



# CALVERT COUNTY AGRICULTURAL PRESERVATION ADVISORY BOARD

150 Main Street  
Prince Frederick, Maryland 20678  
410-535-1600  
www.calvertcountymd.gov

**Board of Commissioners**  
Mark C. Cox Sr.  
Catherine M. Grasso  
Earl F. Hance  
Mike Hart  
Todd Ireland

## Agricultural Preservation Advisory Board Agenda Item Request Submittal Checklist

Name of Project: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Acreage: \_\_\_\_\_

Project Property Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent Email: \_\_\_\_\_ Agent Phone Number: \_\_\_\_\_

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 [2026 Meeting Dates](#) 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: \_\_\_\_\_**