

TOWN OF CHESAPEAKE CITY

Planning and Zoning Commission
Town Hall
108 Bohemia Avenue
Chesapeake City, MD 21915

SPECIAL EXCEPTIONS – VARIANCES – APPEALS PROCEDURES AND INSTRUCTIONS

1. Application must be submitted to the Planning and Zoning Commission c/o Town Administrator, Town Hall, Chesapeake City Maryland
2. Please complete all items on the application. Incomplete information may cause delays in processing the application. A sketch should accompany the application, which shows property boundaries, structures (if any) driveways, etc.
3. If applicant fails to attend or be represented at a scheduled hearing on this application, the Town will consider the application to be withdrawn. If the applicant wishes to have the matter rescheduled for hearing, a new application must be submitted with the required fee.

Board of Appeals Fee: The actual amount of the fee shall be equal to the Town's cost for the appeal process. A three-hundred dollar (\$300.00) deposit will be required to schedule a Board of Appeals action. In the event two (2) or more appeals are scheduled at the same session, those filing the appeals(s) shall share the entire cost to the Town of the appeal process on a prorated basis. Should the Appeal(s) be granted the permit shall be issued subsequent to the payment of all required fees.

Checks should be made payable to Town of Chesapeake City and have name, address and telephone number noted thereon.

4. Applicant should be sure that the request meets the criteria under which Special Exceptions, Variances, or Appeals may be granted, as set forth in the Zoning Ordinances for the Town of Chesapeake City.

BOARD OF APPEALS
TOWN OF CHESAPEAKE CITY, MARYLAND

This request is for:

- Special Exception ()
- Variance ()
- Appeal ()

Date Filed: _____
 Amt. Pd. \$ _____
 Accepted by: _____

A. APPLICANT INFORMATION:

Name of Applicant _____
 Address _____ Phone _____
 Signature _____ / _____
(Print Name Clearly)

B. PROPERTY OWNER INFORMATION:

Name of Property Owner _____
 Address _____ Phone _____
 Signature _____ / _____
(Print Name Clearly)

C. PROPERTY INFORMATION:

Location _____ Historic area? _____ Election District _____
 Tax Map # _____ Block _____ Parcel _____ Lot# _____ #Acres _____ Zoning _____

D. Land Use Designation in the Critical Area (if Applicable): _____
 (a) Provision of the Chesapeake Bay Critical Program under which this application is being submitted (if applicable): _____

E. Floodplain Zone (if parcel in 100 Yr Floodplain) _____

F. Provision of Zoning Ordinance under which this application is submitted (Section & Paragraph) _____

G. Purpose of this application (describe). Indicate the reasons why the applicant feels this request should be granted (if additional space required, please attach separate sheet):

- H. On attached sheet, sketch location of proposed project on property, show distances from front, side and rear property lines, and dimensions of project. If in Critical Area, request for special exception, variance and/or appeal will not be considered until all provisions and requirements are met as outlined in Article IX Part IV Chesapeake City Zoning Ordinance 1998.