

Application for Extension or Expansion of Non-Conforming Situations

Charles County Board of Appeals
c/o Zoning Officer, Department of Planning and Growth Management
Post Office Box 2150, La Plata, Maryland 20646

For Office Use Only

Application is hereby made for approval of an Extension or Expansion of a Non-Conforming Situation hereinafter described.

BOA Permit #
Docket File # assigned
Staff Initials

I. APPLICANT INFORMATION

Applicant Name

Address

City, State and Zip Code

Daytime Phone Number Interest of Applicant (Contract Purchaser/Agent/Owner)

II. DESCRIPTION OF REQUESTED SPECIAL EXCEPTION

The applicant petitions for an Extension or Expansion of Non-Conforming Situation, pursuant to Article XXV of the Charles County Zoning Ordinance, dated October 1, 1992, as amended:

Description of Extension or Expansion Requested.

III. PROPERTY DESCRIPTION

Site Address/Street Location

Base Zone Classification Overlay Districts Comprehensive Plan Designation(s)

Located in CBCA? Water Category/Sewer Category Tax Map, Grid, Parcel(s) Tax Account Identification #

Acreage or square feet subject to Special Exception Is the property part of a larger recorded parcel?

IV. PROPERTY MAPS

The application shall include a Property Map which includes the following information:

- A. Record plat of the property, if applicable, or survey plat of the property, 18" x 24" in size, with the boundaries for which the extension or expansion is sought, outlined in red.
- B. Bearing and distances of all property lines, north arrow, and drawing scale.
- C. Names and widths of all adjacent streets and roads.
- D. Limits of all easements on or adjacent to property.
- E. Location of adjacent parcels, tract or lots within one hundred (100) feet of the property.
- F. Indicate existing non-conforming situation and area of extension or expansion.
- G. Documentation that a non-conforming situation exists. Zoning Officer Non-Conforming Use Determination, if available.

V. SITE PLAN

The application shall include a site plan adequate to demonstrate that the proposed use will conform to applicable standards, including those listed in Article XIII: "Minimum Standards for Special Exceptions and Uses Permitted with Conditions" and Article XXV, Section 415 of the Zoning Ordinance. The site plan shall depict streams, other significant environmental features, existing structures and paved areas.

VI. CONSISTENCY WITH THE ZONING ORDINANCE AND WITH COUNTY PLANS

- A. The application shall include a written statement and adequate evidence to demonstrate that the proposed extension or expansion will conform to applicable standards, including those listed in Article XIII: "Minimum Standards for Special Exceptions and Uses Permitted with Conditions" and Article XXV, Section 415 of the Zoning Ordinance.
- B. The application shall include information which demonstrates that the proposed use is consistent with the Charles County Comprehensive Plan, Comprehensive Water and Sewerage Plan, Capital Improvement Program, and other applicable County Plans.

VII. ADJACENT PROPERTY OWNERSHIP

The application shall provide the names and addresses of all adjoining and confronting (directly across any County or State Road) property owners of the entire parcel for which the Special Exception is requested.

VIII. OWNER INFORMATION

The applicant shall include the name, mailing address, and signature of each record owner of the property for which the Special Exception is being sought. If owned by a corporation, the application must be signed by such officers as are empowered to act for the corporation.

_____	_____
Owner Name	Owner Name
_____	_____
Street Address	Street Address
_____	_____
City, State & Zip Code	City, State & Zip Code
_____	_____
Signature	Signature

Attach additional sheets if necessary. Signatures must be provided for each record owner. If owned by a corporation, the application must be signed by such officers as are empowered to act for the corporation.

IX. APPLICANT'S INSTRUCTIONS AND SIGNATURE

- A. Submit twelve (12) copies of the application and twelve (12) copies of each attachment, including property maps and site plans.
- B. Failure to provide the required information with the application may result as delay and, in certain cases, return of the application to the applicant.
- C. The Zoning Officer may, upon written request, waive certain requirements listed herein in the case of unique situations.
- D. The applicant hereby certified that this application for a variance is complete and that the information provided is correct.

_____	_____
Signature of Applicant	Date

