

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

**Sketch Plan Submittal Requirements**

**Preliminary Plan Submittal Requirements**

Application Name: \_\_\_\_\_

Subdivision #: S \_\_\_\_\_; Project #: P \_\_\_\_\_ or Preliminary 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. The submission date will not be established until the date that all necessary information has been supplied to the Permit Center. If any items below are not provided, please provide justification/reasoning in the Letter of Explanation. It should be noted that not all items contained below will necessarily be required for every project. Upon receipt by the review agencies, any necessary plans or attachments deemed incomplete will not be reviewed and may result in denial of the application.*

*Design Professional shall place one of the following marks, as appropriate, on each line:  
N/A – not applicable      Y – provided*

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

*The Sketch Plan or 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., require the seal and signature of a Professional Engineer.)*

**1. Application Form:** The application form must be signed by the property owner or authorized agent.

**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.

Signs - \$35 for each sign abutting County and State roads and navigable waterways.

**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, please 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 Sketch Plan or Preliminary Plan.
- e) One (1) cut and paste copy if a plan is presented on more than two sheets.

**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, Verification of Notification, Detailed Meeting Minutes, and Proof of Summary Mailing.
- c) One (1) copy of the Chesapeake Bay Critical Area Report and Habitat Assessment.
- d) One (1) copy of the Forest Interior Dwelling Species Report.
- e) One (1) copy of the Wetland Report.
- f) One (1) copy of the Forest Stand Delineation Plan, Narrative, Data Sheets and Signed checklist.
- g) One (1) copy of the Bog Report.
- h) One (1) copy of written authorization from property owner allowing contract purchaser/lessee to act on owner's behalf.
- i) 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.
- 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.
- l) One (1) copy of the Sketch Plan and Preliminary Plan Submittal Requirements checklist.
- m) One (1) copy of the Sketch Plan-Preliminary Plan Checklist.

**8. Office of Planning & Zoning – Planning Division – Planner Package**

- a) One (1) Basic Review Package.

**9. Office of Planning & Zoning – Planning Division – Water & Sewer Master Plan Package**

- a) One (1) Basic Review Package.

**10. Office of Planning & Zoning – Cultural Resources Package**

- a) One (1) Basic Review Package.

**11. Office of Transportation Package**

- a) One (1) Basic Review Package.
- b) \*\*One (1) copy of the Traffic Impact Study.
- c) One (1) copy of a Bicycle, Pedestrian and Transit Assessment.

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

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

**13. Department of Inspections & Permits – Traffic Package**

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

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

- a) One (1) Basic Review Package.
- b) Four (4) copies of the Sewer Study and Pumping Station Design Plan and Report.
- c) Four (4) copies of the Grinder Pump Study.
- d) \*\*One (1) copy of the EDU Worksheet.
- e) \*\*One (1) copy of the SWAMP Analysis Worksheet.
- f) Three (3) copies of the Mayo Sewer Study. (Only if in Mayo Sewer Service Area.)

**15. Department of Recreation & Parks**

- a) One (1) Basic Review Package.

**16. Agricultural Review Package**

*(Package required if site is zoned RA)*

- a) One (1) 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 Wetland Report.

**19. Fire Department**

- a) One (1) Basic Review Package.

**20. Library**

- a) One (1) Basic Review Package.

**21. 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 Wetland Report.

**22. 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.)

**23. 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 Report and Computations.
- c) One (1) copy of the Geo-Technical Report.

**24. Baltimore Gas & Electric**

- a) One (1) Basic Review Package.
- b) One (1) copy of the Forest Stand Delineation Plan, Narrative and Data Sheets. (Only required if in Critical Area or if Forest Stand Delineation or Forest Conservation Plan are included.)

**25. Verizon**

- a) One (1) Basic Review Package.

**26. 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

**27. Department of Natural Resources – Fish & Wildlife Division**

*(Package required if site is in the Critical area or Bog Protection Area)*

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