

**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 one 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 requests 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 the 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 – Planner/Environmental/Landscape Package

- a) One (1) copy of the Basic Review Package.
- b) One (1) digital submittal, in PDF format only, for the initial application submittal and each subsequent resubmittal. (See Green Notice OPZ-21-01 for digital PDF submittal standards)
- c) One (1) copy of the current Planning and Zoning Amended Plat Checklist.
- d) One (1) copy of the following: Verification that the virtual or in person community meeting criteria has been met; List of meeting participants and post meeting commenters including name affiliation (if any), mailing address, and email address; Completed Community Meeting Checklist Form; Written meeting minutes; Written summary of comments received during and after the community meeting, as well as responses; and Evidence that a copy of the written summary of comments and responses was sent to each participant at the virtual community meeting, people who commented after the meeting, and to all property owners within 300 feet of the property to be developed.
- e) One (1) copy of an Anne Arundel County topography Map at 1" = 200', to include lots drafted and the site outlined in red. Must be clearly legible per Development Regulations.
- f) One (1) copy of the 'short form' Critical Area Report, if the site is within the LDA and/or RCA Critical Area Classification.
- g) One (1) copy of written authorization from the owner of property allowing the contract purchaser/lessee to act on the owner's behalf.
- h) 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.
- i) One (1) copy of Certificate of Title
- j) Verification of paid taxes.
- k) One (1) copy of covenants, conditions and restrictions attached to the property.
- l) One (1) copy of any Variance, Special Exception, Rezoning or Board of Appeals decision.
- m) For developments with six or more residential lots or units, a developer is required to submit Home Owners Association documents and Affidavit, as listed in the "Checklist for Review of HOA Documents" found in Green Notice 24-01 and within the Development Related Documents on the Development Resources web page.

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

- a) One (1) copy of the Basic Review Package.
- b) One (1) copy of the Community Meeting Minutes Letter.
- c) 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.
- d) 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.
- e) For developments with six or more residential lots or units, a developer is required to submit Home Owners Association documents and Affidavit, as listed in the "Checklist for Review of HOA Documents" found in Green Notice 24-01 and within the Development Related Documents on the Development Resources web page.

8. Office of Planning and Zoning – GIS

- a) "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>

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

- a) Basic Review Package.

10. Office of Planning & Zoning – Transportation

- a) One (1) copy of the Basic Review Package