CONCEPT PLAN CHECKLIST
(Article 17 Title 13)

ANNE ARUNDEL COUNTY
OFFICE OF PLANNING AND ZONING - DEVELOPMENT DIVISION

Application Name: _____

Pre-Consultation Developer Meeting #: **PRE-CONSULT-**_____

Date: _____

The official submission date is established only when all required information has been successfully uploaded. If the application plans or attachments are deemed incomplete, upon receipt by review agencies, they will not be reviewed and the application will receive a "Additional Info Required" status which will prevent the applicant from proceeding to the Site Development Plan or Final Plan stage until the remaining required documents have been uploaded.

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: $500
3. Basic Review Minimum Requirements
    a. Letter of Explanation for the project including a written response to the County 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. Concept Plan Checklist
    c. Concept Plan
    d. Forest Stand Delineation Plan, Narrative, Data Sheets, and Signed checklist.
    e. Wetland Report
    f. Chesapeake Bay Critical Area Report and Habitat Assessment
    g. Forest Interior Dwelling Species Report
    h. Bog Report
    i. 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 §17-13-101(f))

Concept Plan: A Concept Plan shall be on a 24"x36" sheet at a scale that is no smaller than 1"=40' and shall contain all information required by the Office of Planning and Zoning. The information shall include:

____ (1) a title block, including project name, type of subdivision, scale, date, tax map, block, parcel, assessment district, county, state;

____ (2) a vicinity map no smaller than 4" x 4" at a scale of 1" = 2000';

____ (3) a north arrow, scale and legend;

____ (4) lot boundary; a site outline showing bearings and distance (Information obtained from plats and deeds is sufficient at this stage). Do not show lease lines as property lines;

____ (5) adjacent property information, including names, addresses, tax account numbers, deed reference and zoning;

____ (6) existing site conditions:
- (a) approximate location and dimension of existing structures, parking, driveways, roads, sewers, water lines, storm drains, etc. on and within 100 feet of the site boundary;
- (b) location of any environmental features based on natural resource inventories, delineations, studies, and mapping, including tree line;
- (c) topography (2 foot contours) extending a minimum of 100 feet beyond the site boundaries (County topo is allowed at this stage);
- (d) zoning division lines and labels;

____ (7) proposed site improvements;
- (a) conceptually proposed structures, parking and paved areas, pedestrian connections;
- (b) approximate location of proposed forest conservation easements;
- (c) approximate location and function of stormwater management practices including evaluation of site soils suitability and the location of all points of discharge from the site;
- (d) narrative that describes how stormwater management requirements have been evaluated for the site conditions;
- (e) narrative that describes the conservation strategies used to protect environmentally sensitive areas;
- (f) proposed recreation area and open area;
- (g) illustrate and dimension conceptual landscaping areas;

____ (8) tabulations that include the following:
- (a) gross site area in acres and square feet;
- (b) acreage of each zone in acres and square feet;
- (c) Region Planning Area
- (d) existing use, structure type and square footage of each structure;
- (e) proposed use, structure type and square footage of each structure;
- (f) density:
  - a. existing (number of dwelling units, type of dwelling unit);
  - b. allowed in the underlying zoning district;
  - c. proposed (number of dwelling units, type of dwelling unit and number of; bedrooms per multi-family dwelling unit);

(g) floor area ratio:
    a. existing;
    b. proposed;
(h) parking:
    a. existing;
    b. required;
    c. proposed;
(i) recreation area and open area:
    a. required;
    b. proposed;
(j) impervious area:
    a. existing;
    b. proposed;
(k) building height:
    a. allowed;
    b. proposed;