



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

FOR CITY USE ONLY	
PROJECT #	_____
APPROVAL DATE	_____

PlanZone@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • MD Relay or 711 • www.annapolis.gov

Minor Site Design Plan Review Application

Property Information

Site address _____
 Total site area _____ Limit of disturbance _____ 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: Minor Site Design (MSD)
 Sub-type (mark one): Preliminary Minor

Description of proposed project:

On a separate sheet of paper, please address the applicable criteria from City Code [Chapter 21.22](#) Site Design Plan Review, [Chapter 21.62](#) Site Design Standards, and [Chapter 21.40](#) Residential Districts. Applications involving demolition in the R2-NC, R3-NC, R3-NC2, R3-R, R4-R, MX and Office & Commercial Design overlay districts are subject to the review criteria of [Section 21.14.040](#). Demolitions in R2-NC must also address the criteria of [Section 21.40.060](#)(C)(3)(b).

Submittal Requirements Checklist (Mark each box as completed)

Five (5) copies are required for all minor site design applications. 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)

Additional information, such as tree inventories, and landscape maintenance 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 a minimum of 15 days. In the R2-NC District for Site Design with Demolition, the sign must be posted for a minimum of 30 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 21.22](#) Site Design Plan Review.

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