



Town of Chesapeake City

108 Bohemia Ave.
Chesapeake City, MD 21915
(P) 410-885-5298
(F) 410-885-2515
www.chesapeakecity-md.gov

Application for Zoning Certificate

File Number:
Date Received:
Received by:
Fee (Application + Sq. Ft):
Paid By (Cash, Check):

PROPERTY OWNER INFORMATION

NAME:
MAILING ADDRESS:
CITY/ST/ZIP:
PHONE:
EMAIL:
PROPERTY ADDRESS:
(If different than above)

CONTRACTOR/AGENT INFORMATION

COMPANY:
REPRESENTATIVE:
PHONE:
EMAIL:
MD LICENSE#:
INSURANCE:

Attach copy of Contractor's License and Workers Comp. Insurance

TYPE OF PROJECT (CHECK ALL THAT APPLY)

LEVEL 1 PERMIT

LEVEL 2 PERMIT

- Fence/Wall
Siding/Windows
Roof Replacement
Steps/Stairs
Solar Panels
Sign
W/S Service Change
Demolition:
W/S Capped? Yes No
Addition (primary or accessory)
New Structure/Building
Accessory Structure
Renovation
Pool
Deck/Porch
Paver Patio/Driveway
Parking Lot
Change of Use

- Subdivision/Consolidation
Rezoning From to

ESTIMATED TOTAL PROJECT COSTS

Estimated Total Project Cost:
(Please attach a written agreement w/contractor or good faith estimate if work to be completed by Owner)

SCOPE OF WORK

Please provide a detailed, written explanation of work to be completed. If additional space is needed, please attach. Include exterior materials to be utilized. Samples may be required. For Roof Replacement please include disposal plan.

[Blank lines for scope of work description]

New Square Footage:
(Fee Calculated at \$.15 per square foot for Residential and \$.25 per square foot for Commercial)

SUBMITTAL REQUIREMENTS

(THE FOLLOWING CONDITIONS APPLY)

- All applications MUST include a site plan/sketch {must show: all property lines, all existing improvements (structures, driveways, patios, decks, etc.), the location of the proposed project, and setbacks (from property lines) of the proposed project} of work to be completed. Also, if applicable, a Historic District Application and approval may be required.
All applications shall be accompanied by a written agreement signed by the owner of the premises and the contractor/builder, setting forth the labor and materials to be furnished and the costs thereof. If no such agreement exists or if the owner is not utilizing the services of a contractor, a good faith estimate of the cost of materials and labor shall be submitted. All Level 2 projects exceeding \$5,000 or in the Historic District shall be referred to the Historic District Commission/Planning Commission for review.
If a Contractor/Agent is applying, please attach a letter from the property owner giving authorization to act on his/her behalf.
Building, renovation, and addition permits require 1 set of full-size Plan View and Elevations Drawings, plus a digital file if larger than 11x17.
See Zoning Administrator for Subdivision submission requirements.
Town Zoning Permits shall expire after 1 year of issuance in the event that no work has commenced. Extensions may be requested in writing.
Any deviation from the project plans (location, materials, etc.) as approved by the Town shall not be permitted and may result in a Stop Work Order and fines. Please contact Town Hall immediately if the project must be modified or altered in any way.

This is not a Zoning Permit. Town Zoning Permit will only be issued upon approval of this application and the issuance of a Building Permit from Cecil County (if required).

Applicant Signature:
Date:

*******STAFF USE ONLY*******

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zoned: _____

- | | |
|---|--|
| <input type="checkbox"/> Residential Project | <input type="checkbox"/> Change of Use/Re-Zoning Explanation Attached |
| <input type="checkbox"/> Commercial Project | <input type="checkbox"/> Parking Required |
| <input type="checkbox"/> Critical Area Designation: _____ Buffer: YES NO | <input type="checkbox"/> Water Allocation Review Required |
| <input type="checkbox"/> Critical Area Commission Approval (if required) | <input type="checkbox"/> Contractors License/Workers Comp Info Attached |
| <input type="checkbox"/> 10% Guidance Rule Addressed | <input type="checkbox"/> Authorization Letter From Owner (if applicable) |
| <input type="checkbox"/> Floodplain Zone: _____ If yes, Panel #: _____ | <input type="checkbox"/> Estimated Project Cost Attached |
| <input type="checkbox"/> Site Plan Attached (If required) | <input type="checkbox"/> County Building Permit Required |
| <input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3 | <input type="checkbox"/> Historic District App. Submitted (If required) |
| <input type="checkbox"/> Plot Plan/Sketch Attached | |

WATER/SEWER DEPARTMENT

DATE OF REVIEW: _____

ACTION: _____

HISTORIC DISTRICT COMMISSION

DATE OF REVIEW: _____

CONDITIONS: (IF APPROVED W/ CONDITIONS)

