

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

Site Development Plan – Submittal Application Requirements

Project Name: _____

Project Site 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. 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 Site Development 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., may require the seal and signature of a Professional Engineer.)

1. Development Application Form

2. Certificate of Transmittal

3. Submittal Review Fee:

Residential - \$120 per unit.

Commercial / Industrial - \$420 per acre; for sites less than 1 acre or for sites over an acre the fee will be based on the entire site acreage rounded up to the next full acre.

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 the Site Development Plan.

6. Office of Planning & Zoning – Planner/Environmental/Landscape Package

- a) One (1) 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 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.
- d) One (1) "Cut & Paste" copy if the plan has more than one (1) sheet.
- e) One (1) copy of the Stormdrain Plan.
- f) One (1) copy of the Stormwater Management Plan.
- g) One (1) copy of the Grading Sediment & Erosion Plan.
- h) One (1) copy of the Forest Stand Delineation Plan, Narrative and Data Sheets.
- i) One (1) copy of the Forest Conservation Plan.
- j) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- k) One (1) copy of the Critical Area Buffer Management Plan.
- l) One (1) copy of the Critical Area Replanting Plan in the Limited Resource Conservation Area categories.
- m) One (1) copy of the Forest Interior Dwelling Species Report.
- n) One (1) copy of the Wetland Delineation Plan and Wetland Report.
- o) One (1) copy of the Bog Protection Plan, current Checklist, Agreement and Worksheet.
- p) One (1) copy of the Landscape Plan and current checklist.
- q) One (1) copy of the Street Tree Plan. (Including traffic signs, traffic markings and street lighting. Plans must comply with the Anne Arundel County, Maryland Department of Public Works Design Manual/Standard Specifications (Chapter III, Page 1 through 16). Street trees are to be identified by their Botanical Names, English Names, Caliper and Height and are to be bonded under a Public Works Agreement.)
- r) One (1) copy of Architectural Renderings or elevations (including colors and materials).
- s) One (1) set of photos of adjacent development.
- t) One (1) copy of written authorization from the owner of property allowing the contract purchaser/lessee to act on the owner's behalf.
- u) Title references and history traced back from July 1, 1952 to present date for projects located in the Critical Area or traced back to September 7, 2004 for land located entirely outside of the Critical Area. 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.
- v) One (1) copy of covenants, conditions and restrictions attached to the property.
- w) One (1) copy of any Variance, Special Exception, Rezoning or Board of Appeals decision.
- x) 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. Office of Planning & Zoning – Long Range Planning – Planner Package

- a) One (1) Basic Review Package.

8. Office of Planning & Zoning – Long Range Planning – Water & Sewer Master Plan Package

- a) One (1) Basic Review Package.

9. Office of Planning & Zoning – House Number/Street Name Package

- a) One (1) Basic Review Package.

10. Office of Planning & Zoning – Archeology & Historical Package

- a) One (1) Basic Review Package.

11. Office of Planning & Zoning – Traffic Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the Community Meeting Minutes Letter.
- c) One (1) copy of the Traffic Impact Study.
- d) One (1) copy of the current Traffic Impact Study Checklist.
- e) One (1) copy of the Road Plan.
- f) One (1) copy of the Traffic Control Plan.
- g) One (1) copy of the Traffic Signal Plan.
- h) One (1) copy of the Landscape Plan.
- i) One (1) copy of the Street Tree, Lighting and Signing Plan.
- j) 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 Community Meeting Minutes Letter.
- c) One (1) copy of the Stormwater Management Plan, Checklist and Report.
- d) One (1) copy of each current Stormwater Management Device Checklist
- e) One (1) copy of the Road and Stormdrain Plans, Computation, Checklist and Cost Estimates.
- f) One (1) copy of a map that clearly shows the entire Drainage Area that affects the site and establishes the location of the Point of Investigation.
- g) One (1) copy of the Geo-Technical Report. Include infiltration test for all proposed infiltration devices.
- h) One (1) copy of the Floodplain Study (if applicable).
- i) One (1) copy of the Sediment & Erosion Control Plan and current checklist.
- j) One (1) copy of the Water & Sewer Plan, Checklist and Cost Estimates.
- k) One (1) copy of the existing and proposed EDU Worksheets for the project. For commercial/Industrial development, include a list of the total existing and proposed EDUs by parcel.
- l) One (1) SWAMP analysis request form (for EDUs equal or larger than 5)
- m) One (1) copy of the Perc Test Results & approved Health Department Site Plan showing the perc test locations (if applicable).
- n) Two (2) copies of the Sewer Study (if applicable).
- o) Two (2) copy of the Pumping Station Design Plan and Report (if applicable).
- p) Two (2) copies of the Grinder Pump/Mayo Tank Plans (if applicable).
- q) One (1) copy of the Wetland Delineation Plan and Wetland Report.
- r) One (1) copy of the Landscape Plan.
- s) One (1) copy of any plats required for easement or right-of-way dedication.
- t) 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.

13. Department of Inspections & Permits – Site Review Package

- a) One (1) Basic Review Package.

14. Department of Recreation & Parks

- a) One (1) Basic Review Package.
- b) One (1) copy of the Sediment & Erosion Control Plan
- c) One (1) copy of the Wetland Delineation Plan and Report.
- d) One (1) copy of the Landscape Plan

15. Agricultural Review Package

- a) One (1) Basic Review Package (Only need package if site is zoned RA).

16. Board of Education

(Package required if residential use/development is proposed)

- a) One (1) Basic Review Package.

17. Health Department

- a) One Basic Review Package.
- b) One (1) copy of the Sediment & Erosion Control Plan.
- c) One (1) copy of the Water & Sewer Plan.
- d) One (1) copy of the Perc Test Results & approved Health Department Site Plan showing the perc test locations.
- e) One (1) copy of the Wetland Report (only necessary if preliminary plan was not required).

18. Fire Department

- a) One (1) Basic Review Package.
- b) One (1) copy of the Water Plan.

19. Soil Conservation District

- a) One (1) Basic Review Package.
- b) One (1) copy of the narrative describing how erosion & sediment control will be integrated into the stormwater management strategy using ESD in accordance with the Design Manual.
- c) One (1) copy of an overlay plan showing stormwater and sediment & erosion control practices.
- d) One (1) copy of the initial sequence of construction and proposed project phasing to achieve the grading unit restriction (if applicable).

20. Library

- a) One (1) Basic Review Package.

21. Maryland State Highway Administration [DIGITAL SUBMITTAL ONLY]

- a) One (1) Basic Review Package.
- (Items below must be included if the project is on a State Road)*
- b) Six (6) copies of the Road Plans and Cost Estimates.
 - c) One (1) copy of the Stormdrain Plan and Computations and Cost Estimates.
 - d) Six (6) copies of the Traffic Impact Study.
 - e) Six (6) copies of the Traffic Control Plan.
 - f) One (1) copy of the Stormwater Management Plan, Computation and Report.
 - g) One (1) copy of the Stormwater Drainage Maps.
 - h) One (1) copy of the Geo-Technical Report.
 - i) One (1) copy of the Sediment & Erosion Control Plan.

22. Maryland State Aviation Administration [DIGITAL SUBMITTAL ONLY]

(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 Plan, Computations and Report.
- c) One (1) copy of the Environmental Conservation/Features Plan.
- d) One (1) copy of the Stormwater Drainage Maps.
- e) One (1) copy of the Geo-Technical Report.
- f) One (1) copy of the Landscape Plan.

23. Baltimore Gas & Electric

- a) One (1) Basic Review Package.

(Items below are required if in Critical Area or if Forest Stand Delineation or Forest Conservation Plan are included)

- b) One (1) copy of the Forest Stand Delineation Plan, Narrative and Data Sheets.
- c) One (1) copy of the Forest Conservation Plan.
- d) One (1) copy of the Chesapeake Bay Critical Area Report and habitat assessment.
- e) One (1) copy of the Critical Area Buffer Management Plan.
- f) One (1) copy of the Critical Area Replanting Plan in the Limited, Resource Conservation area categories.

24. Verizon

- a) One (1) Basic Review Package.

25. Critical Area Commission

Only 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 Critical Area Buffer Management Plan.
- d) One (1) copy of the Critical Area Replanting Plan in the Limited Resource Conservation Area categories.
- e) One (1) copy of the Forest Interior Dwelling Species Report

26. Department of Natural Resources – Fish & Wildlife Division

Only 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.
- c) One (1) copy of the Critical Area Buffer Management Plan.
- d) One (1) copy of the Bog Protection Plan, Internet Checklist, Agreement and Worksheet.

27. Department of Natural Resources – Heritage Division

Only required if Bird Study is required

- a) One (1) Basic Review Package.
- b) One (1) copy of the Forest Interior Dwelling Species Report.