

**FINDINGS AND RECOMMENDATION  
OFFICE OF PLANNING AND ZONING  
ANNE ARUNDEL COUNTY, MARYLAND**


**APPLICANT:** Anne P. Constant, Trustee

**ASSESSMENT DISTRICT:** 2nd

**CASE NUMBER:** 2025-0033-V

**COUNCILMANIC DISTRICT:** 6th

**HEARING DATE:** April 29, 2025

**PREPARED BY:** Donnie Dyott Jr.   
Planner

**REQUEST**

The applicant is requesting a variance to allow a dwelling addition with less setbacks than required on property located at 3207 Henson Avenue in Annapolis.

**LOCATION AND DESCRIPTION OF SITE**

The subject site consists of approximately 21,076 square feet of land and is identified as Lots 28 & 29 of Parcel 14 in Block 15 on Tax Map 57 in the Bay Highlands subdivision.

The property is zoned R2 - Residential District and is currently improved with a single family detached dwelling and associated facilities. This is a waterfront property on Black Walnut Creek located within the Chesapeake Bay Critical Area with a designation of LDA - Limited Development Area. The site is mapped within a BMA - Buffer Modification Area.

**APPLICANT'S PROPOSAL**

The applicant seeks approval to construct an addition on the northwest corner of the existing dwelling measuring approximately 8.04' X 12.03'.<sup>1</sup> Also proposed but not requiring variance relief is a second story renovation and an addition over an existing porch.

**REQUESTED VARIANCES**

§ 18-4-601 of the Anne Arundel County Zoning Code stipulates that principal structures in an R2 - Residential District shall be set back a minimum of 20 feet from a corner side lot line. The proposed addition will be located approximately 18.86 feet from the corner side lot line (line abutting Henson Avenue), necessitating a variance of 2 feet.

**AGENCY COMMENTS**

The **Health Department** commented that they do not object to the request as the proposal does not adversely affect the well water supply system.

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<sup>1</sup> The existing dwelling is two stories per SDAT records and while the site plan does not label the height or stories of the proposed addition, this Office will assume two stories to match the existing dwelling.

## **FINDINGS**

It is described that the applicant would like to renovate and modernize the dwelling to allow for aging in place. The proposal is to square off the existing dwelling and the location was chosen to avoid critical area variances and to minimize disturbance. The proposed lot coverage after construction of 2,221 square feet appears to be within the 31.25% allowed in the LDA with exact lot coverage to be determined at the time of permit.

The site is constrained by the presence of steep slopes and their associated buffer, along with the location of the existing dwelling. As such, improvements to the dwelling such as additions are difficult to accomplish without relief from the Code and some relief is warranted to allow the applicant to avoid practical difficulties or unwarranted hardship.

The applicant has proposed an addition that minimizes disturbance and avoids the need for a critical area variance by placing it outside of the steep slopes and 100' buffer. The addition will square off the existing dwelling and be constructed over an existing driveway. While a setback variance is still required, the intrusion into the setback is minor and preferred over critical area variance relief. As such, the variance as proposed is considered the minimum necessary to afford relief by this Office.

There is no evidence that the proposed variance would alter the essential character of the neighborhood or be detrimental to the public welfare. The variance would not appear to cause any adverse effects to neighboring properties and will not reduce forest cover in the LDA or RCA.

## **RECOMMENDATION**

Based upon the standards set forth in § 18-16-305 under which a variance may be granted, this Office recommends **approval** of a zoning variance to §18-4-601 to allow construction of the dwelling addition as shown on the site plan.

DISCLAIMER: This recommendation does not constitute a building permit. In order for the applicant(s) to construct the structure(s) as proposed, the applicant(s) shall apply for and obtain the necessary building permits and obtain any other approvals required to perform the work described herein. This includes but is not limited to verifying the legal status of the lot, resolving adequacy of public facilities, and demonstrating compliance with environmental site design criteria.









January 31, 2025

Office of Planning and Zoning  
Zoning Division  
2644 Riva Road, 3<sup>rd</sup> Fl.  
Annapolis, MD 21401

Re: 3207 Henson Ave.  
Variance Request

To Whom It May Concern:

The Site is a Waterfront Lot located in Bay Highlands and is improved with an Existing Dwelling and Driveway with access via Henson Ave. The portion of Henson Ave. is owned by the Bay Highlands Community Association and provides access to the Site only. We also note the following:

1. The Site is zoned R2.
2. Henson Ave. requires a Corner Side Setback of 20 ft. in accordance with Bulk Regulations; 18-4-601.
3. Currently, the Existing House is located 22.38 ft. from the Existing R/W.
4. The Proposed Addition, which fills the corner and squares off the Existing Structure, is now located 18.86 ft. from the R/W and requires a Variance of 1.14 ft. with a total Encroachment Area of 2 SF. The Plan has been reviewed by Bay Highlands and a Letter of Support has been included herewith.

The Variance to the Bulk Regulations is necessary as the goal of the Owner is to modernize the House and allow the structure to be renovated for ageing in place.

