

Dept. of Inspections and Permits

Project Name/Number		Road Plan Checklist		Professional seal and signature	
Design Professional		Certification info.			
Engineer					
<b>A</b>	Plans are to be designed based on the standards set forth in the Anne Arundel County Design Manual Standards and Specifications, and all other manuals as stipulated in the Anne Arundel County Code.				
<b>B</b>	This checklist is being provided as a general guide for identifying the minimum features that should be addressed prior to submitting the plans for review. The design consultant by assigning his/her seal and signature certifies that the plans were completed in accordance with the current design standards				
<b>C</b>	The design professional, by affixing his/her seal and signature, certifies that the plans were complete in accordance with the current design guidelines.				
<b>D</b>	Plans that are incomplete as per the checklist items will result in an incomplete review and will be returned to the consultant. The resubmittal will be considered a first submittal in the review process.				
<p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li><b>The checklist must be submitted with the first submittal of the final development plans for any project.</b></li> <li>Packages submitted without the completed checklist will not be reviewed and will be returned to the applicant.</li> <li>Applicant should insert into each box either of the following:             <ol style="list-style-type: none"> <li>√ This item has been addressed</li> <li><b>N</b> This item does not apply to this project</li> </ol> </li> <li>All boxes must be checked.</li> <li>The review engineer will upon review of the plans verify by inserting either of the following:             <ol style="list-style-type: none"> <li>√ This item has been adequately addressed or agree that it does not apply.</li> <li><b>X</b> This item has not been adequately addressed. (Use the remarks column to indicate via letter designation, which item needs to be addressed or if a more detailed response is required then indicate in the remarks column that the item is addressed in the comment letter).</li> </ol> </li> <li>A copy of the checklist will be returned to the applicant as an attachment to the comment letter.</li> <li>The Checklist must be returned with the second submittal utilizing the same check format indicated in item 3 above.</li> </ol>					

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	First		Second		<b>Road Plans Checklist</b>	<b>Remarks by Review Engineer</b>
	DES	REV	DES	REV		
<b>1</b>					<b>Section A ---Information required on all plans</b>	
<b>2</b>					<b>Vicinity Map</b> (minimum 4" x 4" Scale 2000' = 1") ( <b>Title Sheet</b> ) A) Located in upper right hand corner, B) North arrow shown to top C) Scale shown D) Roads labeled	
<b>3</b>					<b>North Arrow shown</b>	
<b>4</b>					<b>Benchmark</b> - B. M. No., description and elevation. (Vertical control NAVD 1929 or NAVD1988) consultant must indicate which is used. No assumptions ( <b>Title Sheet</b> )	
<b>5</b>					Horizontal control established using current criteria (NAD 83). No assumptions	
<b>6</b>					<b>Scale</b> 1"= 40' scale shown centered below plan/profile	
<b>8</b>					<b>Coordinates</b> - Three "tics" shown on all plan sheets in multiples of 250'	
<b>9</b>					Bearing and distances shown on <b>both</b> sides of each existing road that the property fronts on.	
<b>10</b>					Existing right of way and paving widths- show dimensions on plan.	
<b>11</b>					All <b>existing trafficways</b> : A) Show Name B) Indicate if private, county or state ownership C) If county indicate classification (local, arterial, etc.)	
<b>12</b>					Existing <b>surface features</b> , such as utility poles, fire hydrants, etc., shown ( indicate any necessary relocations)	
<b>13</b>					Easements/ROW labeled A) As Temporary or Permanent B) Public or Private	
<b>14</b>					Topographic information is field run	
<b>15</b>					Property ownership information shown for abutting properties.	
<b>16</b>					Signature and seal of a design professional registered in the State of Maryland (COMAR, Section 14-101),	
<b>17</b>					Matchlines shown were applicable and correctly labeled	
<b>18</b>					<b>Section B - If no road plans required - Complete Sections A and B only</b>	
<b>19</b>					Road along the entire frontage has been fully improved to the required County standard, based on its classification, therefore ROW dedication and frontage improvements are not required.	
					Road not fully improved - Provide modification information on the plan cover sheet. Include A) Modification number B) Approval date	
<b>20</b>					Clear sight triangle required at intersections	

