**Anne Arundel County Permitting Cheat Sheet** *(March 2018)*

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| **Type of Project** | **Standard Grading Plan Application** | **Site Plan** | **Design Drawing with cross section and plan view** | **Online Right of Way Permit Application** | **Right To Discharge -agreement signed** | **Maintenance Plan**  **Maintenance Agreement** | **Dual Agreement Signed** | **Critical Area Worksheet** | **Vegetative Management Plan** *\*\*\* Submit to Bud Reaves In the Forestry**Division.* | **Qualifies for**  **AA Co Tax**  **Credit** |
| Projects On Private or Community Property – NOT in the *Right of Way* | | | | | | | | | | |
| Rain Garden or Bioswale on Community or Residential Property | Yes | Yes, & photo of Miss Util marking recommended | Yes | No | Only if garden accepts public drainage on private property | Yes, Plan  Yes (but not filed with County) | No | Only if the property is in the Critical Area | No | Yes |
| Rain Barrel | No | No | No | No | No | No | No | No | No | Yes |
| Conservation Landscape /tree planting on private property or community property that will be completed in 24-48 hrs. | No | No | No | No | No | Yes (but not filed with County) | No | No | No | No |
| Conservation Landscape /tree planting on private property or community property that will **NOT** be completed within 24-48 hrs. | Yes, if in the Critical Area | No | No | No | No | Yes (but not filed with County | No | No | No | No |
| Removal of Invasive Species on Private Property | Yes, if in the Critical Area | Yes | No | No | No | Yes, Plan  Yes (but not filed with County) | No | Yes, if standard grading plan is submitted | Yes – if in critical area buffer | No |
| Rain Garden in the Road Right of Way, or adjacent to any Storm Drain Infrastructure | Yes | Yes, with photo of Miss Utility marking | Yes | Yes | Only if garden accepts public drainage on private property –Mail In | Yes, Plan  Yes – mail in | Only if project spans both public or private property – mail in | Only if the property is in the Critical Area | No | Yes \*\*\*Note that it may not be practical to apply |
| Conservation Landscape in the Road Right of Way | Yes | Yes | Yes, but no side view required | Yes | No | Yes, Plan  Yes-mail in | Only if project spans both public or private property - mail | Only if the property is in the Critical Area | No | No |
| Street Trees |  | | | | | | | | | |
| Storm Drain Stenciling |  | | | | | | | | | |