In accordance with Article 18-16-305, (a) Requirements for all Variances, we are addressing the following:

- 1a. The Lot is a Waterfront Lot and is subject to BMA Regulations requiring a 25 ft. Buffer to the top of Slope. Because the dwelling is Existing, the Buffer and Slope significantly impact the ability to expand, creating a Unique Physical Condition Hardship. Therefore, the Owner is proposing modifications to the rear and side of the House. The side improvement is being constructed over an Existing Driveway thus, minimizing Clearing and Disturbance.
- 2a. When looking at the House Footprint, you will note that the Owner is squaring off the House in an area away from the water. Therefore, the Exceptional Circumstance is the Existing Shape of the House which allows an expansion to avoid Practical Difficulties such as increased Disturbance, Unnecessary Clearing and Placement of Additional Lot Coverage. (i.e. New Construction over Existing Impervious.)

b. This Request is not a Critical Area Variance Request.

Requirements for All Variances:

1. The Variance is the minimum necessary to afford relief as the Owner has minimized Impacts by squaring off a small corner of the House over Existing Driveway, thus avoiding Environmental Impacts.
2. The granting of the Variance will not:
  - (i). Alter the essential character of the neighborhood as it is a Minor Addition to the Existing Dwelling.
  - (ii). The Minor Setback Reduction does not affect other properties as access via Henson is for the house only.
  - (iii). Does not reduce Forest Cover as the new construction is proposed over Existing Driveway.
  - (iv). The Addition will not be detrimental to Public Welfare as the dwelling is Existing and is being modernized.

We believe the Plans as proposed have minimized Impact to all Requirements for the granting of the Requested Variance.

If you should have any questions or comments or need additional information, please contact our office.

Sincerely,  
Terrain



Roy C. Little  
Director of Engineering  
RCL/II.3323

NO TITLE INSURANCE  
NO TITLE EXAMINATION

## DEED TO REVOCABLE TRUST

This Deed made this 20<sup>th</sup> day of December, 2021, by and between ANNE P. CONSTANT (Also Known of Record as ANNE PERRY CONSTANT), as Sole Owner, Grantor, and ANNE P. CONSTANT, Trustee under the ANNE P. CONSTANT REVOCABLE TRUST, U/A, dated December 20, 2021, Grantee.

LR - Deed (No-Taxes)	20.00
Surcharge	40.00
SubTotal:	60.00
Total:	60.00
CC02-TT	01.00
County/CC05	01.00
Register 08	

Witnesseth, that for no monetary consideration but for other good and valuable consideration, Grantor does hereby grant and convey unto Grantee in fee simple, as Sole Owner, all that property situate in Anne Arundel County, Maryland, described as:

BEING KNOWN AND DESIGNATED as Lot Numbers TWENTY-EIGHT (28) AND TWENTY-NINE (29) as shown on the plat entitled "BAY HIGHLANDS", made by J. Revell Carr, County Surveyor, April 1925, and recorded among the Plat Records of Anne Arundel County in Plat Book 9, folio 49.

ALSO BEING that area of ground lying between the waters of Black Walnut Creek and the property known as Lots 28 and 29 as shown on the plat entitled "BAY HIGHLANDS", made by J. Revell Carr, County Surveyor, April 1925, and recorded among the Plat Records of Anne Arundel County in Plat Book 9, folio 49, being further described as follows:

BEGINNING at the intersection of the northeast and northwest boundary lines of Lot 29 shown on the plat entitled "BAY HIGHLANDS", made by J. Revell Carr, County Surveyor, April 1925, and recorded among the Plat Records of Anne Arundel County in Plat Book 9, folio 49, being the northernmost corner of Lot 29, then South 41 degrees 48 minutes East, 145 feet to a point being the intersection of the northeast and southeast boundary lines of Lot 28, and being the easternmost point of Lot 28; thence North 70 degrees 59 minutes 06 seconds S West, approximately 3 feet to the waters of Black Walnut Creek; thence continuing in a northwesterly and northerly direction along the waters of Black Walnut Creek to a point which marks the

ACCT. 2046-9001-6468  
ALL LIENS ARE PAID AS  
OF 12/22/21 A.A. COUNTY  
BY: [Signature]

intersection of the waters of Black Walnut Creek with the extension of the North 41 degrees 55 minutes East 133.85 foot line of Lot 29 from the point of beginning to the waters of Black Walnut Creek; thence running approximately 9 feet, more or less, from such point South 41 degrees 55 minutes East to the point of beginning.

Tax ID: 02-046-90016458

Property Address: 3207 Henson Avenue, Annapolis, MD 21403

**Being** the same interest in real property conveyed to Anne Perry Constant by a deed dated August 13, 2020, and recorded September 9, 2020 in Liber 35183 at page 374, among the aforesaid Land Records.

**Subject** to enforceable covenants, conditions and restrictions of record.

**Together** with all and singular the ways, easements, rights, waters, privileges and appurtenances to the same belonging or in anywise appertaining, and all the estate, right, title, interest and claim, either at law or in equity, or otherwise however, of Grantor, of, in, to, or out of the said land and premises.

**Grantor** hereby covenants that she shall warrant generally the property hereby granted and conveyed; and that she shall execute such further assurances of said land as may be requisite.

