

of

CARROLL COUNTY
MARYLAND

225 N. center Street
Westminster, Maryland 21 157-5104
Toll-free I -888-302-8978
TT 410-848-3017



Board zoning Appeals
410-386-2061

TO: APPELLANTS TO THE BOARD OF ZONING APPEALS

RE: FILING OF AND NOTICES OF APPEALS

An Application for Hearing or Notice of Appeal must be filed with the Board of Zoning Appeals Office in Room 113 of the County Office Building. The fee is determined according to the attached Fee Schedule. Appellants are responsible for providing the required information and plans, which must be legible, correct, and complete. Please note the following in completing your application:

- The staff of the Board of Zoning Appeals Office may provide assistance; however, the handling of the Appeal is the Appellant's responsibility.
- Incomplete appeals shall be rejected as required by the Code of Public Local Laws and Ordinances, Chapter 223-188(D)
- Appellants who do not own the property must attach a copy of the document confirming their legal interest in the property; e.g., contract of sale, lease, or other evidence of their right to file an application or appeal. This requirement does not apply to people appealing a determination by the Zoning Administrator regarding use of land owned or leased by others.
- The attached pamphlet, "CARROLL COUNTY BOARD OF ZONING APPEALS OVERVIEW" provides supplemental information.

**CARROLL COUNTY BOARD OF ZONING APPEALS NOTICE
OF APPEAL**

Notice of Appeal is hereby made to the Board of Zoning Appeals Office, Room 113 of the Carroll County Office Building, as provided by the Code of Public Local Laws and Ordinances, Section 223-188, and the Rules of Organization and Procedure for the Board of Zoning Appeals.

(PLEASE PRINT OR TYPE)

Applicant: _____ Phone No. _____

Address: _____

Address of Property: _____

Owner of Property If other than Applicant:

Address: _____

If not Owner, Legal Interest in Property

(Contract Purchasers, Lessee, etc.) _____

Attorney: _____ Phone No. _____

Address: _____

Property Acct. No. _____ Election District: _____ Tax Map: _____ Block/Grd: _____ Parcel: _____

Subdivision Name: _____ Section: _____ Lot: _____

Plat Book: _____ Page: _____ Liber: _____ Folio: _____

(Check one) Side(s) of the Road

Road Name:

D North East West South of: _____ ZABZA

About (distance) : _____ North East West South of:

Road Name:

Zoning Map: _____ Zoning Type: _____ Acreage of Lot: _____

Public Facilities: C Sewer C Water Private Facilities: LI Septic Water

HEAR.FRM\BZA

FORM-LTR\BZA APPLICATION1.doc

Zoning Administrator

Other Administrative Official

[illegible]

APPLICATION FOR NOTICE OF APPEAL CERTIFIED LIST OF CONTIGUOUS PROPERTY OWNERS AND ADDRESSES

The Appellant is responsible for the provision and certification of a list of all contiguous (adjoining) property owners and their mailing addresses including Tax Map, Block, and Parcel numbers, and any owners of property situated on the opposite side of any street or road from the property involved in this application, in order that notification of the public hearing can be forwarded to the owners by First Class Mail. (Code of Public Local Laws, Chapter 223-189) Attach additional sheets, if necessary. This information can be obtained from the State Department of Assessments & Taxation located at 17 East Main Street, 2nd Floor, Westminster, Maryland, Monday through Friday 8:00 A.M. to 5:00 P.M.

