ANNE ARUNDEL COUNTY
DEPARTMENT OF INSPECTIONS & PERMITS

Grading Permit – Submittal Application Requirements

Instructions:
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 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.

Basic Review Package – Minimum requirements to be included with each review package
One (1) copy of the Grading Permit Application.
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 prior Waiver/Modification and Variance decisions or any other Legal decisions.
One (1) copy of an approved Maryland Aviation Administration Permit. (Note: MAA approval must be obtained prior to grading permit approval.)
One (1) copy of an 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 Delineation/Conservation Plan, Landscaping Plan and Utility, Public Roads and Stormdrain Plans if applicable.

1. Department of Inspections & Permits – Grading Package

a) One (1) Basic Review Package
b) One (1) complete Grading and Sediment Control Computation Sheet prepared/signed/sealed by a design professional registered in the State of Maryland
c) One (1) copy of the Stormwater Management Report

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

a) One (1) Basic Review Package
b) One (1) copy of the Recorded Plat, title references and deed references traced from July 1, 1952 to present date to verify the site is properly subdivided. Include a cover sheet outlining history of the property and provide all copies of current deeds (identify parcel numbers on all deeds) and any deeds not covered by plats.
c) One (1) copy of the Forest Stand Delineation Plan (include as additional sheet to Grading Plan)
d) One (1) copy of the Forest Conservation Plan (include as additional sheet to Grading Plan)
e) One (1) copy of the Landscaping Plan (include as additional sheet to Grading Plan)

3. Department of Inspections & Permits – Engineering Package

a) One (1) Basic Review Package
b) One (1) copy of the Recorded Plat
c) One (1) copy of the Single Family Dwelling (SFD) Engineering Review Checklist
d) One (1) complete Grading and Sediment Control Computation Sheet prepared/signed/sealed by a design professional registered in the State of Maryland
e) One (1) copy of the Stormwater Management Report
f) One (1) copy of the Utility Plans
g) One (1) copy of the Public Roads and Storm Drain Plans
h) One (1) copy of the Storm Drain Computations
i) Three (3) copies of the Traffic Impact Study, if project within Parole Growth Management Area

4. Soil Conservation District Package

a) One (1) Basic 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 the Stormwater Management Computations

5. State Highway Administration Package

a) One (1) Basic Review Package
b) Four (4) copies of the Traffic Impact Study, if project within Parole Growth Management Area

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

_____ _____

Design Professional's signature Date Seal