

Jay C. Voight, Zoning Administrator

410-386-2980, fax 410-386-2451
Toll-free 1-888-302-8978
MD Relay service 7-1-1/1-800-735-2258



Office of Zoning Administration

Department of
Land Use, Planning, & Development
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, §223-181.1, 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 223.181. (Example – a drawing showing a detached garage and the exact location from the property line).
- * 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.
- * An application for a Zoning Administration hearing that requires a building permit will **not** have to file for a zoning certificate. All other hearings will require a zoning certificate application to be submitted, along with the application for a Zoning Administration hearing. Payment of \$25.00 will be due the day of the hearing, upon approval.
- * **Incomplete applications shall be rejected and returned to the applicant via first class U.S. mail.**

CARROLL COUNTY

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

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, Section 223-181.1.

(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:**

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, Chapter 223-154 (C) 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: County Commissioners of Carroll County)

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 223, §223-181.1B.) Attach additional sheets, if necessary. **This information can be obtained from the State Department of Assessments & Taxation located at 17 East Main Street, 2nd Floor, Westminster, Maryland, Monday through Friday 8:00 A.M. to 5:00 P.M or at www.dat.state.md.us.**

PLEASE PRINT OR TYPE

Name: _____
Address: _____
City: _____
Tax Map: ____ Block: ____ Parcel: ____

Name: _____
Address: _____
City: _____
Tax Map: ____ Block: ____ Parcel: ____

Name: _____
Address: _____
City: _____
Tax Map: ____ Block: ____ Parcel: ____

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Address: _____
City: _____
Tax Map: ____ Block: ____ Parcel: ____

Name: _____
Address: _____
City: _____
Tax Map: ____ Block: ____ Parcel: ____

**ZONING ADMINISTRATION
HEARING SCHEDULE**

2012

APPLICATIONS ACCEPTED UNTIL 4:00 P.M. THE 1ST FRIDAY OF EACH MONTH	PUBLIC HEARING THE 1ST WEDNESDAY OF EACH MONTH
12/02/11	1/04/12
1/06/12	2/01/12
2/03/12	3/07/12
3/02/12	4/04/12
4/06/12	5/02/12
5/04/12	6/06/12
6/01/12	Thursday 7/05/12
7/06/12	8/01/12
8/03/12	9/05/12
9/07/12	10/03/12
10/05/12	11/07/12
11/02/12	12/05/12
12/07/12	1/02/13

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

SITES VISITED APPROXIMATELY 1 WEEK PRIOR TO HEARING

