



Board of Appeals Application

Town of La Plata
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La Plata, MD 20646
301-934-8421 • Fax: 301-934-3965
www.townoflaplata.org

FOR BOARD OF APPEALS USE ONLY

Received with Application Fee: Amount \$ _____	Hearing Date: _____
Date: _____ Check # _____	Case Number: _____
<input type="checkbox"/> Complete on _____	Board of Appeals Action:
<input type="checkbox"/> Incomplete/With Deficiencies on: _____	_____
Returned to applicant on: _____	_____
Planning Commission Recommendation:	Resolution Prepared for Signature on:
_____	Date: _____
_____	_____
Date: _____	_____

Please complete the information below prior to Board of Appeals submission. This application will be required in order to accept and process your submission. **All information must be complete or the submission will be returned to the applicant. You are encouraged to contact Town Staff to discuss your application prior to your submission with all required copies.**

A. Project Information:

File Number: _____ (To be completed by The Town of La Plata)

Project Name: _____ Date: _____

Action Requested: (Please check appropriate box)

Variance (§ 191-51)

- Density
- Lot Area
- Lot Width
- Front Yard
- Side Yard
- Rear Yard
- Lot Coverage

- Height
- Other _____
- Appeal of Administrator's Decision
- Appeal of Design Review Board Decision
- Special Exception
- Special Exception for Home Occupation

Owner/Contract Purchaser: _____
Address: _____
Phone #: _____ E-Mail Address: _____

Authorized Agent: _____
Address: _____
Phone #: _____ E-Mail Address: _____

B. Site Information:

Address: _____

Tax ID Account Number: _____ Election District: _____

Tax Map: _____ Block: _____ Parcel (s): _____ Lot: _____

Zoning: _____ Zoning Overlays (if applicable): _____ Acreage: _____

C. Submission Requirements:

- Complete application form
- 16 copies and 1 electronic file of all documents and exhibits.
- Non-refundable application fee in the amount of \$285.00 plus a deposit for actual expenses with application package. Make checks payable to the Town of La Plata. The applicant shall pay actual expenses to process the application, including legal fees, advertising fees, and any other related costs, which shall be deducted from the deposit amount. Any amounts in excess of the deposit will be invoiced by the Town Finance Department and shall be due upon receipt. Funds remaining following the close of the case will be refunded once all expenses have been paid.
- Tax Map displaying the subject property and properties contiguous to and opposite the subject property.
- The written decision of the Town Zoning Administrator requiring that a variance be obtained.
- Detailed Site Plan showing current and proposed improvement(s) and clearly showing how the Code requirement is requested to be varied or how special exception standards are being met.
 - o **Site plan must include:** details to indicate compliance with all other requirements for the current or proposed improvement to the property, including location of all structures, parking spaces (parking spaces must meet Code size requirements and all parking areas must be all-weather surfaced), all recorded easements and/or rights-of-way; and names of property owners and parcel/lot numbers of properties contiguous to and opposite the property for which the variance or special exception is asked.
- Current Recorded Deed of the subject property
- Relevant Portion of the Town Zoning Map (*zoning map available from Town staff or website*)
- Provide a list of owner's names, their mailing addresses, and the lot or parcel numbers of properties contiguous to and opposite the property for which the variance is being requested, and the current use of each of those properties. Applicants are encouraged to provide copies of the data pages located on the State Department of Assessment's (SDAT) web site located at <http://www.dat.state.md.us/> for each property on the list.
- Provide pre-addressed and postage paid (1st class mail) #10 (business size) envelopes for each of the property owners on the list requested.

I (We) _____, are the ()Owner(s), ()Contract Purchaser(s), ()Tenant/Lessee, ()Other (specify), of property whose address is _____ containing _____ acres of land ()unimproved **or** improved by a () single family detached, () single family attached, () multi-family dwelling, () other structure: _____ located

in the subdivision (if any) known as _____. The deed describing this property is recorded in the Land Records of Charles County, Maryland at Liber _____, folio _____.

The action requested is described as:

_____, which is provided for in Town Code Section _____, which requires _____

Considering the terms and conditions under which () variances () special exceptions may be approved, as outlined in Town Code