#### AFFIDAVIT OF CONSIDERATION

I hereby certify under the penalty of perjury that no consideration was paid or is to be paid for the foregoing conveyance. This is a transfer of the property to trust, and is exempt from taxation pursuant to the Annotated Code of Maryland Estates and Trusts Article, Section 14.5-1001(b), and Maryland Tax Property Article, Sections 12-108 (ee) and 13-207 (a)(23). Grantor is not being relieved on any liability and Grantee is not assuming any liability.

Witness my hand and seal.

Anne P. Constant (SEAL)  
ANNE P. CONSTANT

State of Maryland }

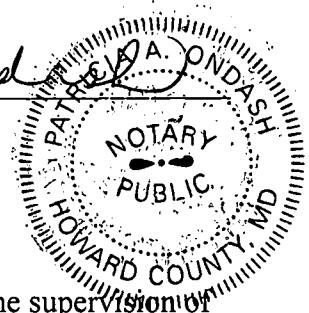
County of Montgomery }

On this 20<sup>th</sup> day of December, 2021, before me, the undersigned officer, personally appeared ANNE P. CONSTANT, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument, and acknowledged that she has executed the same for the purposes therein contained

In witness whereof, I have hereunto set my hand and seal

Patricia A. Ondash  
Notary Public

My Commission Expires: 11/23/23



**This** is to certify that the within instrument was prepared by, or under the supervision of the undersigned, an attorney duly admitted to practice law before the Court of Appeals of Maryland.

Julia L. O'Brien  
Julia L. O'Brien

AFTER RECORDING RETURN TO:  
Furey, Doolan & Abell, LLP  
Attn: Brian Goldenberg  
7600 Wisconsin Avenue  
Suite 600  
Bethesda, MD 20814



<b>State of Maryland Land Instrument Intake Sheet</b> <input type="checkbox"/> Baltimore City <input checked="" type="checkbox"/> County: Anne Arundel <i>Information provided is for the use of the Clerk's Office, State Department of Assessments and Taxation, and County Finance Office Only.</i> (Type or Print in Black Ink Only—All Copies Must Be Legible)										
1	Type(s) of Instruments	<input type="checkbox"/> Check Box if addendum Intake Form is Attached. <input checked="" type="checkbox"/> Deed <input type="checkbox"/> Mortgage <input type="checkbox"/> Other _____ <input type="checkbox"/> Deed of Trust <input type="checkbox"/> Lease <input type="checkbox"/> Other _____								
2	Conveyance Type Check Box	<input type="checkbox"/> Improved Sale Arms-Length [1] <input type="checkbox"/> Unimproved Sale Arms-Length [2] <input type="checkbox"/> Multiple Accounts Arms-Length [3] <input checked="" type="checkbox"/> Not an Arms-Length Sale [9]								
3	Tax Exemptions (if applicable) Cite or Explain Authority	Recordation: No consideration deed transferring an interest in real property to State Transfer: grantor's trust. Exempt Trusts & Estates Article §14.5-1001(b) County Transfer: and Tax-Property Articles §12-108(ee) and §13-207(a)(23).								
4	Consideration and Tax Calculations	Consideration Amount				Finance Office Use Only Transfer and Recordation Tax Consideration				
Purchase Price/Consideration		\$ 0.00			Transfer Tax Consideration	\$				
Any New Mortgage		\$ 0.00			X (       ) % =	\$				
Balance of Existing Mortgage		\$ 0.00			Less Exemption Amount	-				
Other:		\$ 0.00			Total Transfer Tax	-				
		\$ 0.00			Recordation Tax Consideration	\$				
		\$ 0.00			X (       ) per \$500 =	\$				
	Full Cash Value:	\$ 0.00			TOTAL DUE	\$				
5	Fees	Amount of Fees		Doc. 1		Doc. 2		Agent:		
Recording Charge		\$ 20.00		\$				Tax Bill:		
Surcharge		\$ 40.00		\$				C.B. Credit:		
State Recordation Tax		\$ 0.00		\$				Ag. Tax/Other:		
State Transfer Tax		\$ 0.00		\$						
County Transfer Tax		\$ 0.00		\$						
Other		\$ 0.00		\$						
Other		\$ 0.00		\$						
6	Description of Property SDAT requires submission of all applicable information. A maximum of 40 characters will be indexed in accordance with the priority cited in Real Property Article Section 3-104(g)(3)(i).	District	Property Tax ID No. (1)	Grantor Liber/Folio	Map	Parcel No.	Var. LOG			
02-046		90016458	35183 / 374	0057	0014					
Subdivision Name		Lot (3a)	Block (3b)	Sec/AR (3c)	Plat Ref.	SqFt/Acreage (4)				
Bay Highlands		28 & 29			9 / 49	19,950 SF				
Location/Address of Property Being Conveyed (2)										
3207 Henson Avenue, Annapolis, MD 21403										
Other Property Identifiers (if applicable)										
Water Meter Account No.										
Residential <input checked="" type="checkbox"/> or Non-Residential <input type="checkbox"/> Fee Simple <input checked="" type="checkbox"/> or Ground Rent <input type="checkbox"/> Amount: _____										
Partial Conveyance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Description/Amt. of SqFt/Acreage Transferred: _____										
7	Transferred From	Doc. 1 – Grantor(s) Name(s)				Doc. 2 – Grantor(s) Name(s)				
Anne P. Constant										
Doc. 1 – Owner(s) of Record, if Different from Grantor(s)				Doc. 2 – Owner(s) of Record, if Different from Grantor(s)						
8	Transferred To	Doc. 1 – Grantee(s) Name(s)				Doc. 2 – Grantee(s) Name(s)				
Anne P. Constant, Trustee of the Anne P. Constant Revocable Trust										
New Owner's (Grantee) Mailing Address										
6418 83rd Place, Cabin John, MD 20818										
9	Other Names to Be Indexed	Doc. 1 – Additional Names to be Indexed (Optional)				Doc. 2 – Additional Names to be Indexed (Optional)				
10	Contact/Mail Information	Instrument Submitted By or Contact Person						<input checked="" type="checkbox"/> Return to Contact Person		
Name: Brian Goldenberg						<input type="checkbox"/> Hold for Pickup				
Firm: Furey, Doolan & Abell, LLP						<input type="checkbox"/> Return Address Provided				
Address: 7600 Wisconsin Avenue, Suite 600 Bethesda, MD 20814    Phone: (301) 652-6880										
11	Assessment Information	IMPORTANT: BOTH THE ORIGINAL DEED AND A PHOTOCOPY MUST ACCOMPANY EACH TRANSFER								
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will the property being conveyed be the grantee's principal residence?								
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Does transfer include personal property? If yes, identify: _____								
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Was property surveyed? If yes, attach copy of survey (if recorded, no copy required).								
Assessment Use Only – Do Not Write Below This Line										
Terminal Verification		Agricultural Verification		Whole		Part		Tran. Process Verification		
Transfer Number		Date Received:		Deed Reference:		Assigned Property No.:				
Year	20	20	Geo.	Map	Sub	Block				
Land			Zoning	Grid	Plat	Loi				
Buildings			Use	Parcel	Section	Occ. Cd.				
Total			Town Cd.	Ex. St.	Ex. Cd.					
REMARKS:										
6004.01/00105933										

