



PETITION TO AMEND THE ZONING MAP OF HOWARD COUNTY

DPZ Office Use Only: Case No. _____ Date Filed: _____

1. Zoning Request

I (we), the undersigned, hereby petition the Zoning Board of Howard County to amend the Zoning Map of Howard County as follows: _____

2. Petitioner's Name _____

Address _____

Phone No. (W) _____ (H) _____

Email Address _____

3. Owner's Name _____

Address _____

Phone No. (W) _____ (H) _____

4. Counsel for Petitioner _____

Counsel's Address _____

Counsel's Phone No. _____

Email Address _____

5. Property Identification

Address of Subject Property _____

Location of Subject Property _____

Election District _____ Tax Map # _____ Block # _____ Parcel # _____

Lot # _____ Total Acreage of Property _____

6. Petitioner's Interest in Subject Property _____

(e.g. owner/joint owner/contract purchaser)

7. Reason for the requested amendment to the Zoning Map _____

8. Statement as to the present use or uses of the subject property _____

9. Statement as to whether or not there is an allegation of mistake in the current zoning, and, if so, the nature of the mistake and the facts to support the allegation _____

10. Statement as to whether or not there is an allegation of a substantial change in the character of the neighborhood subsequent to the most recent comprehensive rezoning. If change(s) is alleged, the nature of the change(s) and the facts to support the allegation and a statement as to why the petitioner concludes that the reclassification sought is the proper one _____

11. Statement as to whether or not the petitioner can use the subject property in its present zoning classification and, if not, the reasons why _____

12. Statement as to whether or not such amendment will be in harmony with the General Plan for Howard County and whether such amendment will adversely affect the surrounding and vicinal properties

13. State whether or not the subject property is currently served by public water, sewerage, and public roads

14. Any other factors which the petitioner desires the Board to consider including copies of any written reports intended to be introduced at the hearing and a written summary of verbal evidence of any expert which will be proffered at the hearing _____

15. PETITION AND DRAWINGS (PLEASE TAKE NOTE)

Original Petition plus **24 copies** (if on a county road), with equal amount of required drawings, folded to approximately 8 ½” x 14” (**27 copies if a state road is involved**). Plats of the subject property, plus other such scale drawings as may be required by the Department of Planning and Zoning must show the following:

- a. Courses and distances of the boundary lines of the subject property and the acreage
- b. North arrow
- c. Existing zoning of subject property and adjoining properties
- d. Location, boundary lines, and area of any proposed reclassification of zoning
- e. Existing structures, uses, natural features and landscaping on the subject and adjacent properties which may be relevant to the petition
- f. Location of subject property in relation, by approximate dimension, to the nearest intersection of two public roads
- g. Ownership of affected roads
- h. Election district in which subject property is located
- i. Tax map/zoning map number on which subject property is shown
- j. Name of local community or neighborhood in which subject property is located or is near
- k. Name and mailing address of property owner
- l. Name and mailing address of the petitioner
- m. Name and mailing address of petitioner’s attorney, if any
- n. Any other information as may be necessary for full and proper consideration of the petition

16. If the petition includes site plan documentation, the petition shall include all information as required by Section 100.0.G.2 of the Zoning Regulations.

17. The Petitioner agrees to furnish such additional plats, plans or other data as may be required by the Zoning Board and/or the Department of Planning and Zoning.

18. The Petitioner further agrees to install and maintain Zoning Hearing Poster(s) as required in the Affidavit of Posting provided by the Department of Planning and Zoning. The Poster(s) must be posted for at least 30 days immediately prior to the Zoning Board hearing and remain posted until 15 days after the final hearing.

19. The Petitioner agrees to insert and pay for the newspaper advertising costs as required by the Zoning Board Rules of Procedure. Said advertisement shall be in a format deemed adequate by the Chairperson of the Zoning Board and must be published once in at least two newspapers of general circulation in Howard County at least 30 days prior to the Zoning Board hearing. The Petitioner also agrees to submit certification of the text and publication dates of the approved advertisement prior to the Zoning Board hearing to the Administrative Assistant to the Zoning Board.

