

# Administrative Distribution Cover Sheet

Queen Anne's County Department of Planning and Zoning

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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	Dept. of Public Works	Environmental Health	Heritage Review	Economic Development	Department of Parks	Sanitary District	State Highway Admin.	Critical Area*	P&Z Attorney**	Bay Bridge Airport***	Finance Department	Incorporated Town****	911 Addressing*****	Total Copies Required	Total Copies Submitted
Application Form	1	1	1	*	*	*	*	*	*	*	*	*	*	*	3	
Cover Letter	1	1	1	*	*	*	*	*	*	*	*	*	*	*	3	
Plans/Plats	1	1	1	*	*	*	*	*	*	*	*	*	*	*	3	
Deed to Property	1									*					1	
Review Fees	1														1	
Property Notification	1														1	
Utility Letters	1														1	
Critical Area Worksheet	*								*							
Easement Documents (list below):	*	*				*	*		*	*						
Forest Conservation	*									*						
Other Items (list below):	*									*						

\* If applicable to the property – provide necessary documents

\*\*If legal documents are required or revised

\*\*\* If within ½ mile – FAA & MAA approval may be necessary

\*\*\*\* If within 1 mile radius

\*\*\*\*\* If a new road is proposed

Other Items:

Easement documents being submitted: