

**ADMINISTRATIVE VARIANCE
FEE SCHEDULE**

Single Variance.....	\$75.00
Multiple Variances.....	\$75.00 per Variance
Revision to a Previously Approved Variance.....	\$75.00
Revision/Modification of a Variance.....	\$75.00

One complete application package must be filed in order for a variance case to be created and reviewed. The attached application form contains details and requirements for submitting the application. Complete applications shall be submitted to the Department of Planning & Zoning.

Application fees will only be refunded if written notice of withdrawal of the application is received in the Department of Planning and Zoning prior to the review of the application.

APPLICATIONS AND PLANS THAT ARE INCOMPLETE ARE NOT CONSIDERED TO HAVE BEEN PROPERLY SUBMITTED AND WILL BE RETURNED TO THE APPLICANT FOR COMPLETION BEFORE BEING REVIEWED.

APPLICATION PACKAGES

One (1) complete application package and the appropriate application fee must be submitted to the Administrative Variance Planner in order for an application to be reviewed. Applications must include the following:

- A completed application form and required application fee.
- A single copy of the referral form prepared by the Department of Planning and Zoning staff member responsible for referring the case for variance review. It must indicate the purpose of the referral and the Zoning Ordinance section from which relief is sought.
- Signed written documents from all affected property owners demonstrating their support of the variance for the specific proposed development activity.
- A plan of the proposed construction or use. The plans must include all the detailed information noted below.

PLAN REQUIREMENTS

- A plat of the property, drawn to scale. The scale must be no smaller than 1 inch = 40 feet for house plot plans, or 1 inch = 50 feet for larger development site plans.
- Sediment and erosion control measures and stormwater management devices, as required for the development type (you may need to contact Soil Conservation Service and Div. of Engineering, respectively)
- Tree cover and location of existing and proposed major tree and shrub areas, and the limit of clearing and/or disturbance
- For lots created in subdivisions prior to 1984, calculations of impervious surfaces for the entire lot
- Building Restriction Lines
- Dimensions and locations of existing and requested structures and improvements, including principal and accessory buildings and structures, walkways, driveways and roads, parking, and well and septic system
- Distances to property lines of the requested development
- Floodplains, waterways and wetlands, including named waterways and un-named streams and wetlands, and the distances to these waterways and wetlands from the proposed development or activity
- Required buffers from wetlands and waterways
- Critical Area line if applicable
- A plan exhibiting Health Department approval, where applicable, must be provided. Additional information or documents may be included with the application and will be retained in the file for the case.

***** The Administrative Variance Officer has the authority to waive the requirement for any of the information noted above. The Administrative Variance Officer may also require additional information before rendering a decision on your request. *****

**CALVERT COUNTY
ADMINISTRATIVE VARIANCE**

150 Main St.
Prince Frederick, MD 20678
410-535-2348 * 301-855-1243
TDD 800-735-2258

(P&Z USE ONLY)
FEES: PER FEE SCHEDULE
Date Filed: _____
Fees Paid: _____
Receipt No.: _____
Rec'd By: _____
Case No.: _____

APPLICATION FOR VARIANCE

NOTE: IN SUBMITTING THIS APPLICATION, YOU GRANT THE ADMINISTRATIVE VARIANCE OFFICER AND STAFF THE RIGHT OF UNSCHEDULED ENTRY ONTO THE PROPERTY FOR PURPOSES OF OBTAINING INFORMATION AND PHOTOGRAPHS FOR A STAFF REPORT.

PROPERTY DESCRIPTION:

Tax Map No. _____ Parcel _____ Block _____ Section _____ Lot _____

Tax ID No. _____ Property Zoning Classification _____

Property Address _____

Has subject property ever been before the Board of Appeals? ___ (yes) ___ (no)

Has subject property ever submitted for/received Administrative Variance? ___ (yes) ___ (no)

If yes to either, give Case No. and date: _____

PROPERTY OWNER(S):

PRINTED NAME(s): _____

MAILING ADDRESS: _____

TELEPHONE: HOME: _____ WORK _____ CELL _____

EMAIL ADDRESS _____

Owner's Signature and Date

Co-Owner's Signature and Date

APPLICANT (if different from owner):

PRINTED NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS _____

Applicant's Signature and Date

Co-Applicant's Signature and Date

**ADMINISTRATIVE VARIANCE
REFERRAL FORM**

The purpose of the preliminary project review is to determine the variance necessary for completion of the project you propose. You must have this form completed by the appropriate Planning and Zoning staff member before filing your application for review.

Property Owner _____

Property Address _____

Property Location: Tax Map _____ Parcel _____ Lot _____ Section _____ Plat _____

Project Description _____

Zoning _____ Permit No.(s) _____

The project described above requires the following variance(s), in accordance with the Zoning Ordinance sections noted:

Variance Required	Zoning Ordinance Section

Applicant's Signature:

Name

Date

This project was reviewed by the undersigned staff member:

Name

Date

PURPOSE OF VARIANCE

REQUEST IS FOR: (check all items that apply)

- Variance
- Multiple Variances
- Revision to a Previously Approved Variance

Describe in specific detail the reason each item is requested. Building Restriction Line (BRL) variances must state which BRL is at issue (i.e., front/side/rear) and indicate distances required and proposed (Example: A variance in the front setback from 60 feet to 30 feet for construction of a garage). Sign height variances must state the permitted height as well as the proposed height. Parking variances shall state the number of required and proposed parking spaces. Forest Conservation variances require a plan to delineate the disturbance of priority trees, shrubs and plants.

DIRECTIONS TO PROPERTY FROM COURTHOUSE: (NOTE: FAILURE TO PROVIDE COMPLETE AND ACCURATE DIRECTIONS MAY RESULT IN A DELAY TO YOUR CASE)

AFFECTED PROPERTY OWNERS LIST

YOU MUST LIST THE NAMES AND ADDRESS OF ALL AFFECTED PROPERTY OWNERS. THIS INCLUDES ALL OWNERS WHICH ABUT THE SIDE OR REAR PROPERTY LINE FROM WHICH THE VARIANCE IS SOUGHT. IN THE CASE OF A VARIANCE REQUEST TO THE FRONT SETBACK, THIS INCLUDES THE OWNERS OF ALL PROPERTIES THAT ABUT A SIDE PROPERTY LINE AND LIE DIRECTLY ACROSS THE STREET FROM THE SUBJECT PROPERTY. SIGN HEIGHT, PARKING, AND FOREST CONSERVATION VARIANCES REQUIRE SIGNATURES FROM ALL OWNERS OF PROPERTIES WHICH ABUT THE SUBJECT PROPERTY. NOTE: FAILURE TO CORRECTLY LIST NAMES AND ADDRESSES OF ALL AFFECTED PROPERTY OWNERS MAY RESULT IN A DELAY TO YOUR REVIEW.

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

IF YOUR PROPERTY ADJOINS A PRIVATELY OWNED ROAD, YOU MUST LIST THE NAME AND ADDRESS OF THE OWNER BELOW:

Name: _____

Address: _____

ADMINISTRATIVE VARIANCE
AFFECTED PROPERTY OWNER

Date:

Applicant:

Address:

Affected Property Owner:

Address:

Description of Administrative Variance Requested:

As an affected property owner, you are being asked to weigh in on whether or not you support the requested reduction to the building setback/increase in sign height/reduction of parking requirements as required by the Calvert County Zoning Ordinance.

_____ I (We) **support** the proposed reduction to the building setback/increase in sign height/reduction of parking requirements/disturbance of priority trees, shrubs and plants.

_____ I (We) **object** to the proposed reduction to the building setback/increase in sign height/reduction of parking requirements/disturbance of priority tree, shrubs and plants.

Reason for Objection:

Signature

Date

ADMINISTRATIVE VARIANCE PROPERTY POSTING REQUIREMENTS

When your Administrative Variance application has been accepted, you will also be given a printed sign that must be placed on your property as described below. If you are not given a sign, please ask for one. The Administrative Variance application fee includes the cost of one printed sign. Should you need another sign for any reason, the charge is \$5.00 per sign.

You must use the information contained in this letter to complete the sign. Upon completion of posting the sign for ten days, the signed affidavit must be submitted to the Review Planner.

Signposts must meet the height requirements noted below. Lusby Hardware on Main Street has agreed to carry signposts that meet these requirements. You may purchase one from them or construct your own.

SIGN POSTING PROCESS

1. Obtain a sign from the Department of Planning and Zoning.
2. Obtain or construct a signpost that allows the sign to be posted no less than 2 feet and no more than 5 feet above ground level.
3. Carefully read the letter you receive from Planning & Zoning regarding your case.
4. Use a black, waterproof marker to insert the proper information in the correct blank spaces on the sign. Make sure your sign includes the case number, and the description of the variance request.
5. You must post the sign on the subject property for at least 10 days. The sign shall be posted within 15 feet of the boundary line of the property that abuts the most traveled County, State or private road. If no such road abuts the property, then the sign must be posted facing in such a manner as may be most readily seen by the public.
6. The sign must remain continuously posted on the subject property until the Administrative Variance Officer has rendered a decision on the case.
7. After the sign have been posted, you must sign and return the attached affidavit to the Office of Planning & Zoning in order for the variance request to be reviewed by the Administrative Variance Officer.

NOTE

Your application will not be considered properly advertised if the sign posting requirements noted above are not met. The Administrative Variance Officer cannot take action on your request until the requirements are met.

Calvert County

Administrative Variance

Affidavit of Sign Posting

Note: This form is to be provided to the Permit Planner prior to approval of the application.

Case Number: _____

Applicant(s): _____

Subject Property Address: _____

I have posted the Administrative Variance sign on the above-named property in accordance with Section 11-3.C.2. of the Calvert County Zoning Ordinance, which has been provided to me. The sign was posted at least 10 days prior to submitting this form.

I solemnly affirm under penalty of perjury that the contents of this affidavit are true and correct to the best of my knowledge and belief.

(Name: Please Print)

(Signature and Date)

Notice to Applicant: This signed and dated Affidavit of Sign Posting must be included in the final package presented to the Administrative Variance Officer . Failure to present the Affidavit will result in denial of the application. If the application is denied, resubmittal of the application will require an additional fee.