearing and Length, F) PC and PT	
53					Show design speed on plan - Curve design based on design speed.	
54					Stationing shown along centerline at 50-foot intervals	
55					Tangent distance between curves meets or exceeds minimum standard.	
56					Curb and Edge of pavement returns - A) Correct radii B) PI, PC and PT labeled.	
57					Reverse curb and gutters are highlighted and labeled.	
58					Tapers dimensioned and labeled. If shown within curve - offset and distance from centerline shown.	
59					Cul-de-sacs: A) Length acceptable B) Centerpoint elevation shown C) Top of curb/edge of paving elevation shown 45 degree angle around curve	
60					Show all driveway entrances - provide all pertinent details - reference standard details as necessary.	
61					Commercial/Industrial A) Entrance locations B) Check number allowed and C) maximum width as per design manual (III 35 of 44)	
62					Median openings	

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Vertical Alignment - Profile						
63					Profiles - Proposed roads -Shown below the corresponding paving plan	
64					Show: A) Proposed) grade at centerline (open section) Top of curb (closed section) B) Existing grades at centerline and left and right right of way lines. C) Curb returns. D) Stationing and elevations shown at 25' through vertical curves and 50' minimum intervals between vertical curves.	
65					Existing grade lines or top of curb lines extended 200' beyond tie-ins or breaks.	
66					Minimum grade is 1%. Maximum grade is per table (Chapter 3.II.E.1)	
67					Vertical curves meet sight distance and minimum length requirements.	
68					P.V.C.'s, and P.V.T.'s indicated, and P.I.'s of intersecting curb lines indicated and labeled.	
69					Vertical curve data shown,A) Length, B) PVI C)High/Low point station and elevation C) PVC D) PVT E) Offset (E)	
70					Show linear profile around cul-de-sacs.	
71					Profiles carried 200' beyond project limits.	
Intersection Design						
72					Adequate sight distance provided. (Provide sight distance profile)	
73					Landing grade (As per table III-9 Page III-31 of 44)	
74					Centerlines of intersecting roadways shown and labeled.	
75					Coordinates of starting and ending centerline station provided.	
76					Minimum spacing checked.	
77					Trafficways intersect as nearly as possible at right angles.	
Miscellaneous						
78					Private irrigation systems should not be placed within the public right of way. If the developer wishes to place such systems within the right of way approval by OPZ/DPW is required prior to preparation of the plans. Specific construction plans will be required.	
79					Street Tree, Signage and Lighting Plan (see Chapter III, Anne Arundel County Dept. of Public Works Design Manual, January 2001).	
80					Traffic Control Plan (see section VIII, Anne Arundel County Dept. of Public Works Design Manual, January 2001).	