Agricultural Preservation Advisory Board

Agenda Item Request Submittal Checklist

Name of Project: ________________________________________________________________________

Tax Map: __________ Parcel: __________ Acreage: __________

Project Property Address: _________________________________________________________________

Name of Property Owner: _________________________________________________________________

Email for Property Owner: _________________________________________________________________

Property Owner Mailing Address: ___________________________________________________________

Agent: _________________________________________________________________________________

Email for Agent: ____________________________________________________________

Agent Mailing Address: ___________________________________________________________________

*Following is a list of required documents that should be included with an agenda item request. If the submittal package does not contain the following it will not be accepted until complete. Please refer to the APAB meeting schedule for submittal deadlines. The request submittal should include 7 copies (1 for each board member and 1 for staff)

1. ______ Checklist
2. ______ Request Letter (addressed to the APAB) with project description
3. ______ Site plan showing entire APD and all labeled structures within APD
4. ______ Site plan showing zoomed detail of project
5. ______ Color Aerial of APD
6. ______ Color Aerial of Project
7. ______ Title History
8. ______ Boundary Survey (if available)

*Please package Items 1 – 7 into individual complete packages.

Checked By: ______ Date Accepted: ______ Owner & Agent Notified: ______ APAB Date: _______

Maryland Relay for Impaired Hearing or Speech: 1-800-735-2258