

CONCEPT DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS

ANNE ARUNDEL COUNTY
OFFICE OF PLANNING AND ZONING - DEVELOPMENT DIVISION

Application Name: _____

Record Type: Sketch Plan or Preliminary Plan

Project #: CD-_____ Date: _____

Instructions:

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

The Stormwater Management Plans must be signed and sealed by an engineer, landscape architect or land surveyor registered to practice in the State of Maryland. (Note that certain plans such as Water and Sewer Plans, Stormwater Management Ponds, Structural Designs, etc., require the seal and signature of a Professional Engineer.)

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: *Items marked with ** must be provided if testing for Adequate Public Facilities*

1. Written authorization from the property owner allowing the contract purchaser/lessee to act on the owner's behalf
2. Submittal Review Fee:
 - a. Residential - \$75 per unit
 - b. Commercial / Industrial - \$360 per acre; for sites less than 1 acre or for sites over an acre the fee will be based on the entire site acreage rounded up to the next full acre
 - c. Signs - \$35 for each sign abutting County and State roads and navigable waterways (SKETCH PLAN ONLY)
3. Basic Review Minimum Requirements for **All Projects**
 - a. Sketch Plan and Preliminary Plan Checklist
 - b. Letter of Explanation for the project
 - c. Any Modification, Variance, Special Exception, Rezoning or Board of Appeals decision
 - d. Site Plan
 - e. Scalable Cut and paste copy if a plan is presented on more than two sheets
 - f. 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
- f. Covenants, conditions and restrictions attached to the property
- 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. Environmental Related Requirements
 - a. Forest Stand Delineation Plan, Narrative, Data Sheets and Signed checklist
 - b. Forest Conservation Plan Checklist, Forestation Agreement, Mitigation Plan
 - c. Forest Interior Dwelling Species Report
 - d. Wetland Report
 - e. Floodplain Study
 - f. Bog Report
 - g. Chesapeake Bay Critical Area Report and Habitat Assessment
 - h. Critical Area Worksheet
- 6. Transportation Related Requirements
 - a. **Traffic Impact Study
 - b. Turn Lane Requirements worksheet (if development is located on a Collector or Arterial Road)
 - c. Bicycle, Pedestrian and Transit Assessment
- 7. Engineering Related Requirements
 - a. Stormwater Management Report
 - b. Geo-Technical Report
 - c. Conceptual water/sewer plan
 - d. **Existing and proposed EDU Worksheets for the project; for commercial/Industrial development, include a list of the total existing and proposed EDUs by parcel
 - e. **For development projects on existing billing accounts, include a recent water/sewer utility or allocation bill
 - f. **SWAMP request form (if proposing 5 or more EDUs)
 - g. **Perc Test Results & approved Health Department Site Plan showing perc test locations (if applicable)
 - h. **Sewer Study for low pressure sewer extension or in Mayo Service Area (if applicable)
 - i. Pumping Station Design Plan and Report (if applicable)