

Concept Plan Distribution Cover Sheet

Queen Anne's County Department of Planning and Zoning
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 Email: PlanningApplications@gac.org



Project Name:

Submittal Date:

Please check all boxes for additional information that you are submitting that is applicable to your project. Use this sheet and highlight each department and provide as the top document with each submittal package.

Items to be Distributed	Planning & Zoning	Internal Critical Area	Environmental Health	Dept. of Public Works	Sanitary District	Volunteer Fire Department	Fire Marshal	Heritage Review	Department of Parks	Soil Conservation	Critical Area Commission ⁵	State Highway Admin. ⁵	P&Z Attorney ^{1/5}	Economic Development	Incorporated Town ³	911 Addressing ⁴	Bay Bridge Airport ²	Finance Department	Housing Department	Total Copies Required	Total Copies Submitted
Application Form	1	*	1	1	*	1	1	*	*	1	*	*	*	1	*	*	*	*	*	7	
Cover Letter	1	*	1	1	*	1	1	*	*	1	*	*	*	1	*	*	*	*	*	7	
Plans/Plats	1	*	1	1	*	1	1	*	*	1	*	*	*	1	*	*	*	*	*	7	
Deed to Property	1												*							1	
Review Fees	1																			1	
Property Notification ⁶	1																			1	
Critical Area Worksheet/ Environmental Assessment	*	*		*							*										
Easement / Legal Documents (list below):	*	*		*	*			*	*	*	*	*	*								
Forest Conservation	*	*								*		*									
Architecture/Elevations	1																			1	
Lighting Plan	*																				
Other Items (list below):	*	*	*	*	*			*	*			*	*	*	*	*	*	*	*		

Easement / Legal documents being submitted:

Other Items:

* If applicable to the property – provide necessary documents.

¹ If legal documents are required or revised.

² If within ½ mile – FAA & MAA approval may be necessary.

³ If within 1 mile radius.

⁴ If a new road is proposed.

⁵ Contact Planning Department to provide PDF files in lieu of hardcopies.

⁶ Property Notification is not required for Concept Plan however Staff recommends applicants provide notification.