Space Reserved for County Validation

Distribution: White – Clerk's Office  
Pink – Office of FinanceCanary – SDAT  
Goldenrod – Preparer

AOC-CG-300 (5/2007)

Space Reserved for Circuit Court Clerk Recording Validation

***Critical Area Report***  
***For:***  
***3207 Henson Avenue***  
***Annapolis, MD 21403***  
***Tax Map 57, Block 15, Parcel 14***

*February, 2025*

*Prepared By:*  
***Terrain, Inc.***  
*53 Old Solomons Island Road, Ste. F&G*  
*Annapolis, MD 21401*  
*(410) 266-1160*  
*terrain@comcast.net*

**CHESAPEAKE BAY CRITICAL AREA REPORT  
3207 HENSON AVENUE  
ANNAPOLIS, MD 21403  
TAX MAP 57, BLOCK 15, PARCEL 14**

**INTRODUCTION**

This is a 0.48 AC., residential Waterfront property, and is located at 3207 Henson Avenue, Annapolis, MD. The property is a commercial and is in the Critical Area. The property is entirely inside the Chesapeake Bay Critical Area Boundary and is designated as Limited Development Area (LDA). The property is zone R-2.

**EXISTING LAND USE**

This is an Existing Residential property that is developed with an existing house.

**PROPOSED LAND USE**

Same as current use Residential with proposed additions.

**SURROUNDING LAND USE**

The surrounding properties are Waterfront and Non-Waterfront properties in the subdivision named Bay Highlands.

**FLOODPLAIN**

The property is in the FEMA #24003C0262F, Zone AE, Elevation 5.

**BUFFER MODIFICATION**

The property is mapped Buffer Modified.

**TIDAL WETLANDS**

This site does not have any wetlands on-site but is a Waterfront Property that fronts Black Walnut Creek.



### **BODIES OF WATER**

The property is a Waterfront Property which fronts Black Walnut Creek.

