

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

SITE DEVELOPMENT PLAN - SUBMITTAL APPLICATION REQUIREMENTS

Project Name: _____

Project Site Plan # C: _____ Date: _____

1. Application Form
2. Certificate of Transmittal
3. One (1) copy of the Community Meeting Minutes Letter, if applicable. (See **Site Development Plan Checklist** {**Attachment** Items (13) and (14)} for complete description of requirements regarding meeting minutes.) Also include a copy of the Internet Community Meeting form.
4. Letter of explanation - provide as many copies as plans. (Note: If any items are not provided, please indicate justification/reasons in cover letter.
5.
 - A. Modification Requests: Provide as many copies as Modification Procedures require. Provide separate requests for Floodplain and Stormwater Management.
 - B. Decision Letter: Modification Decision Letter - if a decision was written prior to submittal, please provide as many copies as plans.
 - C. Required modification fee(s). See Modification Procedures.
6. Planning and Zoning **Site Development Plan Checklist**
7. Twenty-Two (22) copies of the Site Development Plan; One (1) additional copy if SHA is involved; One (1) additional copy if w/in 4-mile radius of airport for MAA review (projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15, or 16). **Reduce the number of required copies by seven (7), if the Site Development Plan and Grading Permit Plan are the same plan. Add a notation to the *Letter of Explanation* that indicates that the reduction has been made.**

Note: The site plan shall be prepared and sealed/certified by an engineer, architect, landscape architect, or land surveyor registered to practice in the State of Maryland.
8. One “cut and paste” copy if plan has more than one (1) sheet.
9. Provide signed and sealed plans for the following: (plans may be combined)
 - A. Road Plans: Three (3) copies; Four (4) copies if SHA roads are involved.

- Traffic Control Plans to be included at end of road plans
 - B. Storm Drain Plans: Three (3) copies; Four (4) copies if SHA roads are involved
 - C. Storm Drain Computations: Two (2) sets; Three (3) if SHA roads are involved
 - D. One (1) copy Cost Estimates
 - E. One (1) copy of Internet Checklist; Two (2) copies if SHA roads are involved.
10. Stormwater Management - Article 16 Title 3 must be addressed with signed and sealed plans by either a PE, RLS or an RLA - please provide the following:
- A. Three (3) copies Stormwater Management Plan; Four (4) copies if SHA roads are involved; These copies to include pond engineering with any reports/narrative.
 - B. One (1) copy Internet Checklist
 - C. Three (3) copies Environmental Conservation/Features Plan; Four (4) copies if SHA roads are involved.
 - D. Two (2) copies Drainage Area Map; Three (3) copies if SHA roads are involved.
 - E. Two (2) copies Report; Three (3) copies if SHA roads are involved
 - F. Two (2) sets Computations; Three (3) if SHA roads are involved
 - G. Two (2) copies of Geotechnical Technical Report; Three (3) copies if SHA roads are involved (must be signed by a P.E. only)
- Note: Provide an additional copy of all stormwater management plans and reports if the site is w/in the 4-mile radius of the airport for review by MAA. (Projects located on Tax Map 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15, or 16)
11. Utility Plans signed and sealed – please provide the following:
- A. Three (3) copies Water Plans
 - B. Two (2) copies Sewer Plans
 - C. Three (3) copies of Water and Sewer Plans, if combined
 - D. Nine (9) additional copies if site in Mayo Sewer Service Area
 - E. One (1) copy Cost Estimates (signed and sealed)
 - F. One (1) copy Internet Checklist
 - G. Nine (9) copies Sewer Study/Pumping Station Design Plans and Report (if applicable)
 - H. Nine (9) copies Grinder Pump Study (if applicable)
12. Three (3) copies EDU and SWAMP Analysis Worksheet (signed and sealed)
13. Two (2) copies Perc Test results and approved Health Department Site Plan showing perc test locations (if not public sewer)
14. If a grading permit has not been applied for, Grading and Sediment Control Plans (signed and sealed) – please provide the following:
- A. Five (5) copies; Six (6) copies if SHA roads are involved;
 - B. One (1) copy Internet Checklist

15. Two (2) copies of Flood Plain Study and computations, if required; Three (3) if SHA roads are involved
16. Two (2) copies of Traffic Impact Study (Four (4) additional copies if SHA roads are involved)
One (1) copy Internet Checklist
17. Provide two (2) copies Forest Stand Delineation, Plan, Narrative and Data Sheets
One (1) copy Internet Checklist (These plans must be platted at same as scale as Site Development Plans and prepared by a Qualified Forestry Professional)
18. Provide two (2) copies of Forest Conservation Plan
One (1) copy Internet Checklist
(These plans must be platted at same as scale as Site Development Plans and prepared by a Qualified Forestry Professional)
19. Four (4) copies Chesapeake Bay Critical Area Report and habitat assessment for all sites located in Chesapeake Bay Critical Area – please provide the following:
 - A. Four (4) copies Critical Area Plans.
 - B. Four (4) copies Critical Area Study.
 - C. Four (4) copies Critical Area Maps.
 - D. Four (4) copies Report and Habitat Assessment
 - E. Four (4) copies Chesapeake Bay Critical Area Commission Application.
 - F. Four (4) copies Maryland Forest Parks and Wildlife Service ER Statement.
**If the above Environment Review Statement is not part of the Critical Area package your project will not be accepted for submittal
 - G. Three (3) copies of Forest Interior Dwelling Species Report, if required.
 - H. Four (4) copies of Buffer Management Plan, if required.
 - I. Two (2) copies Replanting Plan for any disturbance in the Limited and Resource Conservation Area categories
20. Bog Protection Plan – please provide the following:
 - A. Two (2) copies Bog Protection Plan and Agreement
 - B. Two (2) copies Bog Protection Worksheet
 - C. Two (2) copies Bog Protection Worksheet Checklist
 - D. One (1) copy Internet Checklist
21. Five (5) copies Wetland Delineation Plans
22. Five (5) copies Wetland Report, if located on-site and if required by P&Z

23. Four (4) copies Landscape Plans, Five (5) if w/in 4-mile radius of the airport for MAA review (Projects located on Tax Map 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15, or 16)
One (1) copy Internet Checklist
24. 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.
25. One (1) copy of Architectural Renderings or elevations (including colors and materials)
One (1) set of photos of adjacent development
26. One (1) copy of written authorization from owner of property allowing contract purchaser/lessee to act on the owner's behalf
27. Title references and history traced back from July 1, 1952 to present date. Include a cover sheet outlining history of the property and provide all copies of current deeds (identify parcel numbers on all deeds) any recorded plats and any deeds not covered by plats
28. One (1) copy of covenants, conditions and restrictions attached to the property
29. One (1) copy of any previous Variance, Special Exception, Rezoning or Board of Appeals decisions
30. Submittal Review Fee if applicable: Lots are a minimum of \$350/ac; for sites over an acre the fee will be based on the entire site acreage to the next full acre

NOTE: In an effort to eliminate duplication of information, do not submit additional copies of reports and computations required by the Grading Permit Submission Checklist, if they are being submitted as part of the Site Development Plan package. Include information on the reduction of copies in the *Letter of Explanation*.