

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

SKETCH SUBMITTAL APPLICATION REQUIREMENTS

Subdivision Name _____

Subdivision # S: _____ Project # P: _____

Sketch Plan Submittal, which includes all the information required by Article 17, Subtitle 2, of the Anne Arundel County Code.

1. Application Form.
2. Certificate of Transmittal.
3. One (1) copy of the Community Meeting Minutes Letter, if applicable. (See **Sketch Plan Checklist** {**Attachments** Items (8) through (10)} for complete description of requirements regarding meeting minutes). Also include completed Internet **Community Meeting** form.
4. Letter of Explanation - provide as many copies of the letter as plans being submitted.

Six (6) additional copies of the letter when site is in Mayo Sewer Services area.
5.
 - 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.
6. Office of Planning and Zoning **Sketch Plan Checklist**.
7. Twenty (20) copies of the Sketch Plans (signed and sealed on all pages). {One (1) additional copy if RA zoning; One (1) additional copy for MAA review if located on Tax Map 1A, 1, 2, 3, 4, 5, 7, 8, 9 10, 14, 15 or 16}.
Nine (9) additional sets of plans if site is in Mayo Sewer Service area.
8. One (1) copy of the subdivision boundary map of 1" = 200' scale if site plan is not drawn to the 1" = 200' scale.
9. The following preliminary plans and profiles, where applicable, must be provided (can be combined):
 - A. Road Plans - Three (3) copies; Four (4) copies if SHA is involved. Two (2) additional copies if including Stormwater Management.
 - B. Preliminary Storm Drain Plans - Three (3) copies; Four (4) copies when SHA roads are involved.
 - C. Two (2) sets of Preliminary Storm Drain Computations (if required); Three (3) additional sets when SHA roads are involved.

Note: All plans and computations must be signed and sealed.

10. Stormwater Management as set forth in Article 16 Title 3 must be addressed, with plans and reports signed and sealed. Please provide the following:
 - A. Three (3) copies Environmental Conservation/Features Plan; Four (4) copies when SHA roads are involved;
 - B. Two (2) copies Drainage Area Map; Three (3) copies when SHA roads are involved.
 - C. Two (2) copies Narrative; Three (3) copies when SHA roads are involved.
 - D. Two (2) sets Preliminary Computations; Three (3) sets if SHA roads are involved.

Note: Provide an additional set of all stormwater management plans and computations if site is located 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 or 16)

11. Two (2) copies Geotechnical Report (signed and sealed by a Professional Engineer)
Three (3) copies Geotechnical Report if SHA roads are involved; Four (4) if w/in 4-mile radius of the airport; (Projects located on Tax Map 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15 or 16)
Note: This report is required if using infiltration for the stormwater management facility; otherwise soil borings must be shown on plans

12. Preliminary Utility Plans and profiles:
 - A. Three (3) copies water plans
 - B. Two (2) copies of sewer plans; Six (6) additional copies if site in Mayo Sewer Service Area
 - C. Three (3) copies, if plans combined
 - D. Nine (9) copies of Sewer Study/Pump Station Design Report (if applicable)
 - E. Nine (9) copies of Grinder Pump study (if applicable)

Note: All plans and reports must be signed and sealed

13. Two (2) copies of perc test results and approved Health Department Site Plan;
14. Three (3) copies EDU and swamp analysis worksheet showing perc test locations (must be signed by Design Professional)
15. Five (5) copies Preliminary Grading and Sediment Control Plans; Six (6) if SHA roads are involved (can be included with Sketch Plan, showing existing and proposed grades);
16. Two (2) copies Flood Plain Study and Computations. {Three (3) if SHA roads are involved};
17. Two (2) copies Traffic Impact Study. {Four (4) additional if SHA roads are involved}
One (1) copy Internet Checklist
18. Two (2) copies Forest Stand Delineation Plan, Narrative, and Data sheets.
These plans must be prepared and signed by a qualified Forestry Professional.
One (1) copy Internet Checklist
19. Chesapeake Bay Critical Area Bill Requirements if applicable - provide the following:
Four (4) copies Critical Area Plans

Four (4) copies Critical Area Maps
Four (4) copies Critical Area Study, including Habitat Assessment
Four (4) copies Chesapeake Bay Critical Area Commission Application.
Four (4) copies of Maryland Forest, Parks and Wildlife Service Environmental Review Statement.

** If the above Environmental Review Statement is not part of the Critical Area package the project will not be accepted.

Three (3) copies of Forest Interior Dwelling Species Study, if required

Four (4) copies of Buffer Management Plan, if required

20. Bog Protection Plan – see Article 17 Title 9
Two (2) copies Bog Protection Plan
Two (2) copies Bog Protection Worksheet
One (1) copy Internet Checklist
21. Five (5) copies of Wetland Report if required.
22. Five (5) sets of Wetland Delineation Plans.
23. Four (4) copies Preliminary Landscape Plan; One (1) additional copy for MAA review if project located on Tax Map 1A, 1, 2, 3, 4, 5, 7, 8, 9, 10, 14, 15 or 16)
24. Three (3) copies of Open Space Tabulation and Illustrative when submitting PUD's.
25. One (1) copy cut and paste Sketch Plan if plan consists of more than 1 sheet.
26. One (1) copy of written authorization from owner of property allowing the Contract Purchaser to act on the owner's behalf.
27. One (1) copy of covenants, conditions and restrictions attached to property.
28. 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 and provide copies of all deeds (identify parcel numbers on each of the deeds), all recorded plats and any deeds not covered by plats.
29. One (1) copy of any previous Variance, Special Exception, Rezoning or Board of Appeals decisions.
30. Sign fee of \$30.00 for each sign posted on all abutting county and state roads and navigable waterways.
31. Sketch fee of \$60.00 per unit. Commercial and Industrial lots are a minimum of \$300; for sites over an acre, the fees will be based on the entire site acreage to the next full acre.