



**City of Annapolis**  
Department of Planning & Zoning  
145 Gorman Street, 3<sup>rd</sup> Fl  
Annapolis, MD 21401-2535

PlanZone@annapolis.gov • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • www.annapolis.gov

### Special Exception Application

#### Property Information

Site address 1410 and 1420 West Street, Annapolis, MD 21401  
Total site area 4.79 AC Limit of disturbance 4.79 AC Zoning district R2 and R3-NC  
Critical Area designation N/A BEA Yes  No  
Number of lots 1 Number of units 1 (Library)

#### Owner Information

Owner of property Anne Arundel County Department of Public Works  
Mail address 2662 Riva Road, 3rd Floor  
City Annapolis ST MD Zip 21401  
Phone(s) \_\_\_\_\_ Email address \_\_\_\_\_  
Agent (if not owner) Joe Holoubek Tax ID number 600007847300 &  
Phone(s) 410-222-7549 Email address JHoloubek@aacounty.org 600090013602

#### Project Description

Project type: Special Exception (SE)  
Sub-type (mark one)  
 With Site Design Plan Review  
 Without Site Design Plan Review

Description of proposed project:

A new 32,500sf Library will be constructed on the site of the existing Annapolis Regional Library.

On a separate sheet of paper, please address the applicable criteria from City Code Chapter 21.26.

**Submittal Requirements Checklist (Mark each box as completed)**

Ten (10) copies are required for each submittal and all submittal items should be folded and assembled as individual packages. If your drawings are 28"x18" or larger, please submit one full-size packet and nine (9) packets in reduced 11"x17" size.

- Completed Application Form, including written responses to all applicable review criteria
- Application fee (see Fee Schedule)
- List of persons and their addresses having a financial interest/ownership in the property
- Vicinity map showing location of subject property
- Architectural plans, as applicable:
  - Exterior building elevations/facades showing existing and proposed improvements
  - Interior floor plans of existing and proposed structures, as applicable
- Site Plan (which may include the following information, as applicable):
  - Layout of existing and proposed improvements
  - Metes and bounds (surveyed boundaries and dimensions) of the property
  - Landscaping
  - Tree preservation/conservation areas
- N/A  Critical area mitigation/lot coverage tabulations/BEA policy standards, as applicable
  - Lighting and utilities (sewer, water and power)
  - Utility plan (sewer, water, power)
  - Grading/sediment control plan
  - Land use information (use, zoning and owners of adjoining properties)

Two (2) sets of #10 envelopes, with postage, addressed to all property owners within 200 feet of the subject property. Applicant must coordinate the mailing of the public notice with the Department.

Additional information, such as traffic impact studies, tree inventories, landscape maintenance agreements and moderately priced dwelling unit agreements, may be required in conjunction with a specific application.

A dated picture of the Public Notice Sign posted in front of the property is also a required part of the application. Sign will be available from Planning and Zoning when the application is determined to be otherwise complete. The sign must be posted for 15 days.

Signature of property owner   Date 8/4/2016

For more information on the application process, please visit [www.annapolis.gov](http://www.annapolis.gov) and refer to the City Code, Chapter 21.26 Special Exceptions.

You can also track the progress of your application under "Project Search" at the City's on-line permitting site: <http://etrakit.annapolis.gov/>.