

Town of Charlestown, Maryland

APPLICATION FOR ZONING / BUILDING PERMIT

_____ **Minor Permit (\$20.00)** _____ **Major Permit (\$50.00)**

Application Date: _____

Applicant: _____ Phone #: _____

Project Address: _____ Email Address: _____

Brief Description of **All** Proposed Work:

If structure is proposed: Width _____ Length _____ | Estimated Project Cost: _____

WHAT TO INCLUDE WITH APPLICATION

1. A copy of SCALED SITE and BUILDING PLANS should accompany this application.
2. Site plan MUST show dimensions of lot and size of all existing and proposed structures, including distances from front, rear and side property lines.
3. A list of materials and colors with pictures for exterior work. *(Required within the Historic District)*
4. HOA Approval *(Required for Cool Springs at Charlestown)*

Signature of Owner or Authorized Agent and/or Signature of Applicant or Agent

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~~~~~ **FOR OFFICE USE ONLY** ~~~~~

**APPLICATION #** \_\_\_\_\_

**Fee Amount:** \$20 / \$50    **Payment Method:** Cash / Check / CC    **Receipt #:** \_\_\_\_\_    **Date/Initials:** \_\_\_\_\_

\* **TAX ID #:** \_\_\_\_\_

\* **ZONING:** R1 / R2 / R3 / RR / C1    \***CAC:** Y / N    \***FLOODPLAIN:** Y / N    \***HOA:** Y / N

**HISTORIC DISTRICT COMMISSION REVIEW—REQUIRED?**    \_\_\_\_\_ **YES**    \_\_\_\_\_ **NO**

[    ] **Application Approval**, subject to the following restriction(s): \_\_\_\_\_

Date: \_\_\_\_\_      Signature : \_\_\_\_\_

**IS A COUNTY PERMIT REQUIRED?**    \_\_\_\_\_ **YES**    \_\_\_\_\_ **NO**

[    ] **Application Preliminary Approval**, subject to the following restriction(s): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_      Signature: \_\_\_\_\_

\*THE TOWN OF CHARLESTOWN HAS NO OBJECTION TO THE APPLICANT APPLYING FOR A COUNTY PERMIT.

[    ] **Application Final Approval**

Date: \_\_\_\_\_      Signature: \_\_\_\_\_