City of Annapolis
Department of Planning & Zoning
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

PlanZone@annapolis.gov • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • www.annapolis.gov

Planned Development Application

Property Information

Site address _____

Total site area _____ Zoning district _____

Critical Area designation _____ BEA ___ Yes ___ No

Number of lots _____ Number of units _____

Owner Information

Owner of property _____

Mail address _____

City _____ ST _____ Zip _____

Phone(s) _____ Email address _____

Agent (if not owner) _____ Tax ID number _____

Phone(s) _____ Email address _____

Project Description

Project type: Planned Development Application (PD)

Sub-type (mark one)

___ Business

___ Residential

___ Special mixed

Description of proposed project:

On a separate sheet of paper, please address the applicable criteria from City Code Chapter 21.24.

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 and refer to the City Code, Chapter 21.24 Planned Developments.

You can also track the progress of your application under “Project Search” at the City’s on-line permitting site: http://etrakit.annapolis.gov/.