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21					<b>Section C - To be completed if road plans required</b>	
22					<b>Section C applies to all projects where widening of existing roads or new roads are proposed. Road plans for private roads must meet the same design standards for public roads.</b>	
24					For small projects, road, storm water management and storm drainage design details may be shown as one plan set with each item (road, storm drain etc.) being shown on separate sheets. If the number of plan sheets for each item exceeds 4 sheets, then it should be broken out as a separate set with its own title sheet etc.	
25					All public road plans associated with each project must be presented as one package. This includes offsite and frontage improvements within county ROW.	
26					If offsite or frontage improvements are within SHA right of way, provide SHA approved plan of any proposed work required as part of the review process.	
27					If utility relocations are required as part of proposed work within SHA ROW, then plans for the relocation must be presented as part of the public utilities plan.	
28					<b>Drafting standards</b> As per design manual (Chapter 1 section II.D.3)	
29					<b>Title Sheet</b>	
30					Legal name, address, and telephone number of the owner, developer, applicant, and design consultant.	
31					Signature block with design consultant information	
32					Revision Block	
33					<b>Location Plan (Title Sheet) A</b> Scale 1"=200'. B) Coverage of individual plan sheet clearly delineated.	
34					<b>Index of Drawings Table (Title Sheet) A</b> All drawing titles are shown in table and labeled accordingly.	
35					<b>General Notes (Notes common to all drawings on Title sheet only)</b>	
36					<b>Typical Sections</b> A) Show on title sheet B) Typical section for each road is properly drawn and labeled (by stationing, if appropriate) C) Anne Arundel standard detail is referenced D) Modification approved for deviation from standard detail.	
37					<b>Public Road Plans only Title block</b> (Anne Arundel County Office of Planning and Zoning title block required on all sheets) shall include: A) Project Name and number B) Sheet Title C) Date, D) Tax Map, Block and Parcel E) Assessment District, F) Zoning	

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<b>38</b>					<b>Other Plan sheets</b>	
<b>39</b>					All <b>trafficways</b> A) Show Name B) Indicate if private, county or state ownership.	
<b>40</b>					Bearing and distances shown on <b>both</b> sides of each proposed or existing road that is part of contract shown in plan view.	
<b>41</b>					Project specific notes added (such as meter note, jacking note, SHA Agreement/Permit on state roads, etc.).	
<b>42</b>					<b>Special Details</b> shown in accordance with Standard Details, as much as is feasible.	
<b>43</b>					Right of Way plats at same scale as public plan view.	
<b>44</b>					Offsite easements and rights of way A) Acquired if needed B) liber/folio shown if existing.	
<b>45</b>					Indicate <b>design speed</b> for each proposed roadway.	
<b>46</b>					Show only work proposed for construction of the road, and any features within 100 feet of the construction boundaries.	
<b>47</b>					Proposed right of way and paving widths based on road classification- Show dimensions on plan.	
<b>48</b>					Shade the proposed pavement area.	
<b>49</b>					Road centerlines are correctly shown.. Complete bearing and distance information is provided. Stationing shown along centerline at 50' intervals	
<b>50</b>					Guard rail shown and referenced by stationing where necessary. Detail referenced.	
<b>51</b>					<b>Curb and Edge of pavement returns</b> - A) Correct radii B) PI, PC and PT labeled.	
<b>52</b>					<b>Reverse curb and gutters</b> are highlighted and labeled.	
<b>53</b>					<b>Tapers</b> dimensioned and labeled. If shown within curve - offset and distance from centerline shown.	
<b>54</b>					<b>Show all driveway entrances</b> - provide all pertinent details - reference standard details as necessary.	
<b>55</b>					<b>Commercial/Industrial</b> A) Entrance locations B) Check number allowed and C) maximum width as per design manual (III 35 of 44)	
<b>56</b>					<b>Street Tree, Signage and Lighting Plan</b> (see Chapter III, Anne Arundel County Dept. of Public Works Design Manual, January 2001).	
<b>57</b>					<b>Traffic Control Plan</b> (see section VIII, Anne Arundel County Dept. of Public Works Design Manual, January 2001).	