**Permit Package Submission**

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| **Submit Package to:** | **Package Includes:** |
| **For Projects *NOT within the Right of Way*** | |
| **Standard Grading Plan Application**:  Eugene Patterson  Code Compliance Supervisor  Department of Inspections and Permits  2664 Riva Road, Suite 200  Annapolis, MD 21401  (410) 222-7760  ippatt00@aacounty.org | 1. Standard Grading Plan Application (<http://dev.aacounty.org/departments/inspections-and-permits/permit-center/forms-and-publications/Resources/SGP.pdf>) 2. Site Plan (See Step 4: Assemble Permit Package at this link: <http://www.aacounty.org/services-and-programs/rain-gardens>). Include a photo of the Miss Utility markings! 3. Design Drawing – should have cross section and plan view. 4. Critical Area Worksheet (If applicable, <http://dev.aacounty.org/departments/inspections-and-permits/permit-center/forms-and-publications/Resources/CriticalAreaWorksheet.pdf>) |
| **Vegetative Management Plans (VMP)** (For projects within 100 ft buffer, forest conservation areas, projects on community property or questionable projects)  Bud Reaves, Licensed Forester, ISA Certified Arborist,  Anne Arundel County Inspections and Permits, Forestry Division Phone: 410-222-6707  ipreav00@aacounty.org | 1. Vegetative Management Plan   <http://www.aacounty.org/departments/inspections-and-permits/environmental-programs/forms-and-publications/Veg_Management_Plan.pdf>   1. Map of property to show natural features: i.e. wetlands, streams etc. this can be made using the WPRP watershed mapping application:   [http://gis-world3.aacounty.org/HTML5Viewer/index.html?viewer=WPRP](%20http:/gis-world3.aacounty.org/HTML5Viewer/index.html?viewer=WPRP) |
| ***For Projects in the Right of Way*** | |
| **Raingardens in the Right of Way:**  Scott Blizzard  Bureau of Highways, Right of Way Permits  Anne Arundel County Government  2662 Riva Road Annapolis, MD 21401 (410) 222-7344 office  (443) 822 2356 cell  Fax (410) 222-4504  [pwbliz01@aacounty.org](https://bos.etapestry.com/prod/oneOffEmail.do?personaTypeRef=2219.0.2583&email.to=pwbliz01%40aacounty.org&orgPersona=false&entityRoleRef=2219.0.629447) | 1. Right of Way Application http://www.aacounty.org/services-and-programs/right-of-way-permit 2. A Copy of the Standard Grading Plan Application package above. 3. Right to Discharge Agreement (Original signed and notarized) If public water is being directed to private property (<http://www.aacounty.org/departments/public-works/highways/forms-and-publications/DPW_SWMF%20RTD%20Agreement%20Dec.pdf>) 4. Maintenance Agreement (Original signed and notarized) (<http://www.aacounty.org/departments/inspections-and-permits/permit-center/forms-and-publications/Resources/inspectionandmaintenanceagreement.pdf>) 5. Dual (Combined) Agreement (Original signed and notarized) – for projects that overlap private property and public right of way (See Example on AA County Rain Garden Page <http://www.aacounty.org/departments/public-works/highways/forms-and-publications/DPW%20SWMF%20Combined%20Agreement%20Dec.pdf>) |
| **Street Tree Projects (**Can require street tree permit from State of Maryland unless working under AA County blanket permit. Begin this type of project by contacting Bud Reaves and Scott Blizzard)  Bud Reaves, Licensed Forester, ISA Certified Arborist,  Anne Arundel County Inspections and Permits, Forestry Division Phone: 410-222-6707  [ipreav00@aacounty.org](mailto:ipreav00@aacounty.org)  AND  Scott Blizzard  Bureau of Highways, Right of Way Permits  Anne Arundel County Government  2662 Riva Road Annapolis, MD 21401 (410) 222-7344 office  (443) 822 2356 cell  Fax (410) 222-4504  [pwbliz01@aacounty.org](https://bos.etapestry.com/prod/oneOffEmail.do?personaTypeRef=2219.0.2583&email.to=pwbliz01%40aacounty.org&orgPersona=false&entityRoleRef=2219.0.629447) | Street trees which are placed behind a sidewalk on closed section roads or at least eight feet from the edge of paving on open section roads usually do not obstruct sight distance and are generally not subject to these restrictions. However, a case by case review may be necessary depending on the species of tree used.   * Only DNR Approved Trees * Street Trees should not be placed:   + within 100 Feet of the Face of a STOP or YIELD Sign   + within 50 Feet of the Face of Any Other Street Sign   + within 25 Feet of a Street Light   + within 150 Feet of the Intersection to the Left or Within 100 Feet of the Intersection to the Right Along a Cross Street at an Intersection Controlled by A STOP or YIELD Sign * Lane Closures Require a Rights of Way Permit * Rights of Way  Permitting Review for any Project Placing 5 Or More Trees in a County Maintained ROW   Send Rights of Way Approval Request to: Bureau of Highways  [scott.blizzard@aacounty.org](mailto:scott.blizzard@aacounty.org)                                              Attn: Scott Blizzard or Glenn Goins  [pwgoin01@aacounty.org](mailto:pwgoin01@aacounty.org)                                                    2662 Riva Road, Suite 310                                                                                              Annapolis, Maryland |
| **Storm Drain Stenciling Projects**  Scott Blizzard  Bureau of Highways, Right of Way Permits  Anne Arundel County Government  2662 Riva Road Annapolis, MD 21401 (410) 222-7344 office  (443) 822 2356 cell  Fax (410) 222-4504  [pwbliz01@aacounty.org](https://bos.etapestry.com/prod/oneOffEmail.do?personaTypeRef=2219.0.2583&email.to=pwbliz01%40aacounty.org&orgPersona=false&entityRoleRef=2219.0.629447) | Stenciling must be approved by AA County Rights of Way Office. Send an e-mail or letter requesting permission to stencil an Anne Arundel County storm drain with following information to:  [**scott.blizzard@aacounty.org**](mailto:scott.blizzard@aacounty.org) **Bureau of** Highways  [pwgoin01@aacounty.org](mailto:pwgoin01@aacounty.org)                           Attn: Scott Blizzard or Glenn Goins                                                                    2662 Riva Road, Suite 310                                                                    Annapolis, Maryland   21401   * The Sponsoring Organization * Date of the Project * Name and Contact of the Managing Individual * Permission/Approval from the Local HOA * Exact Location of the Affected Storm Drains * Participants * Picture of the proposed Stencil or Conformation of the Standard DNR Stencil * Position of Stencil on the Storm Drain |