PLEASE PRINT OR TYPE

Name: _____

Address: _____

City/State/Zip: _____

Tax Map: _____ Block: _____ Parcel: _____

Name: _____

Address: _____

City/State/Zip: _____

Tax Map: _____ Block: _____ Parcel: _____

Name: _____

Address: _____

City/State/Zip: _____

Tax Map: _____ Block: _____ Parcel: _____

Name: _____

Address: _____

City/State/Zip: _____

Tax Map: _____ Block: _____ Parcel: _____

Name: _____

Address: _____

City/State/Zip: _____

Tax Map: _____ Block: _____ Parcel: _____

Name: _____

Address: _____

City/State/Zip: _____

Tax Map:_____Block:_____
Parcel:_____

Name: _____
Address : _____
City/State/Zip: _____

Tax Map:_____Block:_____
Parcel:_____

Name: _____
Address: _____
City/State/Zip: _____

Tax Map:_____Block:_____
Parcel:_____

Name: _____
Address: _____
City/State/Zip: _____

Tax Map:_____Block:_____
Parcel:_____

Name: _____
Address: _____
City/State/Zip: _____

Tax Map:_____Block:_____
Parcel:_____

APPLICATION FOR NOTICE OF APPEAL FILING FEE

As provided by Code of Public Local Laws, Chapter 223-193 and the County Commissioners of Carroll County, the filing fee is: (according to FEE Schedule attached)

(Please make check payable to: County Commissioners of Carroll County)

- a. For administration, publication of legal notices, posting of public hearing notice and mailing costs:
(See attached Fee Schedule)
- b. If this application is withdrawn before the Notice of Public Hearing has been published, one-half of the fee is refundable.
- c. If this application is withdrawn after the Notice of Public Hearing has been published, the fee and costs are not refundable.
- d. The Appellant shall be responsible for the payment of costs for the rental of a hearing room having sufficient seating capacity to conduct the public hearing if the Board of Zoning Appeals determines that the seating capacity of the County Office Building is insufficient for the public hearing of this

application. Payment shall be made to the County Commissioners of Carroll County within thirty days from receipt of a statement from the Board of Zoning Appeals of such costs.

The Appellant consents to the posting of a Hearing Notice and authorizes County officials to inspect the site at reasonable times and in a reasonable manner. (Code of Public Local Laws, Chapter 223-190(F))

UNDER PENALTIES OF PERJURY I DECLARE THAT I HAVE PREPARED AND EXAMINED THIS APPLICATION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, CORRECT, AND COMPLETE.

_____	_____
DATE	APPELLANT
_____	_____
DATE	ATTORNEY
_____	_____
DATE	PARTNERSHIP, FIRM OR CORPORATION
_____	_____
DATE	OFFICE AND TITLE
_____	_____
DATE	OWNER OF PROPERTY

(If different from Appellant hereby authorizing the application)

CARROLL COUNTY BOARD OF ZONING APPEALS

FEE SCHEDULE

NON-CONFORMING USES FILING FEE

Alterations, Enlargements, etc.....	\$360.00
Relocation of junkyard to other location.....	360.00
Change to another non-conforming use.....	360.00
All other requests.....	225.00

CONDITIONAL USES

Communication towers or complexes.....	800.00
Gun clubs/shooting range.....	800.00
Airports, public.....	800.00
Airports, private.....	400.00
Landfills.....	800.00
Multi-family (including two-family).....	400.00
Kennel (ten or more dogs).....	400.00
Mobile home park.....	800.00 Mini-storage
.....	800.00
Sheltered housing.....	400.00
Business uses in "I" Industrial zones.....	400.00
Petroleum storage tanks, two or more (above 1,000 gal.).....	400.00
Contractor's equipment storage yards.....	400.00
Bituminous concrete mixing plants, etc.....	400.00
Sign painting shops.....	400.00
Auto body repairs and painting shop.....	400.00
Resident professional within a dwelling, if more than 3 employees.....	400.00
Extractive type industries.....	800.00
Liquid or dry fertilizer storage and/or sales.....	400.00
Retreat or conference centers.....	400.00
All other requests.....	225.00

VARIANCES

Industrial.....	400.00
Commercial	
400.00	Multi-family
.....	400.00 Single-
family.....	225.00
Other requests.....	225.00

ADMINISTRATIVE APPEALS

Planning Commission.....	1 ,450.00
Zoning Administrator.....	225.00
Other requests.....	225.00

MISCELLANEOUS

Reconsideration.....	400.00
Requests for extension of time.....	225.00
Other requests.....	225.00