ACTION: _____

APPROVED DENIED

APPROVED WITH CONDITIONS _____

PLANNING COMMISSION

CONDITIONS: (IF APPROVED W/ CONDITIONS)

ACTION: APPROVED WITH CONDITIONS _____

This application is APPROVED DENIED on this date _____ by

Signature _____ Printed Name: _____

Planning Commission Chair / Zoning Administrator

Zoning Permit Requirements

GENERAL GUIDELINES

1. Applications for Zoning Permit and all supporting documents shall be submitted at least 7 days prior to the scheduled meeting. Planning Commission Meetings are held the first Wednesday of each month.
2. All addresses within the Historic District, require a Historic Commission approval prior to submission.
3. Tree removals in the Town of Chesapeake City require a separate Tree Removal Permit.
4. The Chesapeake City Comprehensive Development Ordinance (CDO) can be found online here <https://www.chesapeakecity-md.gov/wp-content/uploads/2020/01/CDOwithAllCurrentRevisions2020-min.pdf>

FENCE/WALL

1. Plot Plan showing Entire Lot with Property Lines, Existing Structures, Streets, all Setbacks, Dimensions, and location of Proposed Fence/Wall.
2. Specification Sheet for Fence/Wall being installed.
3. Please refer to Section 5.1.4 of the Town's Comprehensive Development Ordinance (CDO) for further requirements.

SIDING/WINDOW/ROOF/SOLAR PANEL REPLACEMENTS OR INSTALLATION

1. Drawing or photograph showing Siding/Window/Roof/Solar Panel Area to be replaced or installed.
2. Specification Sheet for Siding/Window/Roof/Solar Panel to be replaced or installed.
3. Please refer to the Architectural Design Standards Section at the end of the Town's CDO for further requirements.

SIGNS

1. If Freestanding, Projecting, Wall Mounted/Flat, or Marquee, a Plot Plan showing Entire Lot with Property Lines, Existing Structures, Streets, All Setbacks, Dimensions, and location of Proposed Sign.
2. If Projecting or Wall Mounted/Flat, Elevation Drawing showing Dimensions and Total Square Footage of Building Frontage and location of Proposed Sign on that Building Frontage.
3. Drawings of all signs showing Dimensions and Total Square Footage.
4. Please refer to Section 6.5 of the Town's CDO for further requirements.

ACCESSORY STRUCTURE/DECK/PORCH/POOL/PATIO/DRIVEWAY

1. Plot Plan showing Entire Lot with Property Lines, Existing Structures, and Streets. In addition to, all Setbacks, Dimensions, and location of proposed Accessory Structure/Deck/Porch/Pool/Patio/Driveway.
2. The Plot Plan shall include the square footage of all existing and proposed Impervious Surface and Building Lot Coverage.
3. Elevation Drawings as needed.
4. Please refer to Sections 5.1.1, 5.1.2, and 5.1.3 of the Town's Comprehensive Development Ordinance(CDO) for further requirements.

ADDITION/DEMOLITION/NEW STRUCTURE

1. Plot Plan showing Entire Lot with Property Lines, Existing Structures, and Streets. In addition to, all Setbacks, Dimensions, and location of proposed Addition/Demolition/New Structure.
2. The Plot Plan shall include the square footage of all existing and proposed Impervious Surface and Building Lot Coverage.
3. Elevation Drawings for proposed Addition/Demolition/New Structure.
4. A review by the Water/Sewer Department may be required if work involves either category.
5. Please refer to Article 5 of the Town's Comprehensive Development Ordinance (CDO) for further requirements.

INFORMATION REQUIRED FOR PLOT PLAN

When submitting an Application for Zoning Permit to the Town of Chesapeake City Planning Commission, the applicant must have plans drawn with enough clarity and detailed dimensions to show the nature and character of the work to be performed.

1. A diagram of the property showing the actual dimensions and shape of the lot.
2. The **exact location and dimensions** of all buildings/structures already existing on the property, if applicable.
3. The **exact location and dimensions** of the proposed building/structure or alteration of existing buildings/structures, and distance from the property line (setbacks) if applicable. The **use** of the proposed building/structure must be labeled.
4. The **exact location and dimensions** of the driveway and/or access to the property and any other impervious features already existing on the property, applicable.
5. Must include the number and location of trees to be removed.
6. There are many types of exhibits that may be used as a base map. Your base map **MUST** have the above listed required information. The order of preference of these exhibits are:
 - a. As-Built Survey
 - b. Location Drawing from Owner
 - c. GIS Exhibit with a copy of the Subdivision Plat attached.
 - d. GIS Exhibit
7. A Sample Plot Plan is attached.



If you have questions regarding the above referenced criteria or if you need assistance acquiring an exhibit to use as a base map for the Plot Plan, please contact Town Hall at 410-885-5298.



