



**Submittal Requirements Checklist (Mark each box as completed)**

Ten (10) copies are required for each submittal and all submittal items should be folded and assembled as individual packages.

Completed Application Form, including written responses to all applicable review criteria

Application fee (see Fee Schedule)

List of persons and their addresses having a financial interest/ownership in the property

Vicinity map showing location of subject property

Architectural plans, as applicable:

Exterior building elevations/facades showing existing and proposed improvements

Interior floor plans of existing and proposed structures, as applicable

Site Plan (which may include the following information, as applicable):

Layout of existing and proposed improvements

Metes and bounds (surveyed boundaries and dimensions) of the property

Landscaping

Tree preservation/conservation areas

Critical area mitigation/lot coverage tabulations/BEA policy standards, as applicable

Lighting and utilities (sewer, water and power)

Utility plan (sewer, water, power)

Grading/sediment control plan

Land use information (use, zoning and owners of adjoining properties)

Two (2) sets of #10 envelopes, with postage, addressed to all property owners within 200 feet of the subject property. Applicant must coordinate the mailing of the public notice with the Department

Additional information, such as traffic impact studies, tree inventories, landscape maintenance agreements and moderately priced dwelling unit agreements, may be required in conjunction with a specific application.

A dated picture of the Public Notice Sign posted in front of the property is also a required part of the application. Sign will be available from Planning and Zoning when the application is determined to be otherwise complete. The sign must be posted for 15 days.

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

For more information on the application process, please visit [www.annapolis.gov](http://www.annapolis.gov) and refer to the City Code, Chapter 21.34 Zoning Map Amendments.

You can also track the progress of your application under "Project Search" at the City's on-line permitting site: <http://etrakit.annapolis.gov/index.asp>