

**REDEVELOPMENT (Article 17 Title 7 Subtitle 12)**  
**CONCEPT PLAN SUBMITTAL CHECKLIST**  
ANNE ARUNDEL COUNTY  
OFFICE OF PLANNING AND ZONING - DEVELOPMENT DIVISION

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

Pre-Consultation Developer Meeting #: **PRE-CONSULT-**\_\_\_\_\_

Project #: **RCP-**\_\_\_\_\_ Date: \_\_\_\_\_

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: N/A
3. Basic Review Minimum Requirements
  - a. Letter of Explanation for the project including a written response to the feedback provided at the pre-application meeting. (Note: If any items listed below are not provided, please indicate justification/reasons in the cover letter.)
  - b. Redevelopment Concept Plan Submittal Requirements checklist
  - c. Redevelopment Concept Plan Checklist
  - d. Redevelopment Concept Plan
  - e. Forest Stand Delineation Plan, Narrative, Data Sheets and Signed checklist.
  - f. Wetland Report
  - g. Chesapeake Bay Critical Area Report and Habitat Assessment
  - h. Forest Interior Dwelling Species Report
  - i. Bog Report
  - j. Any Modification, Variance, Special Exception, Rezoning or Board of Appeals decision
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; Written summary of comments received during and after the community meeting, as well as responses; and
  - e. 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. (To be provided with the resubmission per §17-7-303(e))