**Anne Arundel County Permitting Cheat Sheet** *(January 2016)*

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| **Type of Project**  | **Standard Grading Plan Application**  | **Site Plan**  | **Design Drawing with cross section and plan view** | **Rain Garden Worksheet**  | **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, but calculators might be helpful  | No  | Only if garden accepts public drainage on private property  | Yes, PlanYes (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  | 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 | 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 | No | Yes (but not filed with County | No | No | No  | No  |
| Removal of Invasive Species on Private Property  | Yes, if there will be ground disturbance | Yes  | No | No  | No  | No  | Yes, PlanYes (but not filed with County) | No | Yes, if standard grading plan is submitted  | Yes – if in critical area buffer | No |
| Projects in the road *Right of Way* or adjacent to county stormwater infrastructure |
| 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  | Yes  | Only if garden accepts public drainage on private property –Mail In  | Yes, PlanYes – 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  | No  | Yes  | No  | Yes, PlanYes-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  | *See below* |
| Storm Drain Stenciling | *See below* |

**Permit Package Submission**

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| **Submit Package to:**  | **Package Includes:**  |
| **For Projects *NOT within the Right of Way*** |
| **Standard Grading Plan Application** in Hard Copy to : John PeacockInspections and PermitsAnne Arundel County Government2664 Riva Rd. (Suite 250, second floor) Annapolis, MD 21401(410) 222 7763IPPEAC00@aacounty.org | 1. Standard Grading Plan Application (<http://www.aacounty.org/IP/Resources/StandGradingPlan.pdf>)
2. Site Plan (See Example on AA County Rain Garden Page <http://www.aacounty.org/DPW/Highways/RainGarden.cfm>) 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://www.aacounty.org/IP/Resources/CriticalAreaWorksheet.pdf>)
5. Rain Garden Worksheet (If Applicable) <http://www.aacounty.org/DPW/Highways/RainGarden.cfm>)
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| **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 Forestry Division Phone: 410-222-7441 X3230ipreav00@aacounty.org | 1. Vegetative Management Plan <http://www.aacounty.org/IP/Resources/Veg_Management_Plan2011.pdf>
2. Map of property to show natural features: i.e. wetlands, streams etc. this can be made using the GIS mapping application: http://www.aacounty.org/OIT/GIS/MyAA.cfm
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|  ***For Projects in the Right of Way*** |
| **Raingardens in the Right of Way:** Scott BlizzardBureau of Highways, Right of Way Permits Anne Arundel County Government2662 Riva RoadAnnapolis, 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 (submit Online at: <http://aacoprod.aacounty.org/DPWPortal/welcome.do>)
2. A Copy of the Standard Grading Plan Application package above.
3. Rain Garden Worksheet (If Applicable <http://www.aacounty.org/DPW/Highways/RainGarden.cfm>)
4. Right to Discharge Agreement (Original signed and notarized) If public water is being directed to private property (See Example on AA County Rain Garden Page <http://www.aacounty.org/DPW/Highways/RainGarden.cfm>)
5. Maintenance Agreement (Original signed and notarized) (See Example on AA County Rain Garden Page <http://www.aacounty.org/DPW/Highways/RainGarden.cfm>)
6. 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/DPW/Highways/RainGarden.cfm>)
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| **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 Forestry Division Phone: 410-222-7441 X3230ipreav00@aacounty.orgANDScott BlizzardBureau of Highways, Right of Way Permits Anne Arundel County Government2662 Riva RoadAnnapolis, 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:scott.blizzard@aacounty.org                                                Bureau of Highwayspwgoin01@aacounty.org                                                      Attn: Scott Blizzard or Glenn Goins                                                                                            2662 Riva Road, Suite 310                                                                                           Annapolis, Maryland   21401 |
| **Storm Drain Stenciling Projects**Scott BlizzardBureau of Highways, Right of Way Permits Anne Arundel County Government2662 Riva RoadAnnapolis, 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** **Bureau of** Highwayspwgoin01@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
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