ANNE ARUNDEL COUNTY
DEPARTMENT OF INSPECTIONS & PERMITS

Grading Permit – Revision / Re-Submittal Application Requirements

Instructions:
Revised and corrected plans can be submitted after you have received comments from all review agencies. Plans must clearly show the changes, be folded and be submitted through the Permit Center. Submissions are not to be made directly to the review agencies.

All submissions shall be bundled into the following five packages for distribution to the appropriate agencies. Any submissions brought to the Permit Center with missing or an incomplete package 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.

Revision / Re-Submittal Review Package – Minimum Requirements
One (1) copy of a Letter of Explanation. (Note: If any items listed below are not provided, please indicate justification /reason in cover letter.)
One (1) copy of a point by point response to comments from all review agencies.
One (1) copy of any new Waiver/Modification and Variance decisions or any other Legal decisions.
One (1) copy of the revised/corrected engineered Grading Plan signed/sealed by a design professional registered in the State of Maryland (see Grading Plan Checklist for requirements.) Include the Forest Stand Deliniation/Conservation Plan, Landscaping Plan and Utility, Public Roads and Stormdrain Plans if applicable.

1. Department of Inspections & Permits – Grading Package

a) One (1) Revision / Re-Submittal Review Package
b) One (1) completed Grading and Sediment Control Computation Sheet corrected to reflect changes made to the grading plan. If changes to the grading plan do not affect the computations, mark "no change" on this form. The form must be prepared/signed/sealed by a design professional registered in the State of Maryland
c) One (1) copy of the updated Stormwater Management Computation, MAA Permit and all other updated forms and/or reports, if applicable.
d) Cash, check or money order in the full amount of any increase to the grading permit fee as shown on the Grading and Sediment Control Computation Sheet.

2. Office of Planning & Zoning – Environmental/Zoning Package
Department of Inspections & Permits – Environmental/Zoning Package (SFD only)

a) One (1) Revision / Re-Submittal Review Package
b) One (1) copy of an updated Recorded Plat, Forest Conservation Plan, Landscape Plan, etc… if applicable.

3. Department of Inspections & Permits – Engineering Package

a) One (1) Revision / Re-Submittal Review Package

b) One (1) copy of the updated Sensitive Area Study, Stormwater Management Computations, "Marked Plans", Recorded Plat, Traffic Impact Study, Storm Drain Computations, Utility Plans, Road & Storm Drain Plans and all other updated forms and/or reports, if applicable.

c) One (1) completed Grading and Sediment Control Computation Sheet corrected to reflect changes made to the grading plan. If changes to the grading plan do not affect the computations, mark "no change" on this form. The form must be prepared/signed/sealed by a design professional registered in the State of Maryland

4. Soil Conservation District Package

a) One (1) Revision / Re-Submittal Review Package (must include 4 copies of the Grading Plan)

b) One (1) completed Soil Conservation District Engineer's Transmittal Letter

c) One (1) completed Soil Conservation District Plan Submittal Checklist

d) One (1) copy of an updated Stormwater Management Computations and "Marked Plans", if applicable.

5. State Highway Administration Package

a) One (1) Revision / Re-Submittal Review Package

b) One (1) copy of an updated Traffic Impact Study, "Marked Plans", if applicable.

Applicants Certification:

I, the undersigned, hereby certify that the attached grading permit submittal includes all items required by Article 16 of the Anne Arundel County Code. I understand that if any of these required items are found to be missing from the submittal, the permit plan will not be acceptable for review and will be returned as incomplete. The applicant is aware of this criteria and will accept all responsibility for delays due to incomplete submittals. I am enclosing an explanation for each item which I feel is not required and has not been included in this submittal package.

Note: DESIGN PROFESSIONAL <u>MUST SIGN & SEAL</u> THIS CHECKLIST

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Design Professional's signature Date Seal