



Howard County Maryland
Department of Planning and Zoning
 3430 Courthouse Drive, Ellicott City, MD 21043

(410) 313-2350
 www.howardcountymd.gov

DPZ Office Use only:	
Case No	_____
Date Filed	_____

Administrative Adjustment to the Bulk Regulations

Bulk Regulation Adjustment Request

Amount requested:

Height, Setback, Etc:

Zoning Regulation Section:

Reason for Request:

Percent adjustment of the bulk requirement: *(May not exceed 20%)*

Petitioner Information

Petitioner's Name:

Address:

Phone No. (W)

(H)

Email Address:

Counsel for Petitioner:

Counsel's Phone No.

Email Address:

Property

Address of Subject Property:

Total Acreage of Property:

HoCo.Election District:

Zoning District:

Tax Map #

Grid

Parcel

Lot

Subdivision Name and File # (if applicable)

Site Development Plan File # SDP-

Petitioner's Interest in Subject Property:

Owner (including joint ownership)

Owner's Authorization attached (If petitioner is not the owner)

A supplement must be attached which addresses each of the following criteria:

- That there are unique physical conditions, including irregularity, narrowness or shallowness of lot or shape, exceptional topography, or other existing features peculiar to the particular lot; and that as a result of such unique physical conditions, practical difficulties and unnecessary hardships arise in complying strictly with the bulk provisions of these regulations.
- The administrative adjustment, if granted, will not alter the essential character of the neighborhood or district in which the subject property is located; will not substantially impair the appropriate use or development of adjacent property; and will not be detrimental to the public welfare.
- That such practical difficulties or hardships have not been created by the owner provided, however, that where all other required findings are made, the purchase of a lot subject to the restrictions sought to be varied shall not itself constitute a self-created hardship.
- That within the intent and purpose of these regulations, the administrative adjustment, if granted, is the minimum necessary to afford relief.

Administrative Adjustment Plan

- All plans must be folded to approximately 8 ½ x 14 inches. The plan must be drawn to scale and must include the items listed below:
 - (a) Courses and distances of property lines
 - (b) Size of property
 - (c) North arrow
 - (d) Scale of plan
 - (e) Zoning of subject property and adjoining property
 - (f) Location, address, parcel or lot number of subject property
 - (g) Required setback or other bulk requirement, and the requested adjustment from the setback or other requirement
 - (h) Existing and proposed uses, structures, natural features, landscaping, number of parking spaces, driveways, and points of access on the subject property
 - (i) Location of well and private sewerage easement, if applicable
 - (j) Floor area and height of structures and other numerical values necessary for examination of the petition
 - (k) Any other information as may be necessary for full and proper consideration of the petition

Materials, Fees, Posting and Advertising

- **The original plus three (3) copies of this petition**, all supplemental pages or reports, and the required plans must be submitted.
- The undersigned agrees to pay all costs in accordance with the current schedule of fees. The fee is **\$300.00 plus \$25.00** for a poster. The undersigned also agrees to properly post the property at least 15 days immediately prior to the hearing, to maintain the posters as required, and to submit an affidavit of posting at the time of the hearing.

Signatures

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.

_____	_____	_____	_____
Signature of Petitioner	Date	Signature of Attorney	Date

For DPZ office use only:

Hearing fee:\$ _____
Poster fee: \$ _____
Total: \$ _____
Receipt No. : _____

(Make checks payable to the "Director of Finance")

NOTE: No appointment is needed to submit this application and payment of fees is not due until a hearing date is set and you are notified.

County Website: www.howardcountymd.gov

HOW A REQUEST FOR AN ADMINISTRATIVE ADJUSTMENT IS EVALUATED

All requests for Administrative Adjustments are evaluated based upon the following criteria of Section 130.0.B.2.a.(1) through (5) of the Howard County Zoning Regulations:

- (1) That there are unique physical conditions, including irregularity, narrowness or shallowness of lot or shape, exceptional topography or other existing features peculiar to the particular lot; and that as a result of such unique physical conditions, practical difficulties or unnecessary hardships arise in complying strictly with the bulk provisions of these regulations.
- (2) That the variance, if granted, will not alter the essential character of the neighborhood or district in which the lot is located; will not substantially impair the appropriate use or development of adjacent property; and will not be detrimental to the public welfare.
- (3) That such practical difficulties or hardships have not been created by the owner provided, however, that where all other required findings are made, the purchase of a lot subject to the restrictions sought to be varied shall not itself constitute a self-created hardship.
- (4) That within the intent and purpose of these regulations, the variance, if granted, is the minimum variance necessary to afford relief.

To be approved, an Administrative Adjustment request must comply with all of the criteria noted above.

To learn more about the official procedures that are followed in the processing, hearing and decision-making of an Administrative Adjustment request, you may obtain a copy of the Rules of Procedure for Administrative Adjustments from the Department of Planning and Zoning or download the document from <https://www.howardcountymd.gov/planning-zoning/zoning-administration>.