

Jay C. Voight, Zoning Administrator  
Office of Zoning Administration  
410-386-2980, fax 410-386-2451  
Toll-free 1-888-302-8978  
MD Relay service 7-1-1/1-800-735-2258



Thomas S. Devilbiss, Director  
Department of  
Land and Resource Management  
Carroll County Government  
225 North Center Street  
Westminster, Maryland 21157

### PLEASE READ CAREFULLY

**TO:** APPLICANTS TO THE ZONING ADMINISTRATOR

**RE:** FILING OF APPLICATIONS

An application for a hearing must be filed with the staff in Room 111 of the County Office Building. The fee for a hearing before the Zoning Administrator is \$150.00. **In order to grant relief requested by the Applicant for a variance, according to the Code of Public Laws and Ordinances of Carroll County, Chapter 158.130, it is the Applicant's responsibility to demonstrate that strict compliance with the County Zoning Ordinance and/or the County's Development and Subdivision of Land Ordinance would result in practical difficulty or unreasonable hardship which has not been caused by the act of the Applicant or the Applicant's predecessors in title. Furthermore, for an accessory use, the Applicant must demonstrate that the relief requested will not violate the purpose and intent of the regulation, or cause or be likely to cause substantial injury to the public health, safety, and general welfare.** Applicants are responsible for providing the required information and plans, which must be legible, correct, and complete.

- \* A drawing with measurements must be attached if the basis of your request is for height, setbacks, parking, loading, distance, other dimensional requirements or area, according to Chapter 158.130. (Example – a drawing showing a detached garage and the exact location from the property line).
- \* The property line(s) involved in the request shall be marked by a licensed surveyor at least two (2) weeks prior to the hearing, along with the location of the proposed structure, and shall remain until the use and occupancy certificate is issued.
- \* Photographs are required depicting the specific area involved in this application.
- \* The staff may provide assistance, but will not assume the applicant's responsibility.
- \* Applicants who do not own the property must attach a copy of the document confirming their legal interest in the property; e.g. contract of sale or other evidence of their right to file an application.
- \* Enforcement of the provisions of the Zoning Ordinance will be pursued unless stayed by filing a complete application.
- \* Applications will be accepted until 4:00 p.m. on the date that they are due.

**CARROLL COUNTY**

*a great place to live, a great place to work, a great place to play*

- \* An application for a Zoning Administration hearing that requires a building permit will **NOT** have to file a zoning certificate application and zoning certificate affidavit. All other hearings will require a zoning certificate application and a zoning certificate affidavit to be submitted with a check for \$25.00, along with the application for a Zoning Administration hearing.
- \* **Incomplete applications shall be rejected and returned to the applicant via first class U.S. mail.**

Application for a Zoning Administration Hearing is hereby made to the Zoning Administration Office, Room 111 of the Carroll County Office Building, as provided by the Code of Public Local Laws and Ordinances of Carroll County, Chapter 158.130.

**(PLEASE PRINT OR TYPE)**

\*Applicant: \_\_\_\_\_ \*Phone No.: \_\_\_\_\_

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

\*Address of Property: \_\_\_\_\_

\*Owner of Property (If other than Applicant): \_\_\_\_\_

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

\*If not Owner, state legal interest in property: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

\*Property Account No.: \_\_\_\_\_ \*Election District: \_\_\_\_\_

\*Tax Map: \_\_\_\_\_ \*Block/Grid: \_\_\_\_\_ \*Parcel: \_\_\_\_\_

\*Subdivision Name: \_\_\_\_\_ \*Lot: \_\_\_\_\_ \*Lot Acreage: \_\_\_\_\_

**\*EXPLAIN YOUR REQUEST:**

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**FOR OFFICE USE ONLY**

Zoning District \_\_\_\_\_ Variance \_\_\_\_\_ Accessory Use \_\_\_\_\_

**APPLICATION FOR HEARING  
FILING FEE**

Tax-exempt institutions, including County agencies or departments, are exempt from the filing fee.

As provided by the Code of Public Local Laws and the County Commissioners of Carroll County, the filing fee is **\$150.00** for administration, posting of public hearing notice, and mailing costs.

**Please make check payable to: Carroll County Commissioners**

**The Applicant consents to the posting of a hearing notice and authorizes County officials to inspect the site at reasonable times and in a reasonable manner.**

**UNDER THE PENALTIES OF PERJURY, I DECLARE THAT I HAVE PREPARED AND EXAMINED THIS APPLICATION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT, AND COMPLETE.**

\* \_\_\_\_\_  
DATE

\* \_\_\_\_\_  
APPLICANT/APPELLANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ATTORNEY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARTNERSHIP, FIRM OR CORPORATION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OFFICE AND TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER OF PROPERTY

(If different from Applicant hereby authorizing the application)

**APPLICATION FOR HEARING  
CERTIFIED LIST OF CONTIGUOUS PROPERTY OWNERS AND ADDRESSES**

**The applicant is responsible** for the provision and certification of a list of all contiguous (adjoining) property owners and their mailing address, including tax map, block/grid, and parcel numbers, and any owners of property situated on the opposite side of any street or road from the property involved in this application, in order that notification of the public hearing can be forwarded to the owners by first class mail. (Code of Public Local Laws and Ordinances, Chapter 158.130) Attach additional sheets, if necessary. **This information can be obtained from the State Department of Assessments & Taxation located at 17 East Main Street, 2<sup>nd</sup> Floor, Westminster, Maryland, Monday through Friday 8:00 A.M. to 5:00 P.M or at [www.dat.state.md.us](http://www.dat.state.md.us).**

**PLEASE PRINT OR TYPE**

Name: \_\_\_\_\_  
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Tax Map: \_\_\_\_ Block: \_\_\_\_ Parcel: \_\_\_\_

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**ZONING ADMINISTRATION  
HEARING SCHEDULE**

**2017**

<b>APPLICATIONS ARE ACCEPTED MONDAY THRU FRIDAY BY 4:00 PM BY THE DATES LISTED BELOW</b>	<b>PUBLIC HEARINGS ARE HELD THE 1<sup>ST</sup> WEDNESDAY OF EACH MONTH</b>
12/02/16	1/04/17
1/06/17	2/01/17
2/03/17	3/01/17
3/03/17	4/05/17
4/07/17	5/03/17
5/05/17	6/07/17
6/02/17	7/05/17
7/07/17	8/02/17
8/04/17	9/06/17
9/01/17	10/04/17
10/06/17	11/01/17
11/03/17	12/06/17
12/01/17	1/03/18

**SIGNS POSTED & NOTICES MAILED AT LEAST 14 DAYS PRIOR TO HEARING**

**SITES VISITED APPROXIMATELY 1 WEEK PRIOR TO HEARING**