

# Special Exception Application

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

*For Office Use Only*

Application is hereby made for approval of the Special Exception hereinafter described.

## I. APPLICANT INFORMATION

Applicant Name

Address

City, State and Zip Code

Daytime Phone Number

Interest of Applicant (Contract Purchaser/Agent/Owner)

BOA Permit #

Docket File # assigned

Staff Initials

## II. DESCRIPTION OF REQUESTED SPECIAL EXCEPTION

The applicant petitions for the following Special Exception, pursuant to Article XXV of the Charles County Zoning Ordinance, dated October 1, 1992, as amended: (Choose one)

### A. First Time Application.

Use Number and Description from Section 63 of the Zoning Ordinance.

### B. \_\_\_\_\_ Enlargement, \_\_\_\_\_ Extension, or \_\_\_\_\_ Modification of existing special exception. (Check one)

Number and name of existing Special Exception.

### C. Renewal of existing special exception.

Number and name of existing Special Exception

## 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 special exception 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.

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 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.
- 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.

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
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