

# Concept Plan Distribution Cover Sheet

Queen Anne's County Department of Planning and Zoning

110 Vincit Street, Centreville, MD 21617

Telephone: 410-758-1255 Fax: 410-758-2509

Email: [devrev@qac.org](mailto:devrev@qac.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	Dept. of Public Works	Environmental Health	Economic Development	Heritage Review	Department of Parks	Sanitary District	State Highway Admin.	Volunteer Fire Department	Fire Marshall	Soil Conservation	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	1	*	*	*	*	1	1	1	*	*	*	*	*	*	6	
Cover Letter	1	1	1	1	*	*	*	*	1	1	1	*	*	*	*	*	*	6	
Plans/Plats	1	1	1	1	*	*	*	*	1	1	1	*	*	*	*	*	*	6	
Deed to Property	1												*					1	
Review Fees	1																	1	
Property Notification <sup>1</sup>	*																		
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

\*\*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

<sup>1</sup> Property Notification is not required for Concept Plan however Staff recommends applicants provide notification