

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.

2. Application Fees
 - \$400.00

Makes checks payable to: Town of Charlestown.

3. Applicants will be notified by Certified Mail 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 Failure to attend scheduled hearings will result in the application being withdrawn.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.
 - Contacting the Health Department, 401 Bow St., Elkton, (410-996-5160) relative to the application, or other County Departments as required for granted request.
5. Subject properties located in the Chesapeake Bay Critical Area or designated as Agricultural Preservation District may require additional information and must meet all provisions and requirements pertaining to those areas.
6. Deadline – thirty (45) days from the date of letter denying permit.

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.

QUESTIONS? – CONTACT THE ZONING ADMINISTRATOR, TOWN OF CHARLESTOWN 410-287-6173.

**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
Is property an Agricultural Preservation District? _____ Yes _____ No

If property is located in the Critical Area, all provisions and requirements must be met as outlined in Article XVII, Part I, II & III of the Zoning Ordinance.

G. PROVISION OF ZONING ORDINANCE: _____

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

I. SPECIAL EXCEPTION FOR A MANUFACTURED HOME – Please fill out the following information:

Will unit be visible from the road? _____ If yes, distance: _____
Will unit be visible from adjoining properties? _____ If yes, distance: _____
Distance to nearest manufactured home: _____ Size/Model/Year of Unit: _____
Number of units on property: _____