### **STEEP SLOPES**

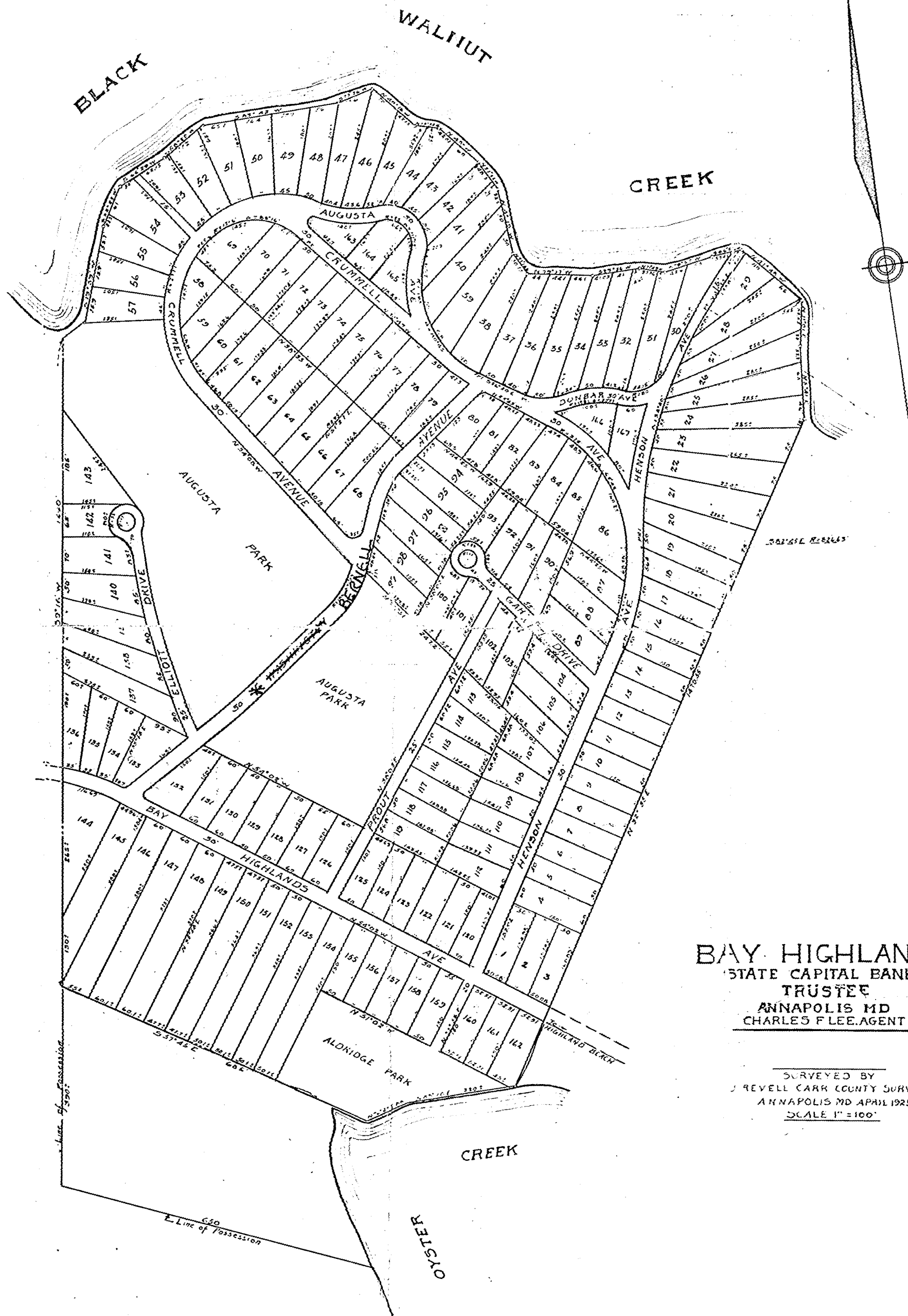
There are no steep slopes on-site that will be disturbed during this construction.

### **RARE AND ENDANGERED SPECIES**

There are no federally or state listed species of rare, threatened or endangered species of plants or animals on this site.

### **DATES OF FIELD WORK**

February, 2025



BAY HIGHLANDS  
STATE CAPITAL BANK  
TRUSTEE  
ANNAPOLIS MD  
CHARLES F LEE AGENT

SURVEYED BY  
J REVELL CARR COUNTY SURVEYOR  
ANNAPOLIS MD APRIL 1925  
SCALE 1" = 100'

\* Changed per Order of Court 11/1/78.  
Equity 25,863.  
W. Garrett Harrison, Clerk Br. D.M. Gallant, Deputies

P16.8864

L 2081-550

CRITICAL AREA COMMISSION  
CHESAPEAKE AND ATLANTIC COASTAL BAYS  
1804 WEST STREET, SUITE 100  
ANNAPOLIS, MD 21401

PROJECT NOTIFICATION APPLICATION

**GENERAL PROJECT INFORMATION**

Jurisdiction: Anne Arundel County

Date: 2/14/2025

Tax Map #	Parcel #	Block #	Lot #	Section
57	14	15	28 & 29	N/A

Tax ID: 02-046-90016458

**FOR RESUBMITTAL ONLY**

Corrections ☐  
Redesign ☐  
No Change ☐  
Non-Critical Area ☐

\*Complete Only Page 1  
General Project Information

Project Name (site name, subdivision name, or other) BAY HIGHLANDS

Project location/Address 3207 HENSON AVENUE

City ANNAPOLIS Zip 21403

Local case number

Applicant: Last name LITTLE, P.E. First name ROY

Company TERRAIN

**Application Type (check all that apply):**

Building Permit	<input checked="" type="checkbox"/>	Variance	<input checked="" type="checkbox"/>
Buffer Management Plan	<input type="checkbox"/>	Rezoning	<input type="checkbox"/>
Conditional Use	<input type="checkbox"/>	Site Plan	<input type="checkbox"/>
Consistency Report	<input type="checkbox"/>	Special Exception	<input type="checkbox"/>
Disturbance > 5,000 sq ft	<input type="checkbox"/>	Subdivision	<input type="checkbox"/>
Grading Permit	<input type="checkbox"/>	Other	<input type="checkbox"/>

**Local Jurisdiction Contact Information:**

Last name AACo Zoning Administration Section First name

Phone # 410-222-7437 Response from Commission Required By TBD

Fax # Hearing date TBD



## SPECIFIC PROJECT INFORMATION

Describe Proposed use of project site:

