ANNE ARUNDEL COUNTY
DEPARTMENT OF INSPECTIONS & PERMITS

PUBLIC WORKS AGREEMENT - SUBMITTAL REQUIREMENTS

Instructions: *All submittals are to be delivered to the Permit Center. Any submissions brought to the Permit Center with missing or incomplete information may be rejected or set aside until all necessary information has been provided. All incomplete submissions will not be logged in until the date that all necessary information has been supplied to the Permit Center. If any of the items listed below are not provided, indicate the justification/reason(s) in the Letter of Explanation. It should be noted that not all items contained below will necessarily be required for every project.*

* Items marked with an asterisk (*) are required when returning the Public Works Agreement to the Permit Center, signed and with the required securities and fees.

1. **Letter of Explanation** – provide one (1) copy of a Letter of Explanation for the project. (Note: The letter must include an e-mail address for the applicant and a justification/reason(s) if any items listed below are not provided.)

2. **Developer** – identify the Developer and the person authorized to sign on behalf of the Developer that will sign the Agreement. Include the Developer name, address, phone number and e-mail address. Indicate the State of origin and the name and title of the person authorized to sign the Agreement for the Developer. Provide verification that the Developer is in 'Good Standing' with the Maryland Department of Assessments & Taxation.

   (Note – if the Developer is a Limited Liability Company (LLC), a copy of the Operating Agreement (and the operating agreement(s) for all subsequent LLC's) must be provided. If the Developer is a Partnership, LP or LLP, a copy of the Partnership Agreement must be submitted.)

3. **Permits** – provide the applicable County building and/or grading permit number(s). Provide one (1) copy of related SHA access and/or utility permit(s) and approval from the Maryland Department of the Environment and other related agencies. (Note – a building permit must be submitted prior to submittal of a PWA for a grinder pump or mayo tank.)

4. **Itemized Cost Estimates** – provide one (1) copy of the itemized cost estimate prepared within six (6) months of submittal. The cost estimate must be signed and sealed by an engineer AND APPROVED by Anne Arundel County. Separate cost estimates are required for the road/stormdrain work, stormwater management work and the utility work.

5. **Certified Title Information** – provide one (1) copy that was prepared within six (6) months of submittal. The Title Information must include a legal description of the property, plat references, owner information, Liber/Folio references, paid tax statement, applicable mortgage / deeds of trust, and names(s) of mortgagee/trustee(s). (see sample format)

6. **Traffic Engineering Cost Estimate** – provide one (1) copy for street lights and traffic control devices approved by the Department of Public Works (DPW) or a memo from the DPW stating that none are required.

7. **Certificate of Insurance** – provide one (1) copy of the Certificate of Insurance. The Certificate must be in the Developers name and identify Anne Arundel County as an additional insured with a minimum limit of $1,000,000.00 coverage of general liability per occurrence. (Note – the certificate of insurance is only required when estimated cost exceeds $20,000.00.)

8. **Legal Descriptions** – separate descriptions are required for each type of easement and dedication. The descriptions must be labeled as EXHIBIT A and signed and sealed by a Professional Land Surveyor. Each written description must include the tax account number and "Being Clause" referencing the recorded Deed.

   If a record plat is not required or does not include a metes and bounds description, then an 8 ½" x 11" mylar plat with metes and bounds must be submitted. The mylar plat must be labeled Exhibit B, signed and sealed by a Professional Land Surveyor and approved and signed by Anne Arundel County.

9. **Proposed Subdivision Plat** – provide one (1) copy with the initial submittal **(* three (3) copies (total) with the final submission)**. The street trees, monuments and markers, street lights and traffic control devices must be shown on the prints. Areas to be dedicated to the County must be outlined in red (solid lines for fee simple property and dashed lines for easements) and the PWA # noted on the cover sheet. (Note – the record plat must be approved at the time of PWA submittal when submitting with the PWA.)

10. **Road and Stormdrain Plans** – provide one (1) copy with the initial submittal **(* three (3) copies (total) with the final submission)**, folded white side out and marked as Exhibit A - Road/Stormdrain Plans (see sample Title Sheet). The area of construction must be outlined in red and the PWA # noted on the cover sheet.

11. **Utility Plans** – provide one (1) copy with the initial submittal **(*three (3) copies (total) with the final submission)**, folded white site out and marked as Exhibit A - Utility Plans (see sample Title Sheet). The area of construction must be outlined in red and the PWA # noted on the cover sheet. All un-metered fire lines must be labeled. All public and private fire hydrants must be shown and appropriately numbered.

12. * **Public Works Agreement** – one original must be signed and returned to the Department with all associated deeds and deeds of easement.

13. * **Securities and Fees** – the required securities and fees must be returned with the Public Works Agreement. (Note – all checks must be certified or a cashiers check. Personal and/or Company checks cannot be accepted. See sample Bond and Letter of Credit forms.)

14. * **Traffic Control Plan** – provide three (3) copies of the Traffic Control Plan approved by the County.

15. * **Wastewater Discharge Permit Application** – provide one (1) completed copy for all industrial and/or commercial user of the public sewer system.

16. * **Land Intake Sheet** – provide four (4) completed copies of the State of Maryland Land Instrument Intake Sheet for each deed and deed of easement to be recorded.

ANNE ARUNDEL COUNTY
DEPARTMENT OF INSPECTIONS & PERMITS

PUBLIC WORKS AGREEMENT – SUBMITTAL REQUIREMENTS
SUBSTITUTE DEVELOPER

Instructions: *Any submissions brought to the Permit Center with missing or incomplete information may be rejected or set aside until all necessary information has been provided. All incomplete submissions will not be logged in until the date that all necessary information has been supplied to the Permit Center. If any of the items listed below are not provided, indicate the justification/reason(s) in the Letter of Explanation. It should be noted that not all items contained below will necessarily be required for every project.*

* Items marked with an asterisk (*) are required when returning the Public Works Agreement to the Permit Center.

1. **Letter of Explantation** – provide one (1) copy of a Letter of Explanation for the project. (Note: The letter should include an e-mail address for the applicant and a justification/reason(s) if any items listed below are not provided.)

2. **Developer** – identify the previous Developer and the proposed Developer. Identify the person authorized to sign on behalf of the proposed Developer that will sign the Agreement. Include the Developer name, address, phone number and e-mail address. Indicate the State of origin and the name and title of the person authorized to sign the Agreement for the proposed Developer.

   (Note – if the Developer is a Limited Liability Company (LLC), a copy of the Operating Agreement (and the operating agreement(s) for all subsequent LLC's) must be provided. If the Developer is a Partnership, LP or LLP, a copy of the Partnership Agreement must be submitted.)

3. **Certificate of Insurance** – provide one (1) copy of the Certificate of Insurance. The Certificate must be in the Developers name and identify Anne Arundel County as an additional insured with a minimum limit of $1,000,000.00 coverage per occurrence. (Note – the certificate of insurance is only required when estimated cost exceeds $20,000.00.)

4. * **Securities and Fees** – the required securities and fees must be returned with the Public Works Agreement. The existing securities will be returned to the Developer. (Note – all checks must be certified or a cashiers check. Personal and/or Company checks cannot be accepted. See sample Bond and Letter of Credit forms.)