



**City of Annapolis**  
**Department of Planning and Zoning**  
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Annapolis, MD 21401-2529

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## Pre-application Meeting

Thank you for participating in the City of Annapolis Pre-application Process. Please read and sign below in order to participate in a pre-application meeting. A signed copy of the form must be submitted to the Department of Planning and Zoning before your scheduled meeting.

Pre-application meetings are informal meetings with plan review staff. They are conducted as a courtesy and are not mandatory. It is the responsibility of the applicant to take notes as no minutes will be taken and information from pre-application meetings will not be stored in the City's online tracking system. Pre-application meetings **ARE NOT** an official plan review. Plans will be formally reviewed when they are submitted with your permit application.

The meetings are intended to give an applicant a chance to meet some of the plan review staff and to gather information on what submittals may be required.

They provide an opportunity to avoid having to submit costly revisions by getting clarification before your plans are submitted as part of your permit application.

Pre-application meetings are designed to give the applicant an overview of issues that may affect your project and what codes may apply. Please note that in some cases the installation of a sprinkler system may be required. It is difficult to provide specific feedback on the sprinkler system installation requirements as this information is not necessarily available at the pre-application stage.

Plan reviews are not an assessment of existing conditions at your property. It is the responsibility of the applicant to have an evaluation of existing conditions. In some cases, conditions uncovered during construction may result in a need for additional work, not included in the permit application.

Applicants are required to submit six sets of printed plans **at least one week in advance** of the pre-application meeting. Because the meetings are informal, plans submitted for a pre-application meeting do not need to be stamped by an architect or engineer. *Plans should, at a minimum, include a site plan and a scaled floor plan including all means of egress, and any construction to be done.* **If plans are not received a week in advance, the pre-application meeting may be canceled.**

It should be noted that in some instances the reviewers at the pre-application meeting are not the same people who reviews your plans. Fire Marshal, Health Department and grading permit reviews are performed by a third-party. The feedback you receive at the pre-application meeting may vary from the feedback you receive from the actual reviewer once your permit application is submitted.

Capital facilities and/or connection charges may be assessed if: (1) there is a change of use, (2) there is a new or upgraded water/sewer connection, (3) the business or building is new or expanded or (4) if additional seating is being added. Please note that, per City Code [Section 17.28.090](#), any of these conditions may be subject to capital facility assessment charges. If applicable, the minimum capital facility charge is \$6,500.

*I acknowledge that I have read and understood the contents the above information before completion of this form.*

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email address \_\_\_\_\_

Address of property \_\_\_\_\_

Current Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

Date Scheduled \_\_\_\_\_ Time \_\_\_\_\_ Plan Submittal Due \_\_\_\_\_

For information about scheduling a pre-application meeting, contact the Department of Planning and Zoning at [410-260-2200](tel:410-260-2200).