



Anne Arundel Soil Conservation District

2662 Riva Road, Suite 150
Annapolis, Maryland 21401
410-571-6757
www.annearundelscd.org

Advancing the Wise Stewardship of Our Natural Resources

Public Information Request Policy

This policy is in accordance to the Public Information Act, Annotated Code of Maryland, State Government Article Sections 10-611 through 10-628.

The AASCD has 30 days to process your request. Your request must first be reviewed by the District Manager.

Date: _____

Your Name: _____

Address: _____

Phone: _____ Email: _____

Name of Project: _____

Permit Numbers: _____

Specify the records you want to inspect or copy: _____

Do you want to _____ inspect the records or _____ want copies?

8-1/2" x 11" and 8-1/2" x 14" \$2.00/per sheet

Plan sheets (24" x 36") \$6.00/per sheet

Plan sheets (24" x 36") *Color Copy* \$8.00/per sheet

**Note that fees are due prior to release of the requested documents.*

_____ ** I understand that receiving plans from Anne Arundel Soil Conservation does not give me approval to build. I must still obtain a permit through Anne Arundel County Inspections and Permits as required. Anne Arundel County is the grantor of the permit and therefore the only entity that can give approval to build. **

Your request has been reviewed and approved by the District Manager.

District Manager

Date