

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

**Amended Plat – 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 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 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 on of the following marks (as appropriate) on each line.  
N/A – not applicable      Y – provided*

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

- 1. Application Form**
- 2. Certificate of Transmittal**
- 3. Submittal Review Fee: \$350.00**
- 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. Basic Review Package – Minimum Requirements**
  - a) One (1) copy of a Letter of Explanation for the project. (Note: If any items listed below are not provided, 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 Final Plan.
  - e) One (1) copy of the Plat.
- 6. Office of Planning & Zoning – Public Information Package**
  - a) One (1) copy the Basic Review Package.

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

- a) One (1) copy of the Basic Review Package.
- b) One (1) copy of the current Planning and Zoning Amended Plat Checklist.
- c) One (1) copy of the Community Meeting Minutes Letter.
- d) One (1) copy of an Anne Arundel County topography Map at 1" = 200', to include lots drafted and site outlined in red. Must be clearly legible per Development Regulations.
- e) One (1) copy of the 'short form' Critical Area Report, if the site is within the LDA and/or RCA Critical Area Classification.
- f) One (1) copy of written authorization from owner of property allowing contract purchaser/lessee to act on the owner's behalf.
- g) 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.
- h) One (1) copy of Certificate of Title
- i) Verification of paid taxes.
- j) One (1) copy of covenants, conditions and restrictions attached to the property.
- k) One (1) copy of any Variance, Special Exception, Rezoning or Board of Appeals decision.

**8. Department of Inspections & Permits – Engineer/Utility Package**

- a) One (1) copy of the Basic Review Package.
- b) One (1) copy of an Anne Arundel County topography Map at 1" = 200', to include lots drafted and site outlined in red. Must be clearly legible per Development Regulations.
- c) One (1) copy of the Perc Test Results & approved Health Department Site Plan showing the perc test locations or Health Department signature on the plat if no public sewer is available or required.

**9. Office of Planning and Zoning – GIS**

- a) First Final Plan Submittal - One paper copy of the plat.
- b) “Completion of Subdivision” Submittal (**PRIOR TO MYLARS**) – Digital Plat prepared in accordance with the Digital Standard located at the following County Web Page:  
<http://www.aacounty.org/PlanZone/Development/Index.cfm>

**10. Health Department – (only required if served by well and/or septic)**

- a) Basic Review Package.