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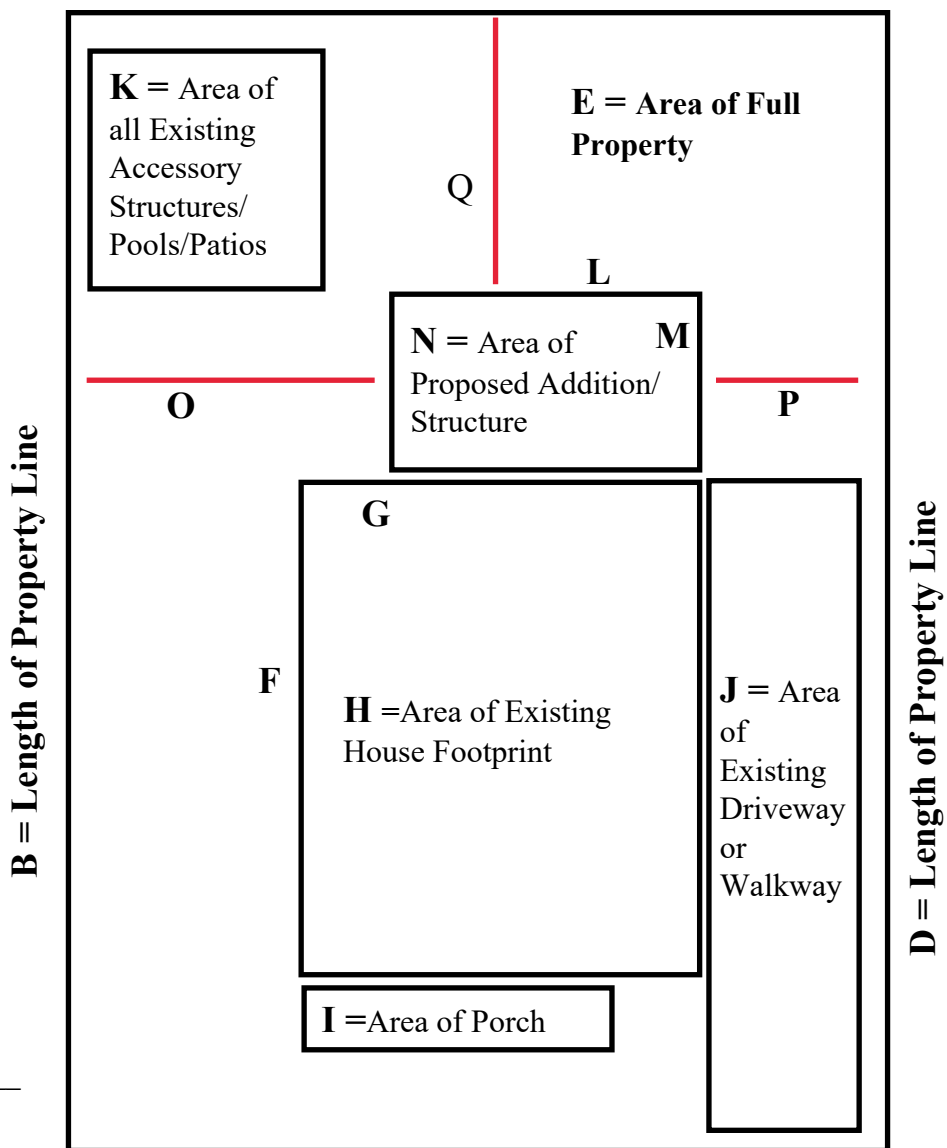
SAMPLE PLOT PLAN

In order to facilitate your Zoning Application, please provide all applicable measurements indicated on this sample Plot Plan.

Checklist of Measurements

- (A) Width of Property Line
- (B) Length of Property Line
- (C) Width of Property Line
- (D) Length of Property Line
- (E) Area of Full Property [L x W]
- (F) Length of Existing House
- (G) Width of Existing House
- (H) Area of Existing House
- (I) Area of Existing Porch
- (J) Area of Existing Drive or Walkway
- (K) Area of ALL Existing Accessory Structures, Pools, or Patios
- (L) Length of Proposed Structure
- (M) Width of Proposed Structure
- (N) Area of Proposed Structure
- (O) Distance of Proposed Structure to Left Side Property Line
- (P) Distance of Proposed Structure to Right Side Property Line
- (Q) Distance of Proposed Structure to Rear Property Line [if in Front Yard, please provide distance to Front Property Line]
- (R) **Level 2 Permits, drawn to scale**

C = Width of Property Line



A = Width of Property Line

Street Name

Total Square Footage of Property (E) _____

Total Sq. Ft. of Existing Impervious Coverage _____

Total Sq. Ft. of Existing Building Coverage _____

Proposed Sq. Ft. of Impervious Coverage _____

Proposed Sq. Ft. of Building Coverage _____

New Total Sq. Ft of Impervious Coverage _____

New Total Sq. Ft. of Building Coverage _____