



Standard Grading Plan Procedure
Not Associated with a Building Permit

The submittal package must include:

- **A cover letter with a contact name and phone number**
- **A completed Standard Grading Plan Application with the tax account of the property**
- **Three copies of a site plan with sufficient details showing the proposed work and existing features**
- **A completed Critical Area Worksheet if the site is in the Chesapeake Bay Critical Area or within a bog protection area**

The submittal package is to be dropped off or submitted to Inspection and Permits Department, second floor reception area, 2664 Riva Road, Annapolis Maryland 21401.