



**City of Annapolis**  
Department of Planning & Zoning  
145 Gorman Street, 3<sup>rd</sup> Fl  
Annapolis, MD 21401-2535

[PlanZone@annapolis.gov](mailto:PlanZone@annapolis.gov) • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Subdivision 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:      Subdivision (SUB)

Sub-type (mark one)

    Major (More than 5 lots)

    Minor (5 lots or fewer)

Description of proposed project:

On a separate sheet of paper, please address the applicable criteria from City Code [Title 20](#).

**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)

Topography

Boundary survey of the subject property prepared by a licensed surveyor

Covenants and/or home owner’s association documents

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. Other notification requirements per Section 21.10.020 apply.

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, [Title 20](#) Subdivisions.

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