

**BOARD OF APPEALS  
FEE SCHEDULE**

Single Variance.....	\$150.00
Multiple Variances.....	\$150.00 per Variance
Revision to a Previously Approved Variance.....	\$150.00
Reconsideration of a Previous Decision of the Board of Appeals.....	\$150.00
Re-Scheduling of a Case Previously Postponed by the Applicant.....	\$150.00
Decision on an Alleged Error.....	\$300.00
Special Exception.....	\$300.00
Extension of Time Limit on a Special Exception.....	\$300.00
Revision/Modification of a Special Exception.....	\$300.00
Expansion of or change in Non-Conforming Use.....	\$300.00
Request for Communications Tower.....	\$1600.00

\*\*\*NOTE\*\*\*

Eleven complete application packages must be filed in order for a case to be scheduled for Public Hearing. The attached application form contains details and requirements for each case type.

Application fees will only be refunded if written notice of withdrawal of the application is received by the Board of Appeals within one week after the submittal deadline for each month's hearing.

July 2010

## APPLICATION PACKAGES

**Eleven (11) complete application packages and the appropriate application fee must be filed with the Clerk to the Board of Appeals in order for a case to be scheduled. At a minimum, applications must include the following:**

- **For Communications Towers**, see specific requirements in the Calvert County Zoning Ordinance
- **For Decisions on Alleged Errors**, a single complete application package includes a copy of the document on which the appeal is based, attached to a completed application form, and a brief letter of explanation. (Eleven required)
- **For Reconsideration Requests**, a single complete application package includes a completed application form, a copy of the Board of Appeals Order on which the Reconsideration request is based, a letter describing the reason for the Reconsideration request, and any other supporting documents. (Eleven required)
- **For Variances, Special Exceptions, Non-conforming Uses, and all cases other than those noted above**, a single complete application package includes a completed application form, a signed referral form from the Department of Planning and Zoning, and any information, including plats and Health Department approval, that was provided to the Department of Planning and Zoning when the application for zoning approval (i.e., building or grading permit application, site plan application, subdivision application, etc.) was filed. (Eleven required)

**Please note the following:**

- **If you wish to have the Board of Appeals members and agency reviewers consider additional information prior to the hearing, you must provide 11 copies of that information at the time the application is filed.**
- **The Board of Appeals may decide to not accept development plans and/or other information offered during the public hearing if such development plans and/or other information differ from that which was filed with the application and forwarded to the Board members and the reviewing agencies prior to the hearing.**
- **The Board of Appeals reserves the right to request additional information as it deems necessary for proper consideration of the matter.**

**CALVERT COUNTY  
BOARD OF APPEALS  
APPLICATION FOR APPEAL**

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

Tax Map No. \_\_\_\_\_ Parcel \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Lot \_\_\_\_\_

Tax ID No. \_\_\_\_\_ Property Zoning \_\_\_\_\_

Property Address \_\_\_\_\_

Has the property ever been the subject of a previous Board of Appeals action?

\_\_\_\_\_ (yes) \_\_\_\_\_ (no)

If yes, please provide Case No. and approximate hearing date:

\_\_\_\_\_

The Board of Appeals staff generally visits each property for the purpose of obtaining information and photographs for a staff report. Does the Board of Appeals staff have your permission for unscheduled visitation of your property during normal work hours (8:30-4:30, M-F)? \_\_\_\_\_

Do you have a dog that is kept outdoors on the property during the day? \_\_\_\_\_

**PROPERTY OWNER(S):**

PRINTED NAME(s): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ ALTERNATE NUMBER: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**APPLICANT (if different from owner):**

PRINTED NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ ALTERNATE NUMBER: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**PURPOSE OF APPEAL**

**THIS APPLICATION IS FILED FOR:** (check all items that apply)

- Variance     Multiple Variances
- Revision to Previously Approved Variance(s)
- Special Exception
- Extension of the Time Limit on a Special Exception
- Revision/Modification of a Special Exception
- Expansion or Revision of a Non-Conforming Use
- Reconsideration of a Previous Decision by Board
- Re-Scheduling a Case Previously Postponed
- Decision on an Alleged Error

**Please Briefly Describe Your Request**

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**Directions to the subject property from Route 2-4: (Note: Failure to provide complete and accurate directions may result in a delay to your case)**

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CRITICAL AREA COMMISSION  
 FOR THE CHESAPEAKE AND ATLANTIC COASTAL BAYS  
 1804 WEST STREET, SUITE 100  
 ANNAPOLIS, MD 21401

PROJECT NOTIFICATION APPLICATION

**GENERAL PROJECT INFORMATION**

Jurisdiction: \_\_\_\_\_

Date: \_\_\_\_\_

Tax Map #	Parcel #	Block #	Lot #	Section

Tax ID: \_\_\_\_\_

**FOR RESUBMITTAL ONLY**

- Corrections
- Redesign
- No Change
- Non-Critical Area

\*Complete Only Page 1  
 General Project Information

Project Name (site name, subdivision name, or other) \_\_\_\_\_

Project location/Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Local case number \_\_\_\_\_

Applicant: Last name \_\_\_\_\_ First name \_\_\_\_\_

Company \_\_\_\_\_

**Application Type (check all that apply):**

- |  |  |
|--|--|
| Building Permit <input type="checkbox"/>           | Variance <input type="checkbox"/>          |
| Buffer Management Plan <input type="checkbox"/>    | Rezoning <input type="checkbox"/>          |
| Conditional Use <input type="checkbox"/>           | Site Plan <input type="checkbox"/>         |
| Consistency Report <input type="checkbox"/>        | Special Exception <input type="checkbox"/> |
| Disturbance > 5,000 sq ft <input type="checkbox"/> | Subdivision <input type="checkbox"/>       |
| Grading Permit <input type="checkbox"/>            | Other <input type="checkbox"/>             |

