

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

Preliminary Plan – Submittal Application Requirements

Project Name: _____

Subdivision # S: _____ Project Site Plan # C: _____

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*

*Items marked with an ** must be provided if testing for Adequate Public Facilities*

The Preliminary 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, Stormwater Management Ponds, Structural Designs, etc., may 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.
- 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 Preliminary Plan

6. Office of Planning & Zoning – Public Information Package

- a) One (1) Basic Review Package.

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

- a) One (1) Basic Review Package.
- b) One (1) copy of the Community Meeting Form and Minutes Letter.
- c) One (1) “Cut & Paste” copy if the plan has more than one (1) sheet.
- d) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- e) One (1) copy of the Critical Area Buffer Management Plan.
- f) One (1) copy of the Forest Stand Delineation, Narrative and Data Sheets.
- g) One (1) copy of the Forest Interior Dwelling Species Report.
- h) One (1) copy of the Wetlands Report and Wetland Delineation Plan.
- i) One (1) copy of the Landscape Plan (preliminary form is acceptable, showing buffers and planting requirements will be met; plant materials can be determined with future development phases),
- j) One (1) copy of Architectural Renderings or elevations (including colors and materials).
- k) One (1) copy of written authorization from property owner allowing contract purchaser/lessee to act on owner’s behalf.
- l) 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.
- m) One (1) copy of the covenants, conditions and restrictions attached to the property.
- n) One (1) copy of any Variance, Special Exception, Rezoning or Board of Appeals decision.

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

- a) One (1) Basic Review Package.

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

- a) One (1) Basic Review Package.

10. Office of Planning & Zoning – House Number/Street Name Package

- a) One (1) Basic Review Package.

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

- a) One (1) Basic Review Package.

12. Office of Transportation – Transportation Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the Traffic Impact Study.
- c) One (1) copy of the Traffic Plan.

13. Department of Inspections & Permits – Engineer/Utility Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the Stormwater Management Report.
- c) One (1) copy of the Floodplain Study (if applicable).
- d) **Two (2) copies of the EDU Worksheet.
- e) **One (1) copy of the SWAMP Analysis (if one has already been completed for this project).
- f) **One (1) copy of the Perc Test Results & approved Health Department Site Plan showing the perc test locations (if applicable).
- g) Nine (9) copies of the Sewer Study (if applicable).
- h) Two (2) copies of the Pumping Station Design Plan and Report (if applicable).

14. Department of Inspections & Permits – Traffic Package

- a) Two (2) Basic Review Packages.
- b) **One (1) copy of the Traffic Impact Study.

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

Only need package if more than 5 EDU's or within Mayo Sewer Service Area

- a) One (1) Basic Review Package.
- b) One (1) copy of the EDU and SWAMP Analysis Worksheet.
- c) Three (3) copies of the Mayo Sewer Study (only if in Mayo Sewer Service Area).

16. Department of Recreation & Parks

- a) One Basic Review Package.

17. *Board of Education

- a) *One (1) Basic Review Package.

18. Health Department

- a) One (1) Basic Review Package.
- b) One (1) copy of the Perc Test Results & approved Health Department Site Plan showing the perc test locations.
- c) One (1) copy of the Wetlands Report.

19. Fire Department

- a) One (1) Basic Review Package.

20. Soil Conservation District

- a) One (1) Basic Review Package
- b) One (1) copy of the Stormwater Management Report.
- c) One (1) copy of the Geo-Technical Report.
- d) One (1) copy of the Floodplain Study.
- e) One (1) copy of the Wetlands Report.

21. Maryland State Highway Administration

- a) One (1) Basic Review Package.
- b) Six (6) copies of the Traffic Impact Study (if project on a State Road).
- c) One (1) copy of the Stormwater Management Report and Computations (if project on a State Road).

22. 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) Basic Review Package.
- b) One (1) copy of the Stormwater Management Plan, Computations and Report.
- c) One (1) copy of the Environmental Conservation/Features Plan.
- d) One (1) copy of the Stormwater Drainage Maps.
- e) One (1) copy of the Geo-Technical Report.
- f) One (1) copy of the Landscape Plan.

23. Critical Area Commission

Package required if site is within Critical Area

- a) One (1) Basic Review Package.
- b) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- c) One (1) copy of the Forest Interior Dwelling Species Report.