REQUESTING A VARIANCE TO SETBACK FOR AN ADDITION TO EXISTING HOUSE

Intra-Family Transfer ☐ Yes  
Grandfathered Lot ☐

Growth Allocation ☐ Yes  
Buffer Exemption Area ☐

### Project Type (check all that apply)

Commercial ☐  
Consistency Report ☐  
Industrial ☐  
Institutional ☐  
Mixed Use ☐  
Other ☐

Recreational ☐  
Redevelopment ☐  
Residential ☒  
Shore Erosion Control ☐  
Water-Dependent Facility ☐

## SITE INVENTORY (Enter acres or square feet)

	Acres	Sq Ft
IDA Area	0	0
LDA Area	0.48	21,076
RCA Area	0	0
Total Area	0.48	21,076'

Total Disturbed Area 

Acres	Sq Ft
0.014	649

0 # of Lots Created

	Acres	Sq Ft		Acres	Sq Ft
Existing Forest/Woodland/Trees	0.314	13,720'	Existing Lot Coverage	0.050	2,213'
Created Forest/Woodland/Trees	0	0	New Lot Coverage	0.000	8'
Removed Forest/Woodland/Trees	0	0	Removed Lot Coverage	0	0
			Total Lot Coverage	0.050	2,221'

## VARIANCE INFORMATION (Check all that apply)

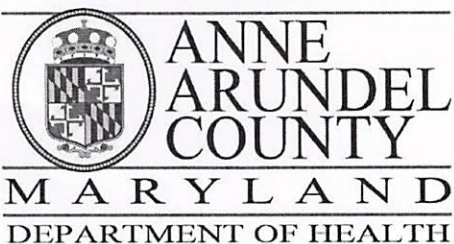
	Acres	Sq Ft		Acres	Sq Ft
Buffer Disturbance	0	0	Buffer Forest Clearing	0	0
Non-Buffer Disturbance	0	0	Mitigation	0	0

### Variance Type

Buffer ☐  
Forest Clearing ☐  
HPA Impact ☐  
Lot Coverage ☐  
Expanded Buffer ☐  
Nontidal Wetlands ☐  
Setback ☒  
Steep Slopes ☐  
Other ☐

### Structure

Acc. Structure Addition ☐  
Barn ☐  
Deck ☐  
Dwelling ☐  
Dwelling Addition ☐  
Garage ☐  
Gazebo ☐  
Patio ☐  
Pool ☐  
Shed ☐  
Other ☐



J. Howard Beard Health Services Building  
3 Harry S. Truman Parkway  
Annapolis, Maryland 21401  
Phone: 410-222-7095 Fax: 410-222-7294  
Maryland Relay (TTY): 711  
www.aahealth.org

**Tonii Gedin, RN, DNP**  
**Health Officer**

**MEMORANDUM**

TO: Sadé Medina, Zoning Applications  
Planning and Zoning Department, MS-6301

FROM: Brian Chew, Program Manager  
Bureau of Environmental Health *BC*

DATE: March 11, 2025

RE: Constant Anne Perry Trustee  
3207 Henson Ave.  
Annapolis, MD 21403

NUMBER: 2025-0033-V

SUBJECT: Variance/Special Exception/Rezoning

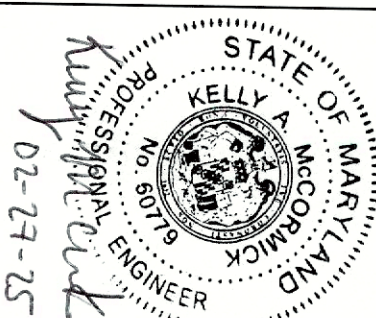
The Health Department has reviewed the above referenced proposed setback variance for an addition to an existing house.

The Health Department has reviewed the well water supply system for the above referenced property. The Health Department has determined that the proposed request does not adversely affect the well water supply system. The Health Department has no objection to the above referenced request.

If you have further questions or comments, please contact Brian Chew at 410-222-7413.

cc: Sterling Seay

**Anne Arundel County Office of Planning and Zoning**  
Individual Single Family Dwelling (SFD) Engineering Review Checklist