20. The Petitioner certifies that no petition for the same or substantially the same proposal as herein contained for the subject property has been denied in whole or in part by the Zoning Board or has been withdrawn after the taking of evidence at a public hearing of the Zoning Board within twenty-four (24) months of the Zoning Board hearing unless so stated herein

21. The undersigned hereby affirms that all of the statements and information contained in, or filed with this petition, are true and correct. The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.

Attorney's Signature	Date	Petitioner's/Owner's Signature	Date
Petitioner's/Owner's Signature	Date	Petitioner's/Owner's Signature	Date

22. **FEES**

The Petitioner agrees to pay all fees as follows:

- a. Filing fee including first hearing..... \$695.00*
 Each additional hearing night..... \$510.00*
- b. Public Notice Poster(s): \$25.00

* The Zoning Board may refund or waive all or part of the filing fee where the petitioner demonstrates to the satisfaction of the Zoning Board that the payment of the fee would work an extraordinary hardship on the petitioner. The Zoning Board may refund part of the filing fee for withdrawn petitions. The Zoning Board shall waive all fees for petitions filed in the performance of governmental duties by an official, board or agency of the Howard County Government.

For DPZ office use only:

Hearing Fee \$ _____
 Poster Fee \$ _____
 Total \$ _____

Receipt No. _____

PLEASE CALL 410-313-2350 FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION

County Website: www.howardcountymd.gov

INSTRUCTIONS TO THE APPLICANT/PARTY OF RECORD

- As required by State Law, applicants are required to complete the AFFIDAVIT AS TO CONTRIBUTION that is attached, and if you have made a contribution as described in the Affidavit, please complete the DISCLOSURE OF CONTRIBUTION that is attached.
- If you are an applicant, Party of Record (i.e., supporter/protestant) or a family member and have made a contribution as described in the Affidavit, you must complete the DISCLOSURE OF CONTRIBUTION that is attached.
- Filed affidavits and disclosures will be available for review by the public in the office of the Administrative assistant to the Zoning Board during normal business hours.
- Additional forms may be obtained from the Administrative Assistant to the Zoning Board at (410-313-2395) or from the Department of Planning and Zoning.
- Completed form may be mailed to the Administrative Assistant to the Zoning Board at 3430 Courthouse Drive, Ellicott City, MD 21043.
- Pursuant to State Law, violations shall be reported to the Howard County Ethics Commission.

ZONING MATTER: _____

AFFIDAVIT AS TO CONTRIBUTION

**As required by the Annotated Code of Maryland
State Government Article, Sections 15-848-15-850**

I, _____, the applicant in the above zoning matter

_____, HAVE _____ HAVE NOT

made any contribution or contributions having a cumulative value of \$500 or more to the treasurer of a candidate or the treasurer of a political committee during the 48-month period before application in or during the pendency of the above referenced zoning matter.

I understand that any contribution made after the filing of this Affidavit and before final disposition of the application by the County Council shall be disclosed within five (5) business days of the contribution.

I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.

Printed Name: _____

Signature: _____

Date: _____

ZONING MATTER: _____

DISCLOSURE OF CONTRIBUTION

**As required by the Annotated Code of Maryland
State Government Article, Sections 15-848-15-850**

This Disclosure shall be filed by an Applicant upon application or by a Party of Record within 2 weeks after entering a proceeding, if the Applicant or Party of Record or a family member, as defined in Section 15-849 of the State Government Article, has made any contribution or contributions having a cumulative value of \$500 or more to the treasurer of a candidate of the treasurer of a political committee during the 48-month period before the application was file or during the pendency of the application.

Any person who knowingly and willfully violates Sections 15-848-15-850 of the State Government Article is subject to a fine of not more than \$5,000. If the person is not an individual, each officer and partner who knowingly authorized or participated in the violation is subject to the same penalty.

APPLICANT OR
PARTY OF RECORD: _____

RECIPIENTS OF CONTRIBUTIONS:

<u>Name</u>	<u>Date of Contribution</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that any contribution made after the filing of this Disclosure and before final disposition of the application by the County Council shall be disclosed with five (5) business days of the contribution.

