

Town of Charlestown, Maryland

APPLICATION FOR ZONING / BUILDING PERMIT

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)*

Application Date: _____

Applicant: _____ Phone #: _____

Project Address: _____ Email Address: _____

Brief Description of All Proposed Work: _____

If structure is proposed: Width _____ Length _____

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

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

APPLICATION # _____ Permit Type & Fee Amount: Minor \$20 / Major \$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

* LOT COVERAGE: Existing _____ Proposed _____ Total _____

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: _____