

Howard County Department of Planning and Zoning
Division of Land Development

**PLANNING BOARD PUBLIC HEARING APPLICATION
FOR FDP CRITERIA AMENDMENT FOR RESIDENTIAL
LAND USE AREAS IN THE NEW TOWN DISTRICT**

Date Submitted/Accepted _____

DPZ File Number _____

Application is hereby made to the Howard County Planning Board for approval of an amendment to the criteria of Final Development Plan _____ in accordance with Section 125.0.F.2 of the Howard County Zoning Regulations.

Site Description

Location of property: _____
(Street address and/or road name)

(Village Name) (Section) (Area)

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

(Total Area of Property) (Zoning)

New Town Land Use Classification:

Request for Additional Land Use

Provide a brief description of the proposed final development plan amendment submitted for Planning Board hearing approval:

Justification

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:

1. The use is consistent with the land use designation of the property as established on the recorded final development plan and compatible with existing or proposed development in the vicinity.
2. The use will not adversely affect vicinal properties.

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APPLICATION REQUIREMENTS

Submission of an application for a Planning Board hearing will require completion of all the following items at the time of the initial submittal to ensure acceptance of the application for processing. **Applications found to be incomplete will be rejected prior to entering the County's plan processing system.**

I. **Documents Required to Initiate Processing**

- a. Completed Application Form - fourteen (14) copies
- b. Site plan or plot plan drawing - fourteen (14) copies
- c. Application Fee
- d. FDP Amendment Drawing - one (1) complete set of the recorded final development plan and fourteen (14) copies of the proposed amended criteria sheet
- e. Affidavit

II. **Fees**

The Planning Board Public Hearing application fee shall be in accordance with the adopted fee schedule. All checks shall be made payable to the *Director of Finance*. **Plans will not be accepted for processing until fees have been paid.** For more information or questions, please contact DPZ at (410) 313-2350.

III. **Advertising Requirements**

Notice of the public hearing shall be published in accordance with the Planning Board rules of procedure and/or the Zoning Regulations. The proposed advertising notice will be prepared by the Department of Planning and Zoning. The responsibility for having it published one time in 2 local newspapers of general circulation in Howard County within at least thirty (30) days prior to the hearing, and the cost of advertising is to be borne by the Petitioner. The Petitioner further agrees to submit two (2) approved certificates of the text and publication date of the advertisement at or before the time of the hearing.

IV. **Posting Requirements**

The subject property shall be posted with the time and date of the hearing for a period of time not less than thirty (30) days prior to the hearing. Posters will be prepared by the Department of Planning and Zoning and are to be erected and maintained by the Petitioner. The number of posters required shall be determined by the Department of Planning and Zoning.

V. **Certification of Applicant**

I hereby certify that the information supplied herewith is correct and complete and authorize such periodic on-site inspections by the Department of Planning and Zoning and the Subdivision Review Committee agencies as may be necessary to review this application filed in connection herewith and to enforce the Subdivision and Zoning Regulations and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted. ***If the applicant is the owner=s agent, written documentation from the property owner granting that authority is required.**

(Owner/Developer Signature) *

(Date)

OWNER:

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax)

(E-mail) _____

Contact Person: _____

LEGAL COUNSEL:

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax)

(E-mail) _____

Contact Person: _____

PB CASE NO. _____

PETITIONER _____

ADDRESS _____

Affidavit made pursuant to the pertinent provisions of Title 22 of the Howard County Code as amended.

THE UNDERSIGNED DOES HEREBY DECLARE THAT NO OFFICER OR EMPLOYEE OF HOWARD COUNTY, WHETHER ELECTED OR APPOINTED, HAS RECEIVED PRIOR HERETO OR WILL RECEIVE SUBSEQUENT HERETO, ANY MONETARY OR MATERIAL CONSIDERATION, ANY SERVICE OR THING OR VALUE, DIRECTLY OR INDIRECTLY, UPON MORE FAVORABLE TERMS THAN THOSE GRANTED TO THE PUBLIC GENERALLY IN CONNECTION WITH THE SUBMISSION, PROCESSING, ISSUANCE, GRANT OR AWARD OF THE WITHIN APPLICATION OR PETITION IN PB CASE # _____ FOR AN AMENDMENT TO THE CRITERIA OF FDP _____.

I/WE, DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE AFOREGOING AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY, OUR, KNOWLEDGE, INFORMATION AND BELIEF.

Witness

Signature

Date

Witness

Signature

Date

Witness

Signature

Date

Howard County Department of Planning and Zoning
Division of Land Development

**PLANNING BOARD PUBLIC HEARING APPLICATION WORKSHEET
FOR FDP CRITERIA AMENDMENT FOR RESIDENTIAL LAND USE AREAS
IN THE NEW TOWN DISTRICT
(For DPZ Use Only)**

Subdivision Name _____ DPZ File Number PB _____
DPZ Plan Reviewer _____ Submission Date _____
Plan Consultant Representative _____ Time _____

I. Application Requirements

Indicate Yes, No or N/A

- DPZ application is complete.....
- Required number of plans and applications are provided
(14 applications, 14 site plans, 1 complete set of the recorded FDP
and 14 copies of the proposed amended FDP criteria sheet)

II. Fee Computation

Fee

Planning Board public hearing fee \$585.00
Poster fee: (___ \$25 per poster).....

TOTAL

III. Certification

Cash Receipt No. _____
SAP Acct 1000000000-3000-3000000000-PWPW000000000000-432530

Check issued by _____

- Planning Board application is accepted for processing.
- Comments due date.
- Application is rejected.

Reason: _____

Comments/Notes _____
