

# Town of Charlestown, Maryland

## APPLICATION FOR ZONING / BUILDING PERMIT

**Minor Permit (\$20.00)**

**Major Permit (\$50.00)**

Application Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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

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

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

### HISTORIC DISTRICT COMMISSION:

Recommendation: Approval [ ] Disapproval [ ] Reason: \_\_\_\_\_

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

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

[ ] **Application denied** for the following reason(s) : \_\_\_\_\_  
[ ] **Application Final Approval** (NO COUNTY PERMIT IS REQUIRED) subject to the following restriction(s): \_\_\_\_\_

[ ] **Application Preliminary Approval** (COUNTY PERMIT & "TOWN" FINAL APPROVAL IS REQUIRED BEFORE WORK MAY BEGIN.)

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

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

Fee Amount: \_\_\_\_\_ Receipt/Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_ Initials: \_\_\_\_\_