

Board of Zoning Appeals
Board of License Commissioners
410-386-2094
Fax: 410-386-2444
1-888-302-8978
MD Relay Service 7-1-1/800-735-2258



Office of Administrative Hearings
Carroll County Government
225 North Center Street
Westminster, Maryland 21157-5194

TO: APPELLANTS TO THE BOARD OF ZONING APPEALS

RE: FILING OF NOTICES OF APPEALS

A Notice of Appeal must be filed with the Board of Zoning Appeals Office in Room 113 of the County Office Building. The fee is determined according to the attached Fee Schedule. Appellants are responsible for providing the required information and plans, which must be legible, correct, and complete. Please note the following in completing your application:

- The staff of the Board of Zoning Appeals Office may provide assistance; however, staff is unable to provide legal advice and the handling of the Appeal is the Appellant's responsibility.
- **Incomplete appeals shall be rejected as required by the Code of Public Local Laws and Ordinances, Section 223-188(D).**
- Appellants 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, lease, or other evidence of their right to file an application or appeal. This requirement does not apply to people appealing a determination or Notice of Violation by the Zoning Administrator regarding use of land owned or leased by others.

**APPLICATION FOR NOTICE OF APPEAL
CERTIFIED LIST OF CONTIGUOUS PROPERTY OWNERS AND ADDRESSES**

The Appellant is responsible for the provision and certification of a list of all contiguous (adjoining) property owners and their mailing addresses including Tax Map, Block, 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, Section 223-189) 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.**

PLEASE PRINT OR TYPE

Name: _____
Address: _____
City/State/Zip: _____
Tax Map: _____ Block: _____ Parcel: _____

Name: _____
Address: _____
City/State/Zip: _____
Tax Map: _____ Block: _____ Parcel: _____

Name: _____
Address: _____
City/State/Zip: _____
Tax Map: _____ Block: _____ Parcel: _____

Name: _____
Address: _____
City/State/Zip: _____
Tax Map: _____ Block: _____ Parcel: _____

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City/State/Zip: _____
Tax Map: _____ Block: _____ Parcel: _____

Name: _____
Address: _____
City/State/Zip: _____
Tax Map: _____ Block: _____ Parcel: _____

Name: _____
Address: _____
City/State/Zip: _____
Tax Map: _____ Block: _____ Parcel: _____

**APPLICATION FOR NOTICE OF APPEAL
FILING FEE**

Tax-exempt institutions, including County agencies or departments, are exempt from the filing fee, but not hearing room rental costs.

As provided by Code of Public Local Laws and Ordinances, Section 223-193 and the County Commissioners of Carroll County, the filing fee is: **(according to FEE Schedule – attached)**

(Please make check payable to: County Commissioners of Carroll County)

- a. For administration, publication of legal notices, posting of public hearing notice and mailing costs: **(See attached Fee Schedule)**
- b. If this application is withdrawn before the Notice of Public Hearing has been published, one-half of the fee is refundable.
- c. If this application is withdrawn after the Notice of Public Hearing has been published, the fee and costs are not refundable.
- d. The Appellant shall be responsible for the payment of costs for the rental of a hearing room having sufficient seating capacity to conduct the public hearing if the Board of Zoning Appeals determines that the seating capacity of the County Office Building is insufficient for the public hearing of this application. Payment shall be made to the County Commissioners of Carroll County within thirty days from receipt of a statement from the Board of Zoning Appeals of such costs.

The Appellant consents to the posting of a Hearing Notice and authorizes County officials to inspect the site at reasonable times and in a reasonable manner. (Code of Public Local Laws, and Ordinances, Section 223-190(F) and 189 - Posting

UNDER 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

APPELLANT

DATE

ATTORNEY

DATE

PARTNERSHIP, FIRM OR CORPORATION

DATE

OFFICE AND TITLE

DATE

OWNER OF PROPERTY
(If different from Appellant hereby authorizing the application)

CARROLL COUNTY BOARD OF ZONING APPEALS FEE SCHEDULE

<u>NON-CONFORMING USES</u>	<u>FILING FEE</u>
Alterations, Enlargements, etc.	\$360.00
Relocation of junkyard to other location	360.00
Change to another non-conforming use.....	360.00
All other requests	225.00

<u>CONDITIONAL USES</u>	
Communication towers or complexes	800.00
Gun clubs/shooting range	800.00
Airports, public	800.00
Airports, private	400.00
Landfills	800.00
Multi-family (including two-family)	400.00
Kennel (ten or more dogs)	400.00
Mobile home park	800.00
Mini-storage.....	800.00
Sheltered housing.....	400.00
Business uses in "I" Industrial zones.....	400.00
Petroleum storage tanks, two or more (above 1,000 gal.)	400.00
Contractor's equipment storage yards	400.00
Bituminous concrete mixing plants, etc.....	400.00
Sign painting shops.....	400.00
Auto body repairs and painting shop	400.00
Resident professional within a dwelling, if more than 3 employees	400.00
Extractive type industries	800.00
Liquid or dry fertilizer storage and/or sales.....	400.00
Retreat or conference centers.....	400.00
All other requests	225.00

<u>VARIANCES</u>	
Industrial	400.00
Commercial.....	400.00
Multi-family.....	400.00
Single-family	225.00
Other requests	225.00

<u>ADMINISTRATIVE APPEALS</u>	
Planning Commission.....	1,450.00
Zoning Administrator	225.00
Other requests	225.00

<u>MISCELLANEOUS</u>	
Reconsideration	400.00
Requests for extension of time	225.00
Other requests	225.00