**Local Jurisdiction Contact Information:**

Last name \_\_\_\_\_ First name \_\_\_\_\_

Phone # \_\_\_\_\_ Response from Commission Required By \_\_\_\_\_

Fax # 410-414-3092 Hearing date \_\_\_\_\_

**SPECIFIC PROJECT INFORMATION**

Describe Proposed use of project site:

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Intra-Family Transfer  Yes  
 Grandfathered Lot

Growth Allocation  Yes  
 Buffer Exemption Area

**Project Type (check all that apply)**

Commercial   
 Consistency Report   
 Industrial   
 Institutional   
 Mixed Use   
 Other

Recreational   
 Redevelopment   
 Residential   
 Shore Erosion Control   
 Water-Dependent Facility

**SITE INVENTORY (Enter acres or square feet)**

	Acres	Sq Ft
IDA Area		
LDA Area		
RCA Area		
Total Area		

Total Disturbed Area  Acres  Sq Ft

# of Lots Created

	Acres	Sq Ft		Acres	Sq Ft
Existing Forest/Woodland/Trees			Existing Impervious Surface		
Created Forest/Woodland/Trees			New Impervious Surface		
Removed Forest/Woodland/Trees			Removed Impervious Surface		
			Total Impervious Surface		

**VARIANCE INFORMATION (Check all that apply)**

	Acres	Sq Ft		Acres	Sq Ft
Buffer Disturbance			Buffer Forest Clearing		
Non-Buffer Disturbance			Mitigation		

Variance Type

Buffer   
 Forest Clearing   
 HPA Impact   
 Impervious Surface   
 Expanded Buffer   
 Nontidal Wetlands   
 Setback   
 Steep Slopes   
 Other

Structure

Acc. Structure Addition   
 Barn   
 Deck   
 Dwelling   
 Dwelling Addition   
 Garage   
 Gazebo   
 Patio   
 Pool   
 Shed   
 Other

## AFFECTED PROPERTY OWNERS LIST

**Note: failure to correctly list names and addresses of all affected property owners may result in a delay to your case and an additional application filing fee.**

**You must list the names and address of all adjoining property owners and the owners of those properties directly across all adjacent streets and/or rights of way. If your property adjoins a privately owned road and/or right of way, you must list the name and address of the owner of the road and/or right of way below. (Use additional sheets if necessary)**

Name: \_\_\_\_\_

Property Address \_\_\_\_\_

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

Name: \_\_\_\_\_

Property Address \_\_\_\_\_

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

Name: \_\_\_\_\_

Property Address \_\_\_\_\_

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

Name: \_\_\_\_\_

Property Address \_\_\_\_\_

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

Name: \_\_\_\_\_

Property Address \_\_\_\_\_

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Name: \_\_\_\_\_

Property Address \_\_\_\_\_

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

Name: \_\_\_\_\_

Property Address \_\_\_\_\_

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

Name: \_\_\_\_\_

Property Address \_\_\_\_\_

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

**CERTIFICATION**

I hereby certify that, to the best of my knowledge and ability, the information I have provided in this application is complete and correct, and I request that my application be scheduled for the first available Board of Appeals public administrative hearing.

\_\_\_\_\_  
Owner's Signature and Date

\_\_\_\_\_  
Co-Owner's Signature and Date

\_\_\_\_\_  
Applicant's Signature and Date

\_\_\_\_\_  
Co-Applicant's Signature and Date

## BOARD OF APPEALS PROPERTY SIGN POSTING REQUIREMENT

Your case will not be considered fully advertised, and the Board of Appeals may decide not to hear or take action on your request, if the property sign posting requirement is not met.

When you file your Board of Appeals application, you will be given a sign that must be completed and placed on your property as described below. If you are not given a sign, please ask for one. The Board of Appeals application fee includes the cost of one printed sign. If you need another sign for any reason, the charge is \$5.00 per sign.

Approximately two weeks prior to your scheduled hearing date, you will receive a letter notifying you of the hearing date, the scheduled time, and your case number. The letter will also contain specific language regarding the nature of your appeal. You must use the information contained in this letter to complete the sign.

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 bottom of the sign to be posted no less than 2 feet above ground level, and the top of the sign no more than 5 feet above ground level.
3. Carefully read the letter you receive from the Board of Appeals 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 date and time of the hearing, the case number, and the description of the variance request.
5. At least 10 days prior to the scheduled public hearing you must post the sign on the subject property. The sign shall be posted on the subject property, within 15 feet of the property line that abuts the most traveled County, State or private road. If no such road abuts the property, then the sign must be posted in such a manner that allows it to be most readily seen by the public.
6. The sign must remain continuously posted on the subject property until the Board has commenced the hearing on the case.
7. You must sign and return the attached affidavit to the Clerk to the Board of Appeals on the day of the hearing.

# Calvert County Board of Appeals Affidavit of Sign Posting

Note: This form is to be provided to the Clerk to the Board of Appeals on the day of your hearing. Failure to present the Affidavit may result in postponement of the case. If the case is postponed, rescheduling of the hearing for the case will require an additional fee.

Case Number: \_\_\_\_\_

Applicant(s): \_\_\_\_\_

Subject Property  
Address: \_\_\_\_\_

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**I have posted the Board of Appeals sign on the above-named property in accordance with the Calvert County Board of Appeals Rules of Procedure. The sign was posted at least 10 days prior to the hearing date and has remained posted until the hearing date.**

**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)