



**DEPARTMENT OF INSPECTIONS AND PERMITS**  
2664 Riva Road, Annapolis, MD 21401  
Telephone: (410) 222-7790  
Fax: (410)-220-7970  
[www.aacounty.org](http://www.aacounty.org)

RE: Grading Permit #  
Job Title:  
Small Pond #

Please be advised that the Anne Arundel County Code requires the owner, permittee and design professional provide the following items prior to the issuance of a Certificate of Completion:

**This check list must be completed and turned in with any request for a Certificate of Completion**

- \* \_\_\_\_\_ 1. A written acknowledgement signed by the owner or permittee stating: **“All grading, drainage, structures and erosion and sediment control practices including facilities and vegetative measures have been completed in conformance with the approved plans and specifications as required by COMAR.”** This statement must be written or typed and signed by the owner or permittee. If the site contains public or private stormwater management the statement must be on the required As-built plans.
  
- \_\_\_\_\_ 2. If the site contains Private or Public Stormwater Management the owner or permittee must submit three (3) folded sets of As-built plans, an As-built certification signed, sealed and dated by the design professional and appropriate Maryland Department of the Environment Stormwater Construction Approval Forms signed, sealed and dated by the design professional. At a minimum the as-built certification shall include a set of drawings comparing what was constructed to the approved stormwater management plans.
  
- \_\_\_\_\_ 3. **Submit a written request** for the release of security; which includes the current mailing address, telephone number, grading permit number and job title. As per Section 2-507 Notification of Completion: The Permittee, etc.

- \* *The design professional must place a designation in this column as follows:*
- 1) ✓ *which means that the item in question is required and has been adequately provided.*
  - 2) N/A *which means the item in question is not required and has not been provided.*