

# 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 #: 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. Development 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 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.

**(SKETCH PLAN ONLY)** 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 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, please 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 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 – 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) copy of the Chesapeake Bay Critical Area Report and Habitat Assessment.
- e) One (1) copy of the Forest Interior Dwelling Species Report.
- f) One (1) copy of the Wetland Report.
- g) One (1) copy of the Forest Stand Delineation Plan, Narrative, Data Sheets and Signed checklist.
- h) One (1) copy of the Bog Report.
- i) One (1) copy of written authorization from the property owner allowing the contract purchaser/lessee to act on owner's behalf.
- j) 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.
- 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) One (1) copy of the Sketch Plan and Preliminary Plan Submittal Requirements checklist.
- n) One (1) copy of the Sketch Plan-Preliminary Plan Checklist.

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

- a) One (1) Basic Review Package.

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

- a) One (1) Basic Review Package.

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

- a) One (1) Basic Review Package.

**10. 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 Turn Lane Requirements worksheet (if development is located on a Collector or Arterial Road).
- e) One (1) copy of a Bicycle, Pedestrian and Transit Assessment.

**11. 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 conceptual water/sewer plan
- f) \*\*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.
- g) \*\* For development projects on existing billing accounts, include a recent water/sewer utility or allocation bill.
- h) \*\*One (1) copy of the SWAMP request form (if proposing 5 or more EDUs)

- i) **\*\*One (1) copy of the Perc Test Results & approved Health Department Site Plan showing perc test locations (if applicable).**
- j) **\*\*One (1) copy of the Sewer Study for low pressure sewer extension or in Mayo Service Area (if applicable).**
- k) **Two (2) copies of the Pumping Station Design Plan and Report (if applicable).**
- 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.**
- n) **One (1) copy of the Turn Lane Requirements worksheet (if development is located on a Collector or Arterial Road)**

**12. Department of Recreation & Parks**

- a) **One (1) Basic Review Package.**

**13. Agricultural Review Package**

*(Package required if site is zoned RA)*

- a) **One (1) Basic Review Package.**

**14. Board of Education**

*(Package required if residential use/development is proposed)*

- a) **One (1) Basic Review Package.**

**15. 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.**

**16. Fire Department**

- a) **One (1) Basic Review Package.**

**17. Library**

- a) **One (1) Basic Review Package.**

**18. 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.**

**19. Maryland State Highway Administration [DIGITAL SUBMITTAL ONLY]**

- a) **One (1) Basic Review Package.**
- b) **Six (6) copies of the Traffic Impact Study. (If the project is on a State Road.)**
- c) **One (1) copy of the Stormwater Management Report and Computations. (If the project is on a State Road.)**

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

**21. 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.)

**22. Verizon**

- a) One (1) Basic Review Package.

**23. 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

**24. 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.