

MODIFICATION
REQUEST PROCEDURES AND REQUIREMENTS
ANNE ARUNDEL COUNTY
OFFICE OF PLANNING AND ZONING - DEVELOPMENT DIVISION

Application Name: _____

Project or Permit #: _____ Date: _____

Instructions:

ALL MODIFICATIONS MUST BE IN CONJUNCTION WITH AN ACTIVE SUBDIVISION CURRENTLY BEING PROCESSED, OR WITH AN ACTIVE BUILDING/GRADING PERMIT, with the exception of a modification to forego the Preliminary Plan, Site Development Plan, or Sketch Plan processes.

Note, Floodplain Modifications for Article 16 are a separate application available via the Permit Center.

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: \$250 per application
3. Basic Review Minimum Requirements for **All Projects**
 - a. **A letter of explanation that explicitly states the reason and justification for the request(s) and addresses the criteria of Article 17-2-108(a)(1-5).** Identify each Code Section to be modified. Reference the applicable permit, subdivision, or site development plan project numbers and Tax Map, Block and Parcel.
 - b. One site plan, drawn to an engineer scale, on either 8 ½ x 11, 8 ½ x 14, or 11 x 17 paper. The plan should include all information relevant to the Modification request including but not limited to:
 - A vicinity map;
 - Site Data Tabulations (such as zoning, forest conservation worksheet data, landscaping, etc.);
 - Topography;
 - Roads;
 - Surrounding properties;
 - Soil Types;
 - Environmentally sensitive areas (steep slopes, streams/stream buffers, wetlands/wetland buffers, critical area buffers, etc.);
 - Existing and proposed structures.

- c. Copy of the Plat (Plats are available at the County Courthouse or at www.plats.net)
 - d. Scalable Cut and paste copy if a plan is presented on more than two sheets
- 4. For Modifications to forego a process involving Adequacy of Public Facilities review, such as combining Preliminary Plan and Site Development Plan, or foregoing Sketch, include the required APF information such as the EDU worksheet, Traffic analyses (trip generation letter), etc. so that APF may be reviewed and tested.
- 5. For Modifications to subdivision, 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
- 6. For Modifications to street tree requirements provide pictures taken of trees abutting County or State roads.
- 7. For specimen tree Modifications provide information substantiated by qualified professionals reflecting the locations, type and health of trees, and reasons for removal.
- 8. For Modifications to storm drainage, road improvements, utility lines, grading, etc., provide a detailed engineering justification or statement. Provide one copy of all backup computations, references cited and maps clearly reproduced and signed and sealed by a Professional Engineer.
- 9. For Modifications to Sketch or those that impact environmentally sensitive areas, the applicant must have gone through the pre-submission community process. See AA County Code - [Article 17-2-107](#)) Provide 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