



**CALVERT COUNTY  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD**

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*Board of Commissioners*  
Mike Hart  
Tom Hejl  
Pat Nutter  
Evan K. Slaughenhaupt Jr.  
Steven R. Weems

**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: \_\_\_\_\_