

# NOTICE

Issued by:

## Office of Planning & Zoning

Notice #:

OPZ-22-03 - REV  
June 11, 2024

### ADMINISTRATIVE DECISION REQUEST SITE DEVELOPMENT §17-4-101(3)

Release Date:

07/12/2022  
REVISED 06/11/24

Contact:

<https://www.aacounty.org/planning-and-zoning/support>

Phone #:

410-222-7717

County Council Bill No. 99-21 exempts, under certain conditions, improvements to an existing structure, outside the critical area or bog protection area, from the site development application process. This Bill became effective on March 12, 2022.

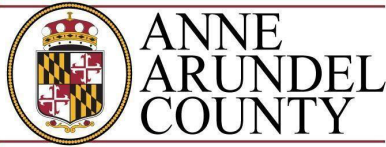
This Green Notice has been revised to address County Council Bill No. 73-23. County Council Bill No. 73-23 amended the exemption criteria instated with Bill No. 99-21 by increasing the amount of additional cumulative floor area and impervious surface that results from improvements to existing structures outside the critical area or bog protection area and requiring an increase in impervious surface to be managed and reviewed. This Bill became effective on December 29, 2023. Additionally, the associated Administrative Decision Request Procedures & Requirements guidance document has been updated to address Bill 73-23 and to provide guidance pertaining to the provision of required planting.

The purpose of this Green Notice is to provide guidance on how to obtain an Administrative Decision from the Planning and Zoning Officer regarding an exemption requested pursuant to §17-4-101(3).

Jenny B. Dempsey

*Planning & Zoning  
Officer*





M A R Y L A N D

Office of Planning and Zoning

*Jenny B. Dempsey, Planning and Zoning Officer*

## MEMORANDUM

TO: MBIA, Review Agencies, and the General Public

FROM: Jenny B. Dempsey, Planning and Zoning Officer

SUBJECT: Administrative Decision Request Site Development §17-4-101(3)

DATE: July 12, 2022 REVISED June 11, 2024

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**Note:** This Green Notice supersedes and replaces Green Notice # OPZ-21-02, dated May 10, 2021, entitled "Site Development Application Process for Minor Improvements."

The purpose of this Green Notice is to provide guidance on how to obtain an Administrative Decision from the Planning and Zoning Officer regarding an exemption requested pursuant to §17-4-101(3). This application process is to be used when the applicant applies for a permit relating to improvements to an existing structure located outside the critical area or a designated bog protection area and requests that the proposed improvements be exempt from the requirements of Article 17 Title 4, Site Development pursuant for § 17-4-101(3), when the applicant can demonstrate that the proposed improvements do not result in the following:

- (i) additional cumulative floor area of more than 4,000 square feet;
- (ii) an increase of impervious surface of more than:
  1. 1,000 square feet; or
  2. at least 1,000 square feet but not more than 4,000 square feet, provided that the new impervious surface in excess of 1,000 square feet shall be managed in the following order of priority and reviewed as part of an administrative decision request:
    - A. planting onsite at a ratio equal to the area of new impervious surface;
    - B. installation of onsite stormwater management practices; or
    - C. planting offsite at a ratio equal to the area of new impervious surface.
- (iii) a use that will generate five or more cumulative Equivalent Dwelling Units (EDU) of public water and/or sewer usage;
- (iv) a limit of disturbance of 5,000 square feet or more;
- (v) more than 50 new daily vehicle trips in the scheduled completion year of the improvements or a requirement for a traffic impact study;
- (vi) insufficient water supply for providing adequate fire suppression;
- (vii) a deficiency in the parking requirements contained in Article 18 of the Anne Arundel County Code or an inability to provide adequate onsite stacking capacity;
- (viii) the need for a variance to the applicable bulk regulations contained in Article 18 of the Anne Arundel County Code;
- (ix) inadequate land to meet landscape requirements; or,
- (x) impacts to cultural resources or impacts to scenic or historic roads.

## **Fees (no fee is required for this application)**

## **Procedures & Application**

The following materials are available on the Office of Planning and Zoning Development Resources website:  
([Development Resources | Anne Arundel County Government](#))

**Administrative Decision Request Procedures & Requirements**  
**Administrative Decision Request Application Form**