

FINAL DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS

ANNE ARUNDEL COUNTY
OFFICE OF PLANNING AND ZONING - DEVELOPMENT DIVISION

Application Name: _____

Record Type: Final Plan, Minor Plan, or Site Development Plan

Project #: FD-_____ Date: _____

Instructions:

The Final 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:

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 - \$120 per unit
 - b. Commercial / Industrial - \$420 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 (ONLY FOR MINORS OR IF A MODIFICATION TO SKETCH PLAN IS GRANTED)
3. Basic Review Minimum Requirements for **All Projects**
 - a. Concept Development Plan approval letter
 - b. Final Development Plan Checklist
 - c. Letter of Explanation for the project
 - d. Modification, Variance, Special Exception, Rezoning or Board of Appeals decisions
 - e. Environmental Conservation/Features Plan
 - f. Grading Sediment & Erosion Plan
 - g. Final Plan or Site Development Plan
 - h. Plat

- i. Scalable Cut and paste copy if a plan is presented on more than two sheets
 - j. Architectural Renderings or elevations (including colors and materials)
 - k. Landscape Plan
 - l. Street Tree, Lighting and Signing Plan
 - m. Title references – supply additional history and recorded plats beyond the previous history required to be submitted with the Concept Development Plan
 - n. Covenants, conditions and restrictions attached to the property
 - o. 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>
 - p. A recorded MPDU Agreement, executed prior to Plat signature or Site Development Plan approval, per Article 17-12-104(a)
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
 - b. Forest Stand Report, Data Sheets and signed checklist
 - c. Forest Conservation Plan, signed checklist, Forestation Agreement, Mitigation Plan
 - d. Forest Interior Dwelling Species Report
 - e. Wetland Report
 - f. Wetland Delineation Plan
 - g. Floodplain Study
 - h. Bog Report
 - i. Bog Protection Plan, signed checklist, Agreement and Worksheet
 - j. Chesapeake Bay Critical Area Report and Habitat Assessment
 - k. Critical Area Worksheet
 - l. Critical Area Plan
 - m. Critical Area Buffer Management Plan
 - n. Critical Area Replanting Plan in the Limited Resource Conservation Area Categories
6. Transportation Related Requirements
- a. Traffic Impact Study
 - b. Traffic Impact Study Checklist
 - c. Turn Lane Requirements worksheet (if development is located on a Collector or Arterial Road)
 - d. Road Plan
 - e. Road Plan Checklist
 - f. Traffic Control Plan
 - g. Traffic Signal Plan

- h. Bicycle, Pedestrian and Transit Assessment
- 7. Engineering Related Requirements
 - a. Stormwater Management Report
 - b. Stormwater Management Plan
 - c. Stormwater Management Plan Checklist
 - d. Stormdrain Plan and Computations
 - e. Road and Stormdrain Cost Estimates
 - f. Geo-Technical Report (Include infiltration test for all proposed infiltration devices)
 - g. A map that clearly shows the entire drainage area that affects the site and establishes the location of the Point of Investigation
 - h. Existing and proposed EDU Worksheets for the project. For commercial/Industrial development, include a list of the total existing and proposed EDUs by parcel
 - i. For development projects on existing utility billing accounts, include a recent water/sewer utility or allocation bill
 - j. SWAMP request form (if proposing 5 or more EDUs)
 - k. Perc Test Results & approved Health Department Site Plan showing perc test locations
 - l. Sewer Study
 - m. Pumping Station Design Plan and Report
 - n. Grinder Pump/Mayo Tank Plan
 - o. Water & Sewer Plan
 - p. Water & Sewer Plan Checklist
 - q. Water & Sewer Cost Estimates
- 8. 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>
- 9. Final Submittal Application requirements (WITH MYLARS)
 - a. Proof of signature authorization for signing authority
 - b. Original signed mylar plat & 3 mylar copies of the original
 - 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