Project Name-Number		3207 HENSON AVENUE	
Design Professional	Design Professional Certification (Seal, Signature and expiration information)		
<p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>The checklist must be submitted with the first submittal.</li> <li>Packages submitted without the completed checklist will not be reviewed and will be returned to the applicant.</li> <li>Design Professional (<b>Des.</b>) should insert into each box either of the following:               <ol style="list-style-type: none"> <li>✓ This item has been addressed</li> <li>✗ This item does not apply to this project</li> </ol> </li> <li>All boxes must be checked.</li> <li>The review engineer (<b>Rev.</b>) will upon review of the plans verify by inserting either of the following:               <ol style="list-style-type: none"> <li>✓ This item has been adequately addressed or agree that it does not apply.</li> <li>✗ This item has not been adequately addressed. (Use the remarks column to indicate via letter designation, which item needs to be addressed or if a more detailed response is required then indicate in the remarks column that the item is addressed in the comment letter).</li> </ol> </li> <li><u>A copy of the checklist will be returned to the applicant with the comment letter.</u></li> <li><u>The checklist must be returned with the second submittal utilizing the same check format indicated in item 3 above</u></li> </ol>			
<p>Seal</p> 			
<p>► This checklist is being provided as a general guide for identifying the minimum features that should be addressed prior to submitting the plans for engineering review. It is to be used in conjunction with the site development plan checklist for Single Family Dwellings (SFD).</p>			
<p>► The design consultant by assigning his/her seal and signature certifies that the plans were completed in accordance with all currently applicable design standards.</p>			
<p>► Plans that are incomplete as per the checklist items will result in an incomplete review and will be returned to the consultant. The resubmittal will be considered a first submittal in the review process.</p>			
<p>► The Stormwater Management Concept items will be reviewed with the first submittal. If based on the review, this office determines that SWM is being addressed using Environmental Site Design (ESD) to the Maximum Extent Practicable (MEP), then the engineering review of the final details will be completed.</p>			
<p>► If this office determines that SWM is NOT being addressed using Environmental Site Design (ESD) to the Maximum Extent Practicable (MEP), then the engineering review of the final details will NOT be completed. The applicant will then address the comments that are required to demonstrate that ESD to the MEP has been addressed prior to commencement of final plan review.</p>			



**Anne Arundel County Office of Planning and Zoning**  
Individual Single Family Dwelling (SFD) Engineering Review Checklist

First Submittal		Second Submittal		Engineering Review for Single Lot Grading Permit Plans	Remarks
Des.	Rev.	Des.	Rev.		
Stormwater Management Concept Review					
Drainage Area Maps					
1				Provide the following drainage area maps: A) Entire drainage area to site and or affecting site. B) On site drainage areas to SWM devices	
2	N/A				
3	N/A			<b>All Drainage area maps:</b> A) Contours numbered with legible lettering B) contour lines extend at least 200' beyond drainage area boundaries C) Travel path for Tc shown with segments labeled (distance, slope and "n" factor) D) Hydrologic soil groups delineated and shaded E) Acreage shown for entire drainage area and each sub area used in computations for curve number or "C" factor F) North arrow shown G) Scale shown.	
4	N/A			Soils: A) Labeled and shaded based on Hydrologic Soil Group (A, B, C, D). B) Indicate highly erodible soils by separate shading.	
5	N/A			If all of the required information required to be shown, such as soil and zoning etc. cannot be shown on the overall map then the information may be shown on a separate map. These maps must be shown at same scale as overall map.	
6				Scale shall be 1" = 100' for sites with acreage ≤ 25 acres, or 1" = 200' for sites with acreage > 25 acres.	
7				<b>On Site Plans</b>	
8	✓			North arrow/NAD 83;	
9	✓			Benchmark- BM NO., description and elevation. (Indicate vertical control used, NAVD 1929 or NAVD 1988);	
10				<b>Pre Development</b>	
11	✓			Site outline showing bearings and distances.	
12	✓			<b>Resource Mapping:</b> Provide a composite map which allows clear depiction of the existing site resources and conditions.	
13	✓			Site resources include but are not limited to: A) Mature trees B) Tidal and Non tidal Wetlands (based on report) C) Floodplains D) Streams labeled as (Perennial, Intermittent, etc.), E) Slopes greater than 25% (15% in critical areas), F) Buffers to streams and wetlands, G) Historical and or archaeological resources	
14	✓			<b>Highlight and shade the areas that should be protected from development:</b> This includes site resources listed above and sensitive features such as steep slopes, flood plains, etc.	Steep Slopes



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	Des.	Rev.	Des.	Rev.		
15	N/A				<b>Certification Note:</b> Provide a note certifying that the location of features shown on the <b>Resource map</b> has been field verified. Note must be signed by design consultant.	
16	N/A				Pre and Post development discharge points from the site shown and labeled	
17	N/A				Indicate if site is within any Bog Drainage or impact areas	
18	N/A				Provide a tabulation of sub drainage areas that provides a linkage with information used in computations. (i.e. any number used in curve number computations should be included in this table and clearly shown on the map.)	Building Permit site Plan for addition under Bk
19					Provide the names of public or private roads that about or traverse the site. B) Show right of way limits C) Indicate if road is on the scenic and historic road inventory.	Disturbance
20					Location of existing structures, septic areas, and water wells within 100 feet of site located on abutting and adjacent properties, as applicable; labeled "remain," "to be removed", or "to be abandoned".	
21					Property ownership and info- including the tax # for abutting and adjacent properties.	
22					Limits of Critical Area designations- LDA, RCA, IDA;	entire site LDA
23					<b>Proposed Development Plan</b>	
24					<b>Site layout meets the criteria listed below:</b>	
25					Proposed imperviousness and disturbance is minimized to the maximum extent practicable	
26					Protects conservation areas, <b>and areas delineated in line 14 above</b> , to the maximum extent practicable	
27	N/A				SWM is addressed by utilizing non structural practices, natural areas, landscape features and micropractices to manage runoff from impervious surfaces.	mitigation by plantings
28					Site graded so that runoff flows from impervious areas directly to pervious areas or natural conveyance systems	
29					Natural flow paths between the site and upstream and downstream systems are maintained	
30					Sheet flow and natural overland flow processes maintained wherever it is feasible	
31					Stable conveyance of runoff provided to offsite areas.	
32	N/A				Structural BMPs are used only where absolutely necessary	
33					Show and label proposed contour lines.	
34	N/A				Easements provided for any work proposed on private offsite properties.	
<b>End of Preliminary Plan Review</b>						