Printed Name: _____

Signature: _____

Date: _____

ZONING MATTER: _____

AFFIDAVIT AS TO ENGAGING IN BUSINESS WITH AN ELECTED OFFICIAL

**As required by the Annotated Code of Maryland
State Government Article, Sections 15-848-15-850**

I, _____, the applicant in the above zoning matter
_____, AM _____ AM NOT

Currently engaging in business with an elected official as those terms are defined by Section 15-848 of the State Government Article of the Annotated Code of Maryland.

I understand that if I begin engaging in business with an elected official between the filing of the application and the disposition of the application, I am required to file an affidavit in this zoning matter at the time of engaging in business with elected official.

I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.

Printed Name: _____

Signature: _____

Date: _____

The Presubmission Meeting Electronic Application is on our website at: <http://www.howardcountymd.gov/displayprimary.aspx?id=6442461859> then select the Pre-submission Community Meeting Application for Conditional Uses and Zoning Map Amendments

Once you complete this form on the website, hit OK and it will be forwarded to us. When the sign is ready, an email will be sent to you to pick it up and make the payment of \$20.00. If you do not have access to the internet, you may use this form.

Pre-submission Community Meeting Procedures

Sec. 16.205. Procedure.

- (a) Any person owning an interest in the property affected may petition the Zoning Board for approval of a development plan, and a person owning an interest in the property affected, the Director of the Department of Planning and Zoning or members of the Zoning Board may petition the Zoning Board for piecemeal map amendment. The form and number of copies of the petition shall be as prescribed by law or by the Zoning Board's rules of procedure.
- (b) Prior to the initial submittal of a petition, the petitioner shall hold a pre-submission community meeting that provides information to the community regarding the petition and allows community residents to ask questions and discuss any issues. The meeting must be held in accordance with the following procedures:
 - (1) At least three weeks in advance, the petitioner shall send written notice regarding the date, time and location of the meeting to:
 - a. All adjoiningⁱ property owners as identified in the records of the Maryland Department of Assessments and Taxation, via mail;
 - b. The Department of Planning and Zoning, which will place this meeting notice on the department's web site;
 - c. The County Council; and
 - d. Any community association that represents the area of the subject property or any adjacent properties.The property involved shall be posted with the time, date and place of the initial meeting. The sign shall include the address of Department of Planning and Zoning's website. The property shall be posted for at least three weeks immediately before the hearing. The poster shall be double-sided. At least 48 inches by 48 inches in size and the typeface shall be at least two inches in height. The Department of Planning and Zoning shall determine the number of posters required and their location and the petitioner shall bear the expense of posting. The posters shall be erected perpendicular to the road which serves as the mailing address of the subject property. The Department of Planning and Zoning shall supply the posters. The petitioner shall properly erect and maintain the posters.
 - (2) The meeting shall be:
 - a. Held at a location within the community, preferably in a public or institutional building located within approximately five miles of the subject property; and
 - b. Scheduled to start between 6 p.m. and 8 p.m. on a weekday evening, or to be held between 9 a.m. and 5 p.m. on a Saturday, excluding county holidays and other holidays determined in subsection (d) of this section.
 - (3) A certification of notice and posting and a summary of the issues expressed by residents at the pre-submission community meeting shall be written and transmitted by the petitioner to the Department of Planning and Zoning when the initial petition is filed for county review.
 - (4) If the petitioner does not submit the petition within 1 year of the pre-submission community meeting, another pre-submission community meeting and notification in accordance with subsection (b) of this section shall be required.

ⁱ Adjoining property is land which is touching or would be touching in the absence of an intervening utility or road right-of-way, other than a principal arterial highway.

IMPORTANT:

It is also advised that notice be sent to any community association registered with the County to be notified about projects in a certain geographic area; and the County Council. Please use the following web address to access the community notification list http://data.howardcountymd.gov/HOA_Register/GCommunityView_new.asp. You will be prompted to enter the three-digit sign code assigned to your development. Once your sign code has been entered, you will be provided with a list of community contacts that have requested information about your development.