

BOARD OF APPEALS

APPLICATION PROCEDURES AND INSTRUCTIONS FOR SPECIAL EXCEPTIONS, VARIANCES, AND APPEALS

1. The following must be submitted to the Charlestown Town Hall, 241 Market Street, PO Box 154, Charlestown MD 21914:
 - Application
 - Sketch of proposed project that indicates boundaries, structures, etc.
 - Fee for application (non-refundable)

Acceptance of application by staff does not indicate application approval. All applications must be reviewed and approved by the Zoning Administrator. Incomplete applications may cause delays in processing. For Questions, please contact the Zoning Administrator at 410-287-6173.

2. Application Fees
 - \$400.00

Makes checks payable to: Town of Charlestown.

3. Applicants will be notified of scheduled public hearings. Failure to attend scheduled hearings will result in the application being withdrawn. If the applicant requires the application rescheduled for hearing, a new application must be submitted with the required fee.

4. APPLICANT IS RESPONSIBLE FOR THE FOLLOWING:

- Meeting the criteria for granting a Special Exception, Variance, or Appeal, as set forth in the Town of Charlestown Zoning Ordinance.
- For Variances, the application won't be considered complete, unless each of the standards below are addressed in writing:
 - i. That social conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.
 - ii. That literal interpretation of the provisions of the zoning ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter.
 - iii. That the special conditions and circumstances do not result from the actions of the applicant.
 - iv. That granting the variance requested will not confer on the applicant any special privilege that is denied by the zoning ordinance to other lands, structures or buildings in the same zone.

5. Subject properties located in the Chesapeake Bay Critical Area may require additional information and must meet all provisions and requirements pertaining to those areas.

BE ADVISED – As required by the Zoning Ordinance, approximately 21 to 28 days prior to the meeting:

1. Adjoining property owners will be notified of your application.
2. An inspector from our office will post your property with a notice advertising the scheduled public hearings. Please ensure that the notice remains on your property until the public hearings are finished. Thank you.

**APPEALS APPLICATION
TOWN OF CHARLESTOWN, MARYLAND**

MEET. DATE: _____
FILE NO.: _____

THIS REQUEST IS FOR:

- SPECIAL EXCEPTION RENEWAL** ()
SPECIAL EXCEPTION ()
VARIANCE ()
APPEAL ()

DATE FILED: _____
AMOUNT PD: _____
ACCEPTED BY: _____

A. APPLICANT INFORMATION

APPLICANT NAME – PLEASE PRINT CLEARLY

ADDRESS CITY STATE ZIP CODE

APPLICANT SIGNATURE DAY-TIME PHONE NUMBER

B. PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME – PLEASE PRINT CLEARLY

ADDRESS CITY STATE ZIP CODE

PROPERTY OWNER SIGNATURE DAY-TIME PHONE NUMBER

C. PROPERTY INFORMATION

PROPERTY ADDRESS ELECTION DIST. ACCT. NUMBER

TAX MAP# BLOCK PARCEL LOT # #ACRES ZONE

D. PURPOSE OF APPLICATION – Indicate reasons why this application should be granted. (attach separate sheet if necessary)

E. On an attached sheet, PLEASE submit a sketch of the property indicating the proposed project. Show distances from the front, side and rear property lines and the dimensions of the project.

F. LAND USE DESIGNATION

Is property in the Critical Area? _____ Yes _____ No

If yes, Pertinent provision of the Chesapeake Bay Critical Area Program:
Is property in the 100-year Floodplain? _____ Yes _____ No

If property is located in the Critical Area, all provisions and requirements must be met as outlined in Chapter 99 of the Town Code.

G. PROVISION OF ZONING ORDINANCE: _____

H. SPECIAL EXCEPTION RENEWAL – PREVIOUS FILE NO. & CONDITIONS FOR APPROVAL: _____
