

Comprehensive Plan Amendment (CPA) Application Form

Planning & Growth Management

P. O. Box 2150

La Plata, Maryland 20646

(301) 645-0540

Application is hereby made for a Comprehensive Plan Amendment hereinafter described.

I. APPLICATION INFORMATION

Applicant's Name

Applicant's Address

Daytime Phone Number

Date

Interest of Applicant (Contract Purchaser/Agent/Owner)

II. DESCRIPTION OF REQUESTED AMENDMENT

The Applicant petitions to amend the Comprehensive Plan of Charles County, Maryland. A brief description of the intent of the change is as follows. (Attach additional informational with support data and analysis as needed)

Briefly describe which plan elements are pertinent to the proposed request and list any proposed changes to the text, data or analysis (as well as referenced page or section of the plan) here:

Reference any specific plan element Goals, Objectives or Policies that are proposed to be changed and/or are proposed to be new additions:

Describe any proposed changes to the Comprehensive Plan's Conceptual Land Use Map and why the proposal is presented for review:

III. MAPS

A. If the request involves a land use map amendment or a specific site location then the application shall include a Vicinity Map indicating the property's location in relation to major roads, public facilities and natural features.

B. The application shall include a Property Map with the following information:

1. Boundaries of the property for which the amendment is sought, outlined in red.
2. Bearing and distance of property line and limits of easements on or adjacent to the property.
3. Names and widths of adjacent streets and roads.
4. North arrow and drawing scale.
5. Location of adjacent parcels, tracts or lots within one hundred (300) feet of the property.

C. If the application includes a change to the Conceptual Land Use Map, the applicant shall also include Land Use Maps with the following information:

1. A map illustrating the currently approved land uses on the property and those of the adjacent parcels, tracts or lots within one hundred (300) feet of the property.
2. The application shall include a map illustrating the proposed land uses on the property to be considered as a part of the requested amendment.

IV. RATIONALE FOR AMENDMENT

A. The applicant shall provide justification and support data and analysis to support an amendment to the plan and describe how the change will be in conformance to the character of the neighborhood or otherwise affected area. The application must include information sufficient to prove that approving the proposed comprehensive plan amendment will not result in adverse impacts to the surrounding property or neighborhoods and that public facility needs are available or are proposed to adequately service the site. The Comprehensive Plan Amendment is a legislative review process and therefore the burden is on the applicant to adequately support and justify the proposed request and to illustrate that the amendment is in the best interest of the County. In doing so, the application must include the following information:

1. A description of the area which reasonably constitutes the neighborhood and the existing land uses included in the neighborhood or general vicinity within 1 mile of the site.
2. A description of the changes which have occurred in the neighborhood since the original or last comprehensive plan update.
3. Statements explaining how these changes justify the proposed amendment and how the proposed amendment is compatible with existing and proposed development for the area.
4. A description of the existing natural resources of the property including a description of any environmentally sensitive areas and how the proposed land uses are compatible with such.

5. An analysis of the public facility impacts including any increase or decrease in services which may result from the proposed changes and any proposed measures or improvements to mitigate the impacts. Include any change in demands anticipated and a description of the measurable impacts on:
 - a) Roads, traffic;
 - b) Sewer services
 - c) Water services;
 - d) Natural & cultural resources;
 - e) Parks & recreational facilities;
 - f) Schools;
 - g) Fire and emergency services;
 - h) Institutional land uses available for libraries, day care, churches, etc...
6. Provide an estimated fiscal impact summary of the proposed change (either negative or positive) and include an analysis to support your summary and findings.

V. CONSISTENCY WITH OTHER COUNTY, STATE OR AGENCY PLANS

The application shall include information which demonstrates that the proposed Comprehensive Plan Amendment is consistent with the Goals, Objectives and Policies of all other Elements of the County's Comprehensive Plan, or other pertinent long range plans (of the county or other jurisdictions) such as Comprehensive Water and Sewerage Plan, Capital Improvement Program, Sub-Area Plans, Revitalization or Redevelopment Plans and other County plans, as applicable.

A. Describe any other County plans or policies for which the plan amendment will affect, either positively or negatively; and consistency of the proposed request with such plans and policies.

B. Describe any other State (or other governmental agencies) plans or policies for which the plan amendment will affect, either positively or negatively; and consistency of the proposed request with such plans and policies.

VI. ADJACENT PROPERTY OWNERSHIP

The applicant shall provide on the sheet titled "Adjacent Property Ownership" the full name and mailing address of all persons, organizations, corporations or groups owning land within five hundred (500) feet of the property for which the Comprehensive Plan Amendment is requested as shown on the current assessment records of the Maryland Department of Assessments and Taxation.

VII. OWNER INFORMATION

If the application applies to specific properties then include the name, mailing address and signature of each record owner of the property for which the amendment 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

Street Address

City, State & Zip Code

Signature

Owner Name

Street Address

City, State & Zip Code

Signature

(Attach additional owner or agent information as needed)

VIII. APPLICANT INSTRUCTIONS & SIGNATURE

A. Submit ten (10) copies of the application and ten (10) copies of each attachment to the Planning Division of Charles County c/o Planning Director, P.O. Box 2150, La Plata, Maryland 20646. Also submit twelve (12) electronic copies on CD containing all parts of the application including maps, appendices, and attachments, for distribution to State agencies and adjacent jurisdictions as part of the 60-day State Clearinghouse review that is required by the Land Use Article of the Annotated Code of Maryland.

B. If the amendment is for a specific property, provide proof of ownership. If two or more parcels are included, they must be adjoining and ownership must be in the entirety, otherwise separate applications are required for each property having separate boundaries or ownership.

C. Failure to provide the required information with the application may result in delays and, in certain instances, return of the application to the applicant.

D. The applicant hereby certifies that this application for a Comprehensive Plan Amendment is complete and that the information provided is correct.

E. An authorization letter for those acting as agents or on behalf of owners or applicants.

Signature of Applicant

Date

Revised 03/13