



Town of Chesapeake City

108 Bohemia Ave

Chesapeake City, MD 21915

P - (410) 885-5298 F – (410) 885-2515

www.chesapeakecity-md.gov

SPECIAL EXCEPTIONS, VARIANCES, AND APPEALS PROCEDURES AND INSTRUCTIONS

1. Board of Appeals Application and Fee must be submitted to the Planning Commission by way of the Town Administrator.
 - Please complete all items on Board of Appeals Application. Incomplete information may cause delays in processing the application.
 - **A plot plan or sketch should accompany the application, which shows property boundaries, distances from front, side and rear property lines, structures (if any), dimensions of project, driveways, etc.** If in the Critical Area, request(s) for special exception(s), variance(s), and/or appeal(s) will not be considered until all provisions and requirements are met as outlined in Article 8 of the Chesapeake City Comprehensive Development Ordinance.
 - **Board of Appeals Fee: The actual amount of the fee shall be equal to the Town's cost for the appeal process. A four-hundred dollar (\$400.00) deposit will be required to schedule a Board of Appeals action.** In the event that two (2) or more appeals are scheduled at the same session, those filing the appeal(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.*
2. Applicant should be sure that the request meets the criteria under which Special Exception, Variances, or Appeals may be granted, as set forth in the Zoning Ordinances for the Town of Chesapeake City.
3. Applicant shall attend scheduled hearing.
 - **Should Applicant fail to attend or be represented at said hearing, the Town will consider the application withdrawn. If the applicant wishes to have the matter re-scheduled for hearing, a new application and fee must be submitted.**



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Date Filed: _____

Amt. Paid: _____

Accepted by: _____

BOARD OF APPEALS APPLICATION

This request is for a:

Special Exception []

Variance []

Appeal []

PROPERTY INFORMATION:

Property Address _____

Tax Map: _____ Parcel #: _____ Zoned: _____ # of Acres: _____ Historic: Y / N

Land Use Designation in Critical Area (if applicable): _____

Provision of the Chesapeake Bay Critical Program under which this application is being submitted (if applicable): _____

Floodplain Zone (if in 100 Year Floodplain): _____

Provision of Zoning Ordinance under which application is submitted (Section and Paragraph):

PROPERTY OWNER INFORMATION:

Name of Property Owner _____ Phone _____

Mailing Address _____

Email Address _____

APPLICANT INFORMATION: *(if being submitted on behalf of property owner, a letter from property owner, giving permission to act on his/her behalf is required.)*

Name of Applicant _____ Phone _____

Mailing Address _____

Email Address _____



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

Below or on attached plans/drawings, please show 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 Chapter 8 of the Chesapeake City Comprehensive Development Ordinance.