

Board of Zoning Appeals
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: APPLICANTS TO THE BOARD OF ZONING APPEALS

RE: FILING OF APPLICATION FOR HEARING

An Application for Hearing 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. Applicants are responsible for providing the required information and plans, which must be legible, correct, and complete. Please note the following in completing your application:

- If the lot or tract is part of a recorded subdivision, a copy of the recorded plat must be filed with the application.
- Photographs are recommended to demonstrate to the Board the specific area involved in this 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 application is the Applicant's responsibility.
- **Incomplete applications shall be rejected as required by the Code of Public Local Laws and Ordinances, Section 223-188(D)**

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, lease, or other evidence of their right to file an application.

Explain Request:

CONDITIONAL USE for _____

Basis: Code of Public Local Laws and Ordinances, Section/s: _____

VARIANCE (The purpose of the request and the amount of variance needed, i.e., the difference between what the law requires and what exists, or will exist on the property). _____

Basis: Code of Public Local Laws and Ordinances, Section/s: _____

EXPANSION OF NON-CONFORMING USE (Include what will be submitted to prove the length of time of the non-conformity, the current use and the proposed use). _____

Basis: Code of Public Local Laws and Ordinances, Section/s: _____

**APPLICATION FOR HEARING
PLOT PLAT**

The Applicant is responsible for providing the following information, drawn to scale, or submitting separate plans with this form. If this property appears on a recorded subdivision plat, use a copy of the plat to prepare the plot plan if possible. In any case, attach a copy of the recorded subdivision plat to this application.

Show the “limits of disturbance” associated with the project on the plat plan. Indicate the approximate amount of disturbance associated with the work in square footage as well.

Attached Not Applicable

To the left of all items below, check if applicable or not applicable to this application.

<u>Applicable</u>	<u>Not Applicable</u>	<u>Existing Conditions</u>
1. <input type="checkbox"/>	<input type="checkbox"/>	Shape and dimensions of the property (drawn to scale).
2. <input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions, and identification of abutting public and private roads, including width of road right-of-way.
3. <input type="checkbox"/>	<input type="checkbox"/>	Existing buildings, structures, driveways, sidewalks, above ground utilities, parking areas, signs, outdoor lighting, etc.
4. <input type="checkbox"/>	<input type="checkbox"/>	Distances from existing buildings to all property lines (front, side, and rear).
5. <input type="checkbox"/>	<input type="checkbox"/>	Location of any on-site well or sewerage disposal system.
6. <input type="checkbox"/>	<input type="checkbox"/>	Location of natural features, including trees, bushes, streams, ponds, springs, wetlands, and steep slopes.

<u>Applicable</u>	<u>Not Applicable</u>	<u>Proposed Development</u>
1. <input type="checkbox"/>	<input type="checkbox"/>	Proposed buildings, structures, building additions, sheds, fences, driveways, parking areas (including type of proposed surface), signs, outdoor lighting, and access to public and private streets (including dimensions).
2. <input type="checkbox"/>	<input type="checkbox"/>	Distances from proposed building, structure, addition, sheds, fences, etc. to all property lines.
3. <input type="checkbox"/>	<input type="checkbox"/>	Location and dimension of proposed outdoor play area (for day care centers) and outdoor storage.
4. <input type="checkbox"/>	<input type="checkbox"/>	What is the current use of land and what is the proposed use(s).

<u>Applicable</u>	<u>Not Applicable</u>	<u>Proposed Development</u>
5. <input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed stormwater drainage easements and facilities.
6. <input type="checkbox"/>	<input type="checkbox"/>	Any additional site information that will assist in presentation of request, e.g., floor plans, renderings, schematics, building elevations.

If plot plan is larger than 8.5 inches by 11 inches, please submit **7** copies with application.

Plan prepared/completed by: _____

**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 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:_____

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

Name: _____
Address: _____
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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:_____

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

**APPLICATION FOR HEARING
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 Applicant/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 Applicant consents to the posting of a Hearing Notice-189B 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 223-189

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

APPLICANT

DATE

ATTORNEY

DATE

PARTNERSHIP, FIRM OR CORPORATION

DATE

OFFICE AND TITLE

DATE

OWNER OF PROPERTY

(If different from Applicant hereby authorizing the application)

CARROLL COUNTY BOARD OF ZONING APPEALS

FEE SCHEDULE

NON-CONFORMING USES

	<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

CONDITIONAL USES

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

VARIANCES

Industrial	400.00
Commercial.....	400.00
Multi-family	400.00
Single-family.....	225.00
Other requests	225.00

ADMINISTRATIVE APPEALS

Planning Commission	1,450.00
Zoning Administrator.....	225.00
Other requests	225.00

MISCELLANEOUS

Reconsideration.....	400.00
Requests for extension of time.....	225.00
Other requests	225.00