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<b>Final Plan Review</b>						
<b>Reports, Computations and Attachments</b>						
36						
37	N/A				All computations are provided in a booklet that is A) Bound B) Sheets numbered C) Signed and Sealed by design professional D) Contains a table of contents.	
38	N/A				Provide a narrative that describes A) How natural features are protected and enhanced, B) How natural flow patterns are maintained, C) Measures taken to reduce impervious coverage.	not required
39					Address how the 10% pollutant reduction will be achieved if required.	
40					<b>Study points:</b> Provide pre and post development runoff for all study points.	
41					The same method of computation used when comparing runoff (i.e. if TR-55 used for post development runoff, it must be used for pre development as well)	
42					Compute rainfall amount treated in each facility and provide a table that shows the volume treated for each nonstructural method, micro practice and structural device and includes a summary of the total volume required and provided.	
43	<b>Roads</b>					
44	N/A				Road plan checklist included for any proposed road improvements.	
45					<b>Use this section of the checklist only for plans where road improvements are not required.</b>	
46					If road is not improved based on current classification and no improvements are proposed, then provide modification decision information on the plan.	
47					Bearing and distances shown on plan and plat	
48					Right of way bearing and distances shown on <u>both</u> sides of each proposed or existing road that is part of contract shown in plan view; Limits defined via bearings and distance and/or complete curve information; Show maximum and minimum widths if ROW is variable.	
49					Existing roads that about or traverse the site (improved and unimproved) show: A) Road name; classification of road; B) Ownership (SHA, County, Private; C) Surface type; D) Show curb and gutter or edge of pavement E) Indicate if road is scenic and historic.	
50					ROW labeled A) As Temporary or Permanent B) Public or Private	
51					Proposed right of way widths shown if applicable	
52					Clear sight triangle at intersections	
53					Existing substandard roads: Based on road classification, either provide right-of-way dedication and/or frontage road improvements (as applicable) or, submit for a modification to current Article 17 Section 2-103;	



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<b>54</b>					<b>Storm Drainage - Stormwater Management</b>	
<b>55</b>	N/A				Storm Drainage checklist is required for any proposed public storm drainage improvements.	
	N/A				<b>Right to Discharge:</b> Determine if any rights-to-discharge, on-site or off-site, are required.	
	N/A				Provide all necessary computations and plans to show how SWM is addressed. If disconnections are used, show the flow path on a plan that includes labeled contours.	Plantings
<b>56</b>					All SWM treatments must be covered under a Private SWM agreement to be executed with the grading permit.	
<b>57</b>					<b>Water and Sewer</b>	
<b>58</b>	N/A				If public water and or sewer is being extended then please supply the completed water and sewer checklist with the necessary public plans.	
<b>59</b>					<b>This portion of the checklist is to be used only if water and or sewer system extensions are not proposed</b>	
<b>60</b>					Label all existing mains along the property frontage showing A) Sizes and types, B) As-built tracing numbers.	
<b>61</b>					Meters, cleanouts, etc. located outside of driveways.	
<b>62</b>	N/A				Easement provided where: A) Water meter, B) Cleanout, C) Fire hydrant, D) Grinder pump, and or E) Mayo tank, is not located within public right-of-way.	
<b>63</b>					Indicate current water and sewer service areas and category (existing, planned, no-planned service, etc.).	
<b>64</b>	N/A				Mains extended to limits of property and through the property frontage, if lot is located within the required extension distance (RED) as per the current water and sewer master plan.	existing Service to house
<b>65</b>	N/A				If site is within existing or planned service and utilities are not being extended, indicate the distance between the property line and the closest public utility.	
<b>66</b>					Show location of water and sewer connections to public utilities.	
<b>67</b>					<b>Flood Plain</b>	
<b>68</b>	N/A				<b>Flood plain: A)</b> Determine if flood plain exists on site. <b>B)</b> If flood plain exists use simplified method to determine water surface elevations on site	
<b>69</b>					For previously platted flood plain. Flood plain limits shown, and flood plain source referenced.	
<b>70</b>					<b>For flood plains computed with this project:</b> A) Cross sections shown and labeled on the site development plan B) Q100, Elevation and station shown for each cross section	
<b>71</b>					Floodplain drainage area information used in computations clearly depicted on drainage area maps.	
<b>72</b>					Runoff computations for flood plains based on ultimate development of the drainage area based on zoning. No reductions based on storage in ponds, oversized pipes and undersized culverts.	
<b>73</b>					<b>Miscellaneous</b>	
<b>74</b>					Provide any necessary plats for easements, dedication etc.	



# Map Title



## Legend

### Foundation

#### Addressing



#### Parcels



#### Parcels - Annapolis City



This map is a user generated static output from an Internet mapping site and is for reference only.  
Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

none



0 50 100  
ft



THIS MAP IS NOT TO BE  
USED FOR NAVIGATION

## Notes