

# AMENDED PLAT SUBMITTAL REQUIREMENTS

ANNE ARUNDEL COUNTY  
OFFICE OF PLANNING AND ZONING - DEVELOPMENT DIVISION

Application Name: \_\_\_\_\_

Project #: AP-\_\_\_\_\_ Date: \_\_\_\_\_

## Instructions:

The Amended Plat shall be prepared and sealed/certified by an engineer, architect, landscape architect or land surveyor registered to practice in the State of Maryland.

The submission date will not be established until the date that all necessary information has been uploaded. Upon receipt by the review agencies, any necessary plans or attachments deemed incomplete will not be reviewed and may result in denial of the application.

Not all items contained below will necessarily be required for every project. If any items below are not provided, please provide justification/reasoning in the Letter of Explanation.

Note, the Development Application must be completed through Accela Land Use Navigator, available at <https://aca-prod.accela.com/AACO/Default.aspx>.

## **All submittals shall include the following, as applicable:**

1. Written authorization from the property owner allowing the contract purchaser/lessee to act on the owner's behalf
2. Submittal Review Fee: \$350 per application
3. **Basic Review Minimum Requirements for All Projects**
  - a. Amended Plat Checklist
  - b. Letter of Explanation for the project
  - c. Any Modification, Variance, Special Exception, Rezoning or Board of Appeals decision
  - d. Final Plan Site Plan
  - e. Plat
  - f. Anne Arundel County topography Map at 1" = 200', to include lots drafted and the site outlined in red. Must be clearly legible per Development Regulations.
  - g. Scalable Cut and paste copy if a plan is presented on more than two sheets
  - h. 'Short Form' Critical Area Report, if the site is within the LDA and/or RCA Critical Area Classification
  - i. Title references and history traced back from July 1, 1952 to present date for projects located in the Critical Area or traced back to September 7, 2004 for land located entirely outside of the Critical Area. Include a cover sheet outlining history of the property and provide all copies of current deeds (identify parcel numbers on all deeds), recorded plats and all deeds not covered by plats
  - j. Covenants, conditions and restrictions attached to the property

- k. For developments with six or more residential lots or units, a developer is required to submit Home Owners Association documents and Affidavit, as listed in the “Checklist for Review of HOA Documents” found in Blue Notice IP-25-02 and within the Development Related Documents on the Development Resources web page at <https://www.aacounty.org/planning-and-zoning/development/resources>
4. Community meeting and public notice documents
  - a. Verification that the virtual or in person community meeting criteria has been met;
  - b. List of meeting participants and post meeting commenters including name affiliation (if any), mailing address, and email address;
  - c. Completed Community Meeting Checklist Form;
  - d. Written meeting minutes;
  - e. Written summary of comments received during and after the community meeting, as well as responses;
  - f. Evidence that a copy of the written summary of comments and responses was sent to each participant at the virtual community meeting, people who commented after the meeting, and to all property owners within 300 feet of the property to be developed
5. Engineering Related Requirements
  - a. Perc Test Results & approved Health Department Final Plan showing the perc test locations
6. Completion of Subdivision GIS Submittal (PRIOR TO MYLARS)
  - a. Digital Plat prepared in accordance with the Digital Standard instruction PDF located under the Final Plan Related Documents on the following web page: <https://www.aacounty.org/planning-and-zoning/development/resources#finalplan>
7. Final Submittal Application requirements (WITH MYLARS)
  - a. Proof of signature authorization for signing authority
  - b. 1 original signed mylar & 3 Mylar copies
  - c. Certificate of title dated within six months prior to plat signature and prepared by an Attorney
  - d. Proof of paid taxes for the current fiscal year