

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

SKETCH PLAN - SUBMITTAL APPLICATION REQUIREMENTS

Subdivision Name: _____

Subdivision # S: _____ Project # P: _____

Date: _____

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

The Sketch Plan shall be prepared and sealed/certified by an engineer, architect, landscape architect or land surveyor registered to practice in the State of Maryland.

The Stormwater Management Plans must be signed and sealed by an engineer, landscape architect or land surveyor registered to practice in the State of Maryland. (Note that certain plans such as Water and Sewer Plans, some Stormwater Management Ponds, Structural Designs, etc., require the seal and signature of a Professional Engineer.)

- 1. Application Form**
- 2. Certificate of Transmittal**
- 3. Submittal Review Fee:**
 - Residential - \$75 per unit.
 - Commercial / Industrial - \$360 per acre; for sites over an acre the fee will be based on the entire site acreage to the next full acre.
 - Signs - \$35 for each sign abutting County and State roads and navigable waterways.
- 4. Modification Request:** Provide as many copies as the Modification Procedures requires. Provide separate request for Floodplain and Stormwater Management. See Modification Procedures for fees.
- 5. Office of Planning & Zoning – Public Information Package**

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.

6. Office of Planning & Zoning – Planner/Environmental/Landscape Package

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the current Planning and Zoning Sketch Plan Checklist.
- e) One (1) copy of the Community Meeting Minutes Letter.
- f) One (1) copy of the current Community Meeting Form.
- g) One (1) copy of the Sketch Plan.
- h) One (1) "Cut & Paste" copy if the plan has more than one (1) sheet.
- i) One (1) copy of the subdivision boundary map at 1" = 200' scale if site plan is not drawn to the 1" = 200' scale.
- j) One (1) copy of the Stormdrain Plan.
- k) One (1) copy of the Stormwater Management Plan.
- l) One (1) copy of the Environmental Conservation/Features Plan.
- m) One (1) copy of the Grading Sediment & Erosion Plan.
- n) One (1) copy of the Forest Stand Delineation Plan, current Checklist, Narrative and Data Sheets.
- o) One (1) copy of the Forest Conservation Plan.
- p) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- q) One (1) copy of the Critical Area Plan.
- r) One (1) copy of the Critical Area Buffer Management Plan.

- s) One (1) copy of the Critical Area Replanting Plan in the Limited Resource Conservation Area categories.
- t) One (1) copy of the Forest Interior Dwelling Species Report.
- u) One (1) copy of the Wetland Report.
- v) One (1) copy of the Wetland Delineation Plan.
- w) One (1) copy of the Bog Protection Plan, current Checklist, Agreement and Worksheet.
- x) One (1) copy of the Landscape Plan and current checklist.
- y) One (1) copy of written authorization from owner of property allowing contract purchaser/lessee to act on the owner's behalf.
- z) 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), recorded plats and all deeds not covered by plats.
- aa) One (1) copy of covenants, conditions and restrictions attached to the property.
- bb) One (1) copy of any Variance, Special Exception, Rezoning or Board of Appeals decision.

7. Office of Planning & Zoning – Engineer/Utility Package

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the current Road Plan Checklist.
- e) One (1) copy of the current Stormdrain Checklist.
- f) One (1) copy of the current Stormwater Management Plan Checklist.
- g) One (1) copy of the current Water & Sewer Plan Checklist.
- h) One (1) copy of each current Stormwater Management Device Checklist (if applicable).
- i) One (1) copy of the Sketch Plan.
- j) One (1) copy of the Road Plans.
- k) One (1) copy of the Stormdrain Plan and Computations.
- l) One (1) copy of the Road and Stormdrain Cost Estimates.

