

# NOTICE

Issued by:

## Office of Planning & Zoning

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### ADMINISTRATIVE DECISION REQUEST SITE DEVELOPMENT §17-4-101(3)

County Council Bill No. 99-21 exempts, under certain conditions, improvements to an existing structure, outside the critical area or bog protection area, from the site development application process. This Bill became effective on March 12, 2022.

The purpose of this Green Notice is to provide guidance on how to obtain an Administrative Decision from the Planning and Zoning Officer regarding an exemption requested pursuant to §17-4-101(3).

Steve Kaii-Ziegler,  
AICP

*Planning & Zoning  
Officer*





M A R Y L A N D

Office of Planning and Zoning

Steve Kaii-Ziegler, AICP, Planning and Zoning Officer

## MEMORANDUM

TO: MBIA, Review Agencies, and the General Public

FROM: Steve Kaii-Ziegler, AICP, Planning and Zoning Officer *SKZ*

SUBJECT: Administrative Decision Request  
Site Development §17-4-101(3)

DATE: July 12, 2022

**Note:** This Green Notice supersedes and replaces Green Notice # OPZ-21-02, dated May 10, 2021, entitled "Site Development Application Process for Minor Improvements."

The purpose of this Green Notice is to provide guidance on how to obtain an Administrative Decision from the Planning and Zoning Officer regarding an exemption requested pursuant to §17-4-101(3). This application process is to be used when the applicant applies for a permit relating to improvements to an existing structure located outside the critical area or a designated bog protection area and requests that the proposed improvements be exempt from the requirements of Article 17 Title 4, Site Development pursuant for § 17-4-101(3), when the applicant can demonstrate that the proposed improvements do not result in the following:

- (i) additional cumulative floor area of more than 1,000 square feet;
- (ii) an increase of impervious surface of more than 1,000 square feet;
- (iii) a use that will generate five or more cumulative Equivalent Dwelling Units (EDU) of public water and/or sewer usage;
- (iv) a limit of disturbance of 5,000 square feet or more;
- (v) more than 50 new daily vehicle trips in the scheduled completion year of the improvements or a requirement for a traffic impact study;
- (vi) insufficient water supply for providing adequate fire suppression;
- (vii) a deficiency in the parking requirements contained in Article 18 of the Anne Arundel County Code or an inability to provide adequate onsite stacking capacity;
- (viii) the need for a variance to the applicable bulk regulations contained in Article 18 of the Anne Arundel County Code;
- (ix) inadequate land to meet landscape requirements; or,
- (x) impacts to cultural resources or impacts to scenic or historic roads.

## Fees (no fee is required for this application)

## Procedures & Application

Details are also provided [here](#) online. The following materials are available [here](#) on the Office of Planning and Zoning website:

**Administrative Decision Request Procedures & Requirements**  
**Administrative Decision Request Application Form**

**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](mailto:SDPAdminExemption@aacounty.org). This email may not exceed 25 megabytes (MB). If the attachments will 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. EDU worksheet.
4. 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.
5. Written authorization from the owner of property allowing the contract purchaser/lessee to act on the owner's behalf.
6. 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.);
  - Setbacks;
  - Landscape buffers and planting areas;
  - Scenic or Historic Roads;
  - Easements with recording references;
  - Roads;
  - Limits of disturbance; and
  - Existing and proposed structures, parking and outdoor storage.



**ANNE ARUNDEL COUNTY, MARYLAND**  
**ADMINISTRATIVE DECISION REQUEST APPLICATION**  
**SITE DEVELOPMENT §17-4-101(3)**

Date \_\_\_\_\_

Property Owner \_\_\_\_\_ Consultant \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address (Req'd) \_\_\_\_\_ Email Address (Req'd) \_\_\_\_\_

Site Location

Address \_\_\_\_\_

Tax Map #(s) \_\_\_\_\_ Block #(s) \_\_\_\_\_ Parcel #(s) \_\_\_\_\_ Lot #(s) \_\_\_\_\_

Zoning \_\_\_\_\_

Building Permit # \_\_\_\_\_

Grading Permit # \_\_\_\_\_

Development Type: (check all that apply)

- Residential
- Commercial
- Industrial
- Other (specify \_\_\_\_\_ )