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<b>58</b>					<b>Section D - to be completed if road widening is proposed</b>	
<b>59</b>					Widening plans shall consist of paving plan and associated cross sections	
<b>60</b>					The paving plan should show only the proposed paving information. Underground utility information should be ghosted in. Do not show contour lines, sediment control info, tree lines etc.	
<b>61</b>					Show all utility poles. Indicate pole relocation if necessary and include in cost estimate.	
<b>62</b>					Cross sections for proposed widening should be based on the typical section for the existing road, as established from the centerline of the roadway.	
<b>63</b>					<b>Cross sections provided at 50 foot intervals (or 25' as necessary):</b> A) Same scale for both horizontal and vertical (1"=5' ), B) Show Centerline and top of Curb elevation and C) existing and proposed cross slopes.	
<b>64</b>					If widening over existing shoulder, verify subgrade of pavement widening. (core borings)	
<b>65</b>					Existing ground or top of curb elevations shown at <b>tie ins</b> and extend minimum 100 feet beyond connection.	
<b>66</b>					<b>Acceleration and Deceleration</b> lanes adequately designed. Dimensions and details shown on plan.	
<b>67</b>					<b>Section E - New Construction - Complete only if new construction is proposed</b>	
<b>68</b>					The road plans will consist of paving plan and profile	
<b>69</b>					Provide cross sections for all projects in areas where construction access is limited. (e.g. Limited ROW or easement)	
<b>70</b>					Avoid sharp horizontal curves near low point of sag vertical curve	
<b>71</b>					<b>Horizontal curve info shown:</b> A) Delta B) Degree of curve C) Radius D) Tangent length E) Chord Bearing and Length, F) PC and PT	
<b>72</b>					Coordinates of starting and ending centerline station provided.	
<b>73</b>					Centerlines of intersecting roadways shown and coordinates labeled.	
<b>74</b>					Minimum spacing checked.	
<b>75</b>					Trafficways intersect as nearly as possible at right angles.	
<b>76</b>					<b>Cul-de-sacs:</b> A) Length acceptable B) Centerpoint elevation shown C) Top of curb/edge of paving elevation shown 45 degree angle around curve	
<b>77</b>					Show linear profile around cul-de-sacs.	
<b>78</b>					Show design speed on plan - Curve design based on design speed.	
<b>79</b>					Tangent distance between curves meets or exceeds minimum standard.	
<b>80</b>					Detail for all median openings (if necessary)	

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<b>81</b>					<b>Profiles</b>	
<b>82</b>					<b>Proposed profiles -Shown below the corresponding paving plan</b>	
<b>83</b>					<b>Profiles - show:</b> A) Proposed) grade at centerline (open section ) <b>Top of curb (closed section)</b> B) Existing grades at centerline and left and right of way lines. C) Curb returns. D) Stationing and elevations shown at 25' through vertical curves and 50' minimum intervals between vertical curves.	
<b>84</b>					Existing grade lines or top of curb lines extended 200' beyond tie-ins or breaks.	
<b>85</b>					Minimum grade is 1%. Maximum grade is per table (Chapter 3.II.E.1)	
<b>86</b>					Vertical curves meet sight distance and minimum length requirements.	
<b>87</b>					P.V.C.'s, and P.V.T.'s indicated, and P.I.'s of intersecting curb lines indicated and labeled.	
<b>88</b>					Vertical curve data shown, A) Length, B) PVI C)High/Low point station and elevation C) PVC D) PVT E) Offset (E)	
<b>89</b>					Profiles carried 200' beyond project limits.	
<b>90</b>					Landing grade (As per table III-9 Page III-31 of 44)	
<b>91</b>					Adequate <b>sight distance</b> provided. ( Provide sight distance profile)	
<b>92</b>					Private irrigation systems should not be placed within the public right of way. If the developer wishes to place such systems within the right of way approval by OPZ/DPW is required prior to preparation of the plans. Specific construction plans will be required.	
<b>Additional notes</b>						