

GLEN BURNIE SUSTAINABLE COMMUNITY OVERLAY CONCEPT PLAN SUBMITTAL REQUIREMENTS

ANNE ARUNDEL COUNTY OFFICE OF PLANNING AND ZONING - DEVELOPMENT DIVISION

Application Name: _____

Subdivision #: S _____; Project #: P _____ or #: C _____

Date: _____

Instructions: All submissions shall be bundled into the following packages for distribution to the appropriate agencies. Any submissions brought to the Permit Center with missing or incomplete packages may be rejected or set aside until all necessary information has been provided. The submission date will not be established until the date that all necessary information has been supplied to the Permit Center. If any items below are not provided, please provide justification/reasoning in the Letter of Explanation. It should be noted that not all items contained below will necessarily be required for every project. 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.

1. **Application Form:** The application form must be signed by the property owner or authorized agent.
2. **Certificate of Transmittal**
3. **Submittal Review Fee:** N/A
4. **Basic Review Package – Minimum Requirements** (Note: If any items listed below are not provided, please indicate justification/reasons in cover letter.)
 - a) One (1) copy of a Letter of Explanation for the project including the following:
 - i. A narrative description of how the redevelopment will be compatible with surrounding land uses.
 - ii. A narrative description of how the redevelopment meets one or more of the purposes contained in §18-14-601(b) of the Anne Arundel County Code.
 - iii. A description of any community enhancements to be provided with the redevelopment, as defined in §18-14-601 of the Anne Arundel County Code.
 - b) One (1) copy of Application.
 - c) One (1) copy of the Concept Plan.
 - d) One (1) cut and paste copy if a plan is presented on more than two sheets.
5. **Office of Planning & Zoning – Public Information Package**
 - a) One (1) Basic Review Package.
 - b) One (1) copy of the Community Meeting Minutes Letter.
6. **Office of Planning & Zoning – Planner/Environmental/Landscape Package**
 - a) One (1) Basic Review Package.
 - b) One (1) digital submittal, in PDF format only, for the initial application submittal and each subsequent resubmittal. (See [Green Notice OPZ-21-01](#) for digital PDF submittal standards)
 - c) One (1) copy of the following: Verification that the virtual or in person community meeting criteria has been met; List of meeting participants and post meeting commenters including name affiliation (if any), mailing address, and email address; Completed Community Meeting Checklist Form; Written meeting minutes; Written summary of comments received during and after the community meeting, as well as responses; and 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))

- d) One (1) copy of written authorization from the property owner allowing the contract purchaser/lessee to act on owner's behalf.
- e) One (1) copy of covenants, conditions and restrictions attached to the property.
- f) One (1) copy of any Variance, Special Exception, Rezoning or Board of Appeals decision.
- g) One (1) copy of the Concept Plan Checklist.
- h) One (1) copy of the Concept Plan Submittal Requirements checklist.
- i) One (1) copy of 3D Massing Images.

7. Office of Planning & Zoning – Planning Division – Planner Package

- a) One (1) Basic Review Package.

8. Office of Planning & Zoning – Planning Division – Water & Sewer Master Plan Package

- a) One (1) Basic Review Package.

9. Office of Planning & Zoning – Cultural Resources Package

- a) One (1) Basic Review Package.

10. Office of Planning & Zoning – Traffic Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the detailed Community Meeting Minutes. (To be provided with the resubmission per §17-7-303(e))

11. Department of Inspections & Permits – Engineer/Utility Package

- a) One (1) Basic Review Package.
- b) One (1) copy of the Concept Plan Submittal Requirements checklist.
- c) One (1) copy of the detailed Community Meeting Minutes. (To be provided with the resubmission per §17-7-303(e))

12. Department of Public Works – Technical Engineering & Planning Division – Utility Package

- a) One (1) Basic Review Package.

13. Department of Recreation & Parks

- a) One (1) Basic Review Package.

14. Board of Education

- a) One (1) Basic Review Package.

15. Health Department

- a) One (1) Basic Review Package.

16. Fire Department

- a) One (1) Basic Review Package.

17. Maryland State Highway Administration

- a) One (1) Basic Review Package.

18. Maryland State Aviation Administration

(MAA package is required if the project is within the 4-mile radius of BWI Airport – includes projects located on Tax Maps 1A, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15 or 16)

- a) One (1) Basic Review Package.