Total Sq Ft of Site \_\_\_\_\_

Total Acreage of Site \_\_\_\_\_

# of Existing Dwelling Units \_\_\_\_\_

# of Proposed Dwelling Units \_\_\_\_\_

Existing Sq Ft of Structures \_\_\_\_\_

Proposed Sq Ft of Structures \_\_\_\_\_

Variance Case # \_\_\_\_\_

Special Exception Case # \_\_\_\_\_

Rezoning Case # \_\_\_\_\_

Board of Appeals Case # \_\_\_\_\_

Non-Conforming Use Case # \_\_\_\_\_

**§ 17-4-101(3) Applicability Criteria**

- (i) Cumulative Sq Ft of floor area (§18-1-101(59)) added to the site as of March 12, 2022 (Bill 99-21) \_\_\_\_\_ **Sq Ft\***  
*\*This number may not exceed 1,000 Sq Ft.*
- (ii) Proposed increase of impervious surface \_\_\_\_\_ **Sq Ft\***  
*\*This number may not exceed 1,000 Sq Ft.*
- (iii) Cumulative number of EDUs of public water and/or sewer allocated as of March 12, 2022 (Bill 99-21) # \_\_\_\_\_ **EDUs**  
*NOTE: This number may not exceed 4 EDUs.*
- (iv) Proposed limit of disturbance \_\_\_\_\_ **Sq Ft\***  
*\*This number may not exceed 5,000 Sq Ft.*
- (v) Proposed new daily vehicle trips # \_\_\_\_\_ **trips\***  
*\*This number may not exceed 50 or result in the requirement for a traffic impact study.*
- (vi) Sufficient water supply for providing adequate fire suppression **YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- (vii) Parking required # \_\_\_\_\_ **spaces** Parking provided # \_\_\_\_\_ **spaces**  
Adequate onsite stacking capacity **YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- (viii) Need for a variance **YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- (ix) Adequate land area to meet landscape requirements **YES** \_\_\_\_\_ **NO** \_\_\_\_\_
- (x) Proposed impacts to cultural resources or scenic or historic roads **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**FILL IN ONLY IF REQUESTING EXEMPTION FOR IMPACT FEES (§ 17-11-203(c))**

Type of Facility Proposed:

**Assisted Living** as defined in the Health-General Article, § 19-1801, of the State Code;

**Hospice** as defined by Health-General Article, § 19-901(c), of the State Code;

**Hospital** as defined in the Health-General Article, § 19-301(f), of the State Code;

**Nursing Home** as defined in the Health-General Article, § 19-1401(e), of the State Code

**Residential Dwelling Units** provided that the sale or rental of the units is restricted to persons having a household income not exceeding 120 percent of the area median income, adjusted by household size, as defined by the United States Department of Housing and Urban Development; or,

**Residential Dwelling Units** that will be constructed under a program that requires the homebuyers to participate in the initial construction or rehabilitation of the units.

§501(c) of the Internal Revenue EIN \_\_\_\_\_

Effective Date of §501(c) \_\_\_\_\_

Legal Name of §501(c) \_\_\_\_\_

ANNE ARUNDEL COUNTY, MARYLAND  
ADMINISTRATIVE DECISION REQUEST APPLICATION  
SITE DEVELOPMENT §17-4-101(3)

The applicant/owner hereby certifies and agrees as follows: 1) that he/she is authorized to make this application; 2) that the information contained in this Application is accurate and correct; 3) that by this application he/she grants County Officials the right to enter the property for the purpose of inspecting existing site conditions in order to verify existing conditions plans and delineations provided with this application.

\_\_\_\_\_  
Owner Name (Print)

\_\_\_\_\_  
Owner Name (Print)

\_\_\_\_\_  
Owner Name (Signature)

\_\_\_\_\_  
Owner Name (Signature)

\_\_\_\_\_  
Developer/Contract Purchaser Name

\_\_\_\_\_  
Consultant/Engineering Firm Name

I/We certify that all of the information supplied with this submittal is complete and accurate.

\_\_\_\_\_  
Engineer/Land Surveyor/Developer/Owner (Print)

\_\_\_\_\_  
Engineer/Land Surveyor/Developer/Owner (Signature)