APPLICATION FOR MINOR RESIDENTIAL STRUCTURES AND ADDITIONS IN THE NEW TOWN, MXD, PSC AND PGCC ZONING DISTRICTS FOR CONCEPT SITE DEVELOPMENT PLAN OR AMENDED SITE DEVELOPMENT PLAN APPROVAL

Date Submitted/Accepted ___________________________ DPZ File Number ________________

Application is hereby made for approval by the Howard County Planning Board of the accompanying Concept Site Development Plan or Amended Site Development Plan in accordance with adopted Planning Board procedures for minor residential structures or additions per Sections 125.0, 126.0, 127.0 and 127.1 of the Howard County Zoning Regulations.

Original Site Development Plan File Number: (if applicable) ________________________________

Original Approval Date:

I. Site Description

Location of Property:

(Street address)

(Village or Subdivision Name) __________________________ (Section) __________________________ (Area) __________________________

(Lot/Parcel No.) __________________________ (Tax Map No.) __________________________ (Grid/Block No.) __________________________ (Election District) __________________________

(Total Area of Property) __________________________ (Zoning) __________________________

Land Use Classification: __________________________

Type or Use of Structure: __________________________

Required Setback: Front ___________ Side ___________ Rear ___________

Applicable Final Development Plan No. FDP-_________

Proposed Lot Coverage: __________ Sq. Ft. and __________ %

II. Request for Bulk Requirement Infringement

Provide a brief description of the bulk requirement infringements submitted for Planning Board approval:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
III. Justification

(if additional space is needed for justification, please attach to this application)

Statement of Support for the above request:

Justification must be specific to the subject property. The justification provided by the applicant should include all factors which rationalize or substantiate the request in accordance with the following criteria:

a. Summarize any extraordinary hardships or practical difficulties which may result from strict compliance with the final development plan (FDP), MXD, PSC or PGCC development criteria requirements.

b. Substantiate that approval of the request will not be detrimental to the public interests and will not alter the essential character of the neighborhood or district in which the lot is located.

c. Confirm that approval of the request will not nullify the intent of the FDP, MXD, PSC or PGCC development criteria requirements and the request is the minimum infringement necessary to afford relief.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

IV. Plan Exhibit Checklist

The application must be accompanied by fourteen (14) copies of a detailed plot plan of the property along with fourteen (14) copies of the application form. The detailed plot plan should indicate the following information relevant to the request:

<table>
<thead>
<tr>
<th>Legend: ☑ Information Provided  ☒ Information Not Provided, NA Not Applicable  ☑ Justification Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Property line bearings and distances for the subject property with the area size.</td>
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<tr>
<td>2. North arrow.</td>
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<tr>
<td>3. Existing zoning of subject property and adjoining properties.</td>
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<tr>
<td>4. Scale of plan.</td>
</tr>
<tr>
<td>5. Any existing or proposed building(s), structures, driveways, easements, points of access, topography, natural features, and other objects and/or uses on subject property which may be relevant to the application.</td>
</tr>
<tr>
<td>6. Same as (5) above, if any, of adjoining properties which may be required in the proper examination of the application.</td>
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<tr>
<td>7. Delineation of all existing public roads.</td>
</tr>
<tr>
<td>8. Approximate delineation of floodplain, streams or wetland areas, if applicable.</td>
</tr>
<tr>
<td>9. Dimension the location of all existing and proposed structures, decks, pools, additions, etc. located on site to all property lines and the public road right-of-way lines.</td>
</tr>
<tr>
<td>10. Provide a detail/elevation of the existing and proposed structures and clearly dimension the heights of all buildings or additions from the average adjoining ground elevation.</td>
</tr>
<tr>
<td>11. Provide the square foot area for all existing structures, decks, porches, sheds, etc. and any proposed additions for lot coverage calculations.</td>
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<tr>
<td>12. Reference the approved site development plan, if applicable.</td>
</tr>
<tr>
<td>13. Any additional information to allow proper evaluation, i.e. the location of adjacent dwellings, environmentally sensitive areas, etc.</td>
</tr>
</tbody>
</table>
V. **Fees**

The fees required to be paid with submission of this application and posters shall be in accordance with the adopted Department of Planning and Zoning (DPZ) fee schedule. Checks shall be made payable to the Director of Finance. The application will not be accepted for processing until the fee has been paid.

VI. **Documents Required to Initiate Processing**

a. Completed application form. [14 copies]
b. Application fee.
c. Fourteen (14) copies of a detailed plot plan of existing and proposed structures, with reference when applicable to the approved Site Development Plan.
d. Village or Architectural Review Committee approval letter is recommended, but not required.
e. **Please be advised that all plan application submissions are ACCEPTED BY APPOINTMENT ONLY. All plan submission appointments must be scheduled with the Division of Land Development at (410) 313-2350.**

VII. **Posting Requirements**

The subject property shall be posted with the time and date of the Planning Board public meeting for a period of time not less than fifteen (15) days prior to the meeting. Posters will be prepared by the DPZ and are to be erected and maintained by the applicant. The number of posters required shall be determined by the DPZ.

VIII. **Owners Certification**

The undersigned hereby certifies the information supplied herewith is correct and complete, confirms that the regulations and policies as referenced to in the attached are understood and authorizes periodic on-site inspections by the Howard County Subdivision Review Committee agencies. *If the applicant is the owner’s agent, written documentation from the owner granting that authority is required.*

(Signature of Property Owner) (Fee Simple Owner only) * (Signature of Property Owner) (Fee Simple Owner only) *

☐ Owner’s authorization attached

OWNER (Fee Simple Only):

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax)

(SURVEYOR/OTHER CONSULTANT:

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax)

(E-Mail) ___________________________

Contact Person: ___________________________

(E-Mail) ___________________________

Contact Person: ___________________________
Howard County Department of Planning and Zoning  
Division of Land Development

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(For DPZ Use Only)

Project Name ____________________________  DPZ File Number ____________
DPZ Plan Reviewer ____________________________  Submission Date ____________
Plan Consultant Representative ____________________________  Time ____________

I. Application Requirements  
   Indicate Yes, No or N/A
   Application is complete.................................................................................................................................
   Required number of plans and applications are provided..............................................................................
   a. ___ Plans (14)
   b. ___ Applications and any support materials (14)

II. Fee Computation
   Variance Hearing Fee ...................................................................................................................................... $175.00
   Poster fee: (___ $25 per poster) .........................................................................................................................
   TOTAL ____________

III. Certification  
   Cash Receipt No. ____________________________
      SAP Acct 1000000000-3000-3000000000-PWPW000000000000-432530
   Check issued by ____________________________
      __ Application is accepted for processing.
      __ Application is rejected.
      Reason: _____________________________________________________________
      _____________________________________________________________
      __ Resubmission accepted for processing. Date __________ Staff Initials ______
      __ SRC meeting date/comments due date.

   Comments/Notes _____________________________________________________________
   _____________________________________________________________