- m) One (1) copy of the Stormwater Management Plan.
- n) One (1) copy of the Environmental Conservation/Features Plan.
- o) One (1) copy of a map that clearly shows the entire drainage area that affects the site and establishes the location of the Point of Investigation.
- p) One (1) copy of the Stormwater Management Report.
- q) One (1) copy of the Geo-Technical Report. Include infiltration tests for all proposed infiltration devices.
- r) One (1) copy of the Floodplain Study (if applicable).
- s) One (1) copy of the Sediment & Erosion Control Plan and current checklist.
- t) One (1) copy of the Water & Sewer Plan.
- u) One (1) copy of the Water & Sewer Cost Estimates.
- v) One (1) copy of the EDU Worksheet.
- w) One (1) copy of the SWAMP Analysis (if one has already been completed for this project).
- x) One (1) copy of the Perc Test Results & approved Health Department Site Plan showing the perc test locations (if applicable).
- y) Nine (9) copies of the Sewer Study (if applicable).
- z) Two (2) copies of the Pumping Station Design Plan and Report (if applicable).
- aa) One (1) copy of the Grinder Pump Study.
- bb) One (1) copy of the Wetland Report.
- cc) One (1) copy of the Wetland Delineation Plan.
- dd) One (1) copy of the Landscape Plan.

8. Office of Planning & Zoning – Traffic Package

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the Traffic Impact Study.

- e) One (1) copy of the current Traffic Checklist.
- f) One (1) copy of the Sketch Plan.
- g) One (1) copy of the Road Plan.
- h) One (1) copy of the Traffic Plan.
- i) One (1) copy of the Traffic Control Plan.
- j) One (1) copy of the Landscape Plan.

9. Office of Planning & Zoning – Long Range Planning – Planner Package

- a) 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.)
- b) One (1) copy of the Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.

10. Office of Planning & Zoning – Long Range Planning – Water & Sewer Master Plan Package

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.

11. Office of Planning & Zoning – Long Range Transportation Package

- a) 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.)
- b) One (1) copy of the Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the Traffic Impact Study.
- e) One (1) copy of the Sketch Plan.

- f) One (1) copy of the Traffic Plan.

12. Office of Planning & Zoning – Archeology & Historical Package

- a) 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.)
- b) One (1) copy of the Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.

13. Department of Public Works – Technical Engineering & Planning Division – Mayo Package

Only need package if in Mayo Sewer Service Area

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of the Modification Decision Letters.
- d) Three (3) copies of the Mayo Sewer Study.
- e) Four (4) copies of the Sewer Study and Pumping Station Design Plan and Report.
- f) Four (4) copies of the Grinder Pump Study.

14. Department of Public Works – Technical Engineering & Planning Division – Utility Package

*** Only need package if proposing Grinder Pumps and/or Sewer Pumping Station ***

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.
- e) One (1) copy of the EDU Worksheet.
- f) One (1) copy of the SWAMP Analysis Worksheet.
- g) Three (3) copies of the Mayo Sewer Study.

- h) Four (4) copies of the Sewer Study and Pumping Station Design Plan and Report.
- i) Four (4) copies of the Grinder Pump Study.

15. Department of Public Works – Traffic Package

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.

16. Department of Recreation & Parks

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.
- e) One (1) copy of the Sediment & Erosion Control Plan
- f) One (1) copy of the Wetland Report.
- g) One (1) copy of the Wetland Delineation Plan
- h) One (1) copy of the Landscape Plan

17. Agricultural Review Package

***Only need package if site is zoned RA ***

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of the Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.

18. Board of Education

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.

19. Health Department

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.
- e) One (1) copy of the Sediment & Erosion Control Plan.
- f) One (1) copy of the Water & Sewer Plan.
- g) One (1) copy of the Perc Test Results & approved Health Department Site Plan showing the perc test locations.
- h) One (1) copy of the Wetland Report.
- i) One (1) copy of the Wetland Delineation Plan

20. Fire Department

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.
- e) One (1) copy of the Water Plan.

21. Library

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.

22. Soil Conservation District

- a) 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.)
- b) One (1) copy of the Sketch Plan.
- c) One (1) copy of the Road Plans.
- d) One (1) copy of the Stormdrain Plan and Computations.
- e) One (1) copy of the Stormwater Management Plan.
- f) One (1) copy of the Environmental Conservation/Features Plan.
- g) One (1) copy of the Stormwater Drianage Maps.
- h) One (1) copy of the Stormwater Management Report.
- i) One (1) copy of the Stormwater Computations.
- j) One (1) copy of the Geo-Technical Report.
- k) One (1) copy of the Floodplain Study.
- l) One (1) copy of the Sediment & Erosion Control Plan.
- j) One (1) copy of the Wetland Report.
- k) One (1) copy of the Wetland Delineation Plan

23. Maryland State Highway Administration

*(Item marked below by an * must be included if the project is on a State Road)*

- a) 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.)
- b) One (1) copy of the Sketch Plan.

- c) One (1) copy of the Application.
- d) One (1) copy of the Modification Decision Letters.
- e) Six (6) copies of the Road Plans.*
- f) One (1) copy of the Stormdrain Plan and Computations.*
- g) One (1) copy of the Road and Stormdrain Cost Estimates.*
- h) Six (6) copies of the Traffic Impact Study.*
- i) Six (6) copies of the Traffic Control Plan.*
- j) One (1) copy of the Stormwater Management Plan.*
- k) One (1) copy of the Environmental Conservation/Features Plan.*
- l) One (1) copy of the Stormwater Drianage Maps.*
- m) One (1) copy of the Stormwater Management Report.*
- n) One (1) copy of the Stormwater Computations.*
- o) One (1) copy of the Geo-Technical Report.*
- p) One (1) copy of the Sediment & Erosion Control Plan.*

24. Maryland State Aviation Administration

(MAA package is required if the project is within the 4-mile radius of BWI Airport – includes projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15 or 16)

- a) 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.)
- b) One (1) copy of the Application.
- c) One (1) copy of Modification Decision Letters
- d) One (1) copy of the Sketch Plan.
- e) One (1) copy of the Stormwater Management Plan.
- f) One (1) copy of the Environmental Conservation/Features Plan.
- g) One (1) copy of the Stormwater Drianage Maps.
- h) One (1) copy of the Stormwater Management Report.

- i) One (1) copy of the Stormwater Computations.
- j) One (1) copy of the Geo-Technical Report.

25. Baltimore Gas & Electric

- a) 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.)
- b) One (1) copy of the Application.
- c) One (1) copy of Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.

26. Baltimore Gas & Electric – Forestry Review Package

Only required if in Critical Area or if Forest Stand Delineation or Forest Conservation Plan are included

- a) 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.)
- b) One (1) copy of Application.
- c) One (1) copy of Modification Decision Letters
- d) One (1) copy of the Sketch Plan.
- e) One (1) copy of the Forest Stand Delineation Plan, Narrative and Data Sheets.
- f) One (1) copy of the Forest Conservation Plan.
- g) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- h) One (1) copy of the Critical Area Plan.
- i) One (1) copy of the Critical Area Buffer Management Plan.
- j) One (1) copy of the Critical Area Replanting Plan in the Limited Resource Conservation Area categories

27. Verizon

- a) 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.)
- b) One (1) copy of the Application.

- c) One (1) copy of Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.

28. Critical Area Commission

Only required if site is within Critical Area

- a) 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.)
- b) One (1) copy of the Application.
- c) One (1) copy of Modification Decision Letters.
- d) One (1) copy of the Sketch Plan.
- e) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- f) One (1) copy of the Critical Area Plan.
- g) One (1) copy of the Critical Area Buffer Management Plan.
- h) One (1) copy of the Critical Area Replanting Plan in the Limited Resource Conservation Area categories.
- i) One (1) copy of the Forest Interior Dwelling Species Report

29. Department of Natural Resources – Fish & Wildlife Division

Only required if site is in the Critical area or Bog Protection Area

- a) 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.)
- b) One (1) copy of the Application.
- c) One (1) copy of Modification Decision Letters.
- d) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- e) One (1) copy of the Critical Area Plan.
- f) One (1) copy of the Critical Area Buffer Management Plan.
- g) One (1) copy of the Bog Protection Plan, Internet Checklist, Agreement and Worksheet.