



# HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING

3430 Court House Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2350

Lynda D. Eisenberg, AICP, Director

FAX 410-313-3467

January 8, 2024

Alban Limited Partnership  
11030 Guilford Road  
Annapolis Junction, MD 20701

Dear Sir or Madam:

RE: SDP-23-011, Carter Machinery, Annapolis Junction

The Subdivision Review Committee has determined the above referenced plan to be **technically complete**, subject to the ProjectDox plan markups and attached conditions. You may submit the electronic original drawings to the Department of Planning and Zoning for signature once the comments have been complied with. Confirmation of resolution of comments from those agencies listed must accompany your electronic submission. If you have any questions regarding a specific comment, please contact the review agency prior to submitting the electronic original site development plan. If, in responding to those comments, design changes are made which could affect another SRC agency, you are advised to consult with the appropriate agency prior to the submission of the electronic originals to the Department of Planning and Zoning for signature.

Howard County Department of Planning and Zoning requires site development plans to be signed electronically. Additional information on the 'Electronic Signature Process' can be found on our website at <https://www.howardcountymd.gov/planning-zoning/development-process-and-procedures>.

## **COMPLETION OF DEVELOPER'S AGREEMENTS AND PAYMENT OF FEES**

1. Submission of a Developer's Agreement to the Department of Public Works, Real Estate Services Division, and posting of financial surety for, storm drains, SWM construction and maintenance, and landscaping.

Once the cost estimates are approved by the Development Engineering Division and/or this Division, the information will be forwarded to Real Estate Services, DPW. RES, DPW will contact you regarding requirements for preparation of a Developer's Agreement. Real Estate Services requires a minimum of three (3) weeks to execute the agreement(s). This should be anticipated by the developer in scheduling submittal of the electronic original(s).

2. Submission of a Declaration of Covenants and Maintenance, and Right of Entry Agreement for Private Stormwater Management Facilities – Rain Gardens (Bio-Retention Facilities) to the Department of Public Works, Real Estate Services Division. Contact the Real Estate Services Division directly at 410-313-2330 regarding this requirement. Real Estate Services requires a minimum of three (3) weeks to execute this agreement. This should be anticipated by the developer in scheduling submittal of the electronic plan originals.
3. Payment to the Department of Public Works, Real Estate Services Division of the balance of the Department of Public Works, Engineering Review Fee. The fee is based on the final construction cost estimate approved by DPZ, Development Engineering Division.

The above conditions must be complied with prior to submission of the electronic site development plan originals and within **180 days\*** of this letter (**on or before July 6, 2024**). The Department of Public Works will provide a written receipt indicating the above conditions have been met. The receipt from Real Estate Services must accompany the submission of the electronic site plan originals.

### ***SUBMISSION OF SITE DEVELOPMENT PLAN ELECTRONIC ORIGINAL***

Once all of the above requirements have been completed, the electronic original site development plan and submission materials may be uploaded to ProjectDox with the following:

1. You will be required to execute a Developer’s Agreement which will include **\$20,670.00** of surety to ensure the completion of your landscaping obligations for this project. This Department will perform an inspection to verify installation of the required plant materials. The inspection fee required for this project is **\$155.00**. This fee must be paid to **SAP acct number 100000000-300000000-PWPZ00000000000-432105** at the time the electronic plan originals are submitted for signatures (check payable to the Director of Finance).
2. Print fee for final signed mylar Site Development Plan originals.  
(Per print sheet) **Fee \$5.00 (24 x 36)**
3. A distribution fee of **\$3.00** per plan sheet must accompany the original drawings. Additional print orders may also be submitted at this time with the electronic originals. After distribution is complete, the original SDP will be held by the DPZ.
4. Submission of an accurate 1"=100' scale reduction of the SDP indicating all commercial/industrial, apartment, mobile home or condominium buildings with building identification references and public or private streets with approved street names.  
[Note - required only when there are multiple buildings]
5. Submission of digital storm drain system and stormwater management data:

THE FOLLOWING INFORMATION SHALL BE SUBMITTED TO THE DEPARTMENT OF PUBLIC WORKS (DPW) FOR THE PURPOSE OF INCORPORATION INTO THE COUNTY’S GIS ASSET MANAGEMENT SYSTEM. This information is required prior to submission of the site development plan original to allow early incorporation of new storm drain system and stormwater management infrastructure in the County’s GIS system for asset management and State reporting purposes. However, please note that if any of the digital file information changes between the time of this early submission and when the site development plan original is submitted, a second updated version must be resubmitted at the time of the site development plan original submission.

#### Digital Storm Drain System and Stormwater Management Data Submissions

- PDF of the final plans
- GIS geodatabase, GIS shapefiles, or AutoCAD dxf with associated completed Excel file are the required formats for submissions. See [www.howardcountymd.gov/SWM](http://www.howardcountymd.gov/SWM) for templates.
- Use NAD 83 feet as coordinate system.
- Do not rotate drawing. North should be straight up.
- All nodes should snap together. No overshoots or undershoots.

- All lines must be entered using coordinate geometry, not digitized.
- Please do not send elements other than those outlined below. (No north arrow, notes, vicinity map, etc.).
- If using AutoCAD, set up layers as described in the following table (geometry colors are the developer's choice):

AutoCAD Format			
No.	Layer's Name	Description	Geometry Type
1	BMP	BMP Point Locations	Point
2	BMP Labels	BMP Unique ID Labels	Text
3	BMP Drainage Area	BMP Drainage Area Polygons	Polygon
4	Outfall	Outfall Point Locations	Point
5	Outfall Labels	Outfall Unique ID Labels	Text
6	Outfall Drainage Area	Outfall Drainage Area Polygons	Polygon
7	Manholes	Manhole Point Locations	Point
8	Manhole Labels	Manhole Unique ID Labels	Text
9	Inlets	Inlet Point Locations	Point
10	Inlet Labels	Inlet Unique ID Labels	Text
11	Pipes	Pipe Lines	Line
12	Pipe Labels	Pipe Unique ID Labels	Text
13	Easements	Easement Polygons	Polygon

Note: Font = Simplex, Height = 16.0, Width Factor = 1

This information is to be emailed to Christine Lowe at [cslowe@howardcountymd.gov](mailto:cslowe@howardcountymd.gov). The file should be named with the subdivision title and DPZ file number. If you have any questions, please contact Christine Lowe of the Department of Public Works at 410-313-0522 or [cslowe@howardcountymd.gov](mailto:cslowe@howardcountymd.gov).

6. Submission of a Forest Conservation Data Summary [attached].
7. Submission of a receipt from the DPW, Real Estate Services Division, verifying that the required Developer's Agreement/Declaration of Covenants and Maintenance, and Right of Entry Agreement for Private SWM Facilities – Rain Gardens (Bio-Retention Facilities) has been executed.

In accordance with Section 16.156(m) of the Fifth Edition of the Subdivision and Land Development Regulations, SDP originals must be submitted within **180\*** days from the date of this letter (**on or before July 6, 2024**).

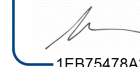
**\*In accordance with adopted Council Bill No. 51-2016, effective on 10/5/16, if the deadline date is a Saturday, Sunday, or holiday or if the County offices are not open, the deadline shall be extended to the end of the next open County office business day.**

Compliance with all conditions and/or corrections is required before the electronic original will be accepted for signature approval. Payments can be mailed to the Howard County Planning and Zoning, 3430 Court House Drive, Ellicott City, MD 21043 or dropped into the bin labeled 'DPZ' in the George Howard Building lobby. **Please submit a copy of this letter with your payment submission as it will serve as the submission checklist. DPZ staff will contact you once payment is received to review your PDox submission for completion prior to initiating the electronic signatures process. Electronic originals and supporting documentations addressing outstanding comments should be uploaded to the 'Final PDFs for Signature' and the nested support document folder prior to this meeting.**

If you have any questions, please contact Brenda Luber at (410) 313-2350 or email at [BLuber@howardcountymd.gov](mailto:BLuber@howardcountymd.gov).

Sincerely,

DocuSigned by:



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Anthony Cataldo, AICP, Chief  
Division of Land Development

AC/bl

cc: Research  
DED  
Real Estate Services, DPW  
Landscaping Coordinator  
Duffield Associates - Ben Kulp - [bkulp@verdantas.com](mailto:bkulp@verdantas.com); Steve Gorski - [sgorski@verdantas.com](mailto:sgorski@verdantas.com)

Routing for ES Originals Review Email:  
Research – Dave Dell, Carrie Vogel  
DLD – Anthony Cataldo, (Brenda Luber)  
DED – Chad Edmondson, (Paul Dimarco)  
SCD – (Alexander Bratchie)  
DILP – Jim Hobson

**FOREST CONSERVATION DATA SUMMARIES**

<b>OPTION 1: FEE-IN-LIEU</b>		<b>FOREST CONSERVATION DATA SUMMARY</b>	
File Number:		Project/Subdivision Name:	
Fee-In-Lieu Amount:	Net Tract Area:	Cash Receipt No. *:	
12-digit Watershed Number:			
Comment: Fee-In-Lieu for _____ acres of Reforestation or Afforestation (specify which is applicable) * To be completed by DPZ staff			

<b>OPTION 2: EXEMPT/DOI</b>		<b>FOREST CONSERVATION DATA SUMMARY</b>	
File Number:		Project/Subdivision Name:	
12-digit Watershed Number:			
Regulation Section: _____ (provide Regulation reference and a brief description of the applicable exemption or DOI)			

<b>OPTION 3: PREVIOUSLY ADDRESSED (including use of a FC Bank)</b>		<b>FOREST CONSERVATION DATA SUMMARY</b>	
File Number:		Project/Subdivision Name:	
12-digit Watershed Number:			
Comment: Addressed by _____ (provide file number and project/subdivision name)			

<b>OPTION 4: ON-SITE/OFF-SITE PLANTING AND RETENTION</b>		<b>FOREST CONSERVATION DATA SUMMARY</b>			
File Number:		Project/Subdivision Name:			
<b>Net Tract Area</b> <i>Net tract area under review</i>	<b>Area of Floodplain</b> unforested    forested <b>total</b>		<b>Existing Forest</b> <i>Forest in net tract area minus floodplain</i>	<b>Cleared Forest</b> All forest cleared including floodplain	
<b>Retained Forest</b> <i>Retained forest minus floodplain</i> onsite    offsite    total	<b>Planted Forest</b> onsite    offsite    total		<b>Long Term Protection</b> <i>Total amount of forest planned into LTP</i>	<b>Surety Amount Posted</b> <i>Total amount of surety posted</i>	
<b>In-Lieu Fees Amount Collected</b>	<b>Forested Stream Buffers</b> Linear Length    Acreage		<b>Planted Stream Buffers</b> Linear Length    Acreage	<b>Amount of Forest Retained but not within an Easement</b>	
12-digit Watershed Number:					

<b>OPTION 5: FOREST MITIGATION BANK</b>		<b>FOREST CONSERVATION DATA SUMMARY</b>			
File Number:		Project Name:			
<b>Net Tract Area</b>	<b>Area of Floodplain</b> unforested    forested <b>total</b>		<b>Retained Forest</b> <i>Retained forest minus floodplain</i>	<b>Planted Forest</b>	
<b>Forested Stream Buffers</b> Linear Length    Acreage	<b>Planted Stream Buffers</b> Linear Length    Acreage		<b>Long Term Protection</b> <i>Total amount of forest planned into LTP</i>	<b>Surety Amount Posted</b> <i>Total amount of surety posted</i>	
12-digit Watershed Number:					