

Standard Grading Plan Procedure  
**Not** Associated with a Building Permit

**The submittal package must include:**

- A cover letter with a contact name and phone number
- A completed Standard Grading Plan Application with the tax account of the property
- Three copies of a site plan with sufficient details showing the proposed work and existing features
- A completed Critical Area Worksheet if the site is in the critical area

**The submittal package is to be dropped off or submitted to Inspection and Permits Department, second floor reception area, 2664 Riva Road, Annapolis Maryland 21401.**