



2664 RIVA ROAD, P.O. BOX 6675
ANNAPOLIS, MARYLAND 21401

ADMINISTRATIVE DECISION REQUEST
SITE DEVELOPMENT §17-4-101(3)
PROCEDURES AND REQUIREMENTS

Applications shall be submitted in PDF format and include each item contained summarized in 1-5 below. The application PDF shall be emailed to SDPAdminExemption@aacounty.org. This email may not exceed 25 megabytes (MB). If the attachments result in an email that is greater than 25 MB, you must provide a link to a large file transfer service where OPZ staff may access the PDF documents. The email subject line shall show the following:

Administrative Decision Request, Site Development (*SITE ADDRESS and/or Tax ID*)

The following items are required with the application:

1. The Administrative Decision Request Site Development § 17-4-101(3) Application Form.
2. A letter of explanation that explicitly states the reason and justification for the request. This letter must clearly summarize the existing and proposed site conditions and uses, any existing violations and mitigation proposals, and demonstrate how the proposed development is in conformance with all criteria listed in §17-4-101(3).
3. When the proposal includes at least 1,000 square feet but not more than 4,000 square feet, the new impervious surface in excess of 1,000 square feet shall be mitigated in the order of priority summarized in §17-4-101(3)(ii)(2)(A-C) and reviewed as part of an administrative decision request.
 - A. When onsite planting is proposed, a planting plan must be provided for review and approval.
 - i. Planting requirements shall be computed based on 1 Planting Unit (PU)* per 100 SF for the area coverage which exceeds 1,000 square feet.
 - ii. The planting plan must indicate the location and species to be planted. Note that all plantings must be native species to Anne Arundel County. The trees shall be a minimum of 1 1/2 inch caliper and the shrubs shall be a minimum of 3 to 4 gallon in size. The plan shall be accompanied by a completed Landscape Agreement and a Security (cash or check) (see Appendix I: Cost Estimates of the Landscape Manual). This is a refundable bond to be returned upon an inspection of the plantings no sooner than two growing seasons from the time of planting. There is also an inspection fee in the amount of 7% of the security. The above payments can be combined under one check made payable to Anne Arundel County.
 - iii. **The executed Landscape Agreement, security, inspection fee, property deed, and documentation of signatory authority may not be submitted until after the Planting Plan has been confirmed as acceptable by the Office of Planning and Zoning. This Agreement must be executed prior to issuance of Exemption application.**

- B. When the installation of onsite stormwater management practices is proposed, the request must include conceptual design to ensure practices are suitable, sized and feasible for the site conditions. Final Design of practices shall be approved with a standard grading plan by the Department of Inspections and Permits. An Inspection and Maintenance agreement is to be executed at this stage.
- C. If it is determined that onsite planting and stormwater management practices are not a viable option and offsite planting is proposed, a planting plan must be provided for review and approval.
 - i. Planting requirements shall be computed based on 1 Planting Unit (PU)* per 100 SF for the area coverage which exceeds 1,000 square feet.
 - ii. The planting plan must indicate the location and species to be planted. Note that all plantings must be native species to Anne Arundel County. The trees shall be a minimum of 1 1/2 inch caliper and the shrubs shall be a minimum of 3 to 4 gallon in size. The plan shall be accompanied by a completed Landscape Agreement and a Security (cash or check) (see Appendix I: Cost Estimates of the Landscape Manual). This is a refundable bond to be returned upon an inspection of the plantings no sooner than two growing seasons from the time of planting. There is also an inspection fee in the amount of 7% of the security. The above payments can be combined under one check made payable to Anne Arundel County.
 - iii. **The executed Landscape Agreement, security, inspection fee, property deed, and documentation of signatory authority may not be submitted until after the Planting Plan has been confirmed as acceptable by the Office of Planning and Zoning. This Agreement must be executed prior to issuance of Exemption application.**

*1 PU = 1 tree or 3 shrubs or a combination of both

- 4. EDU worksheet.
- 5. Traffic analyses via a letter with sufficient information to confirm that the project does not result in more than 50 new daily vehicle trips in the scheduled completion year of the improvements and that there is no requirement for a traffic impact study.
- 6. Written authorization from the owner of property allowing the contract purchaser/lessee to act on the owner's behalf.
- 7. One site plan, drawn to an engineer scale. The plan should include all information relevant to the Administrative Decision request including, but not limited to:
 - A vicinity map;
 - Site Data Tabulations in acres and square feet (such as lot/parcel area, zoning, existing floor area and use(s), proposed additional cumulative floor area and use(s), floor area ratio, existing and proposed impervious surface, existing and proposed coverage, limit of disturbance, building height, required and provided parking, density, mix of use, etc.);
 - Roads;
 - Limits of disturbance;
 - Existing and proposed structures, parking and outdoor storage
 - Setbacks;
 - Landscape buffers and planting areas;
 - Scenic or Historic Roads; and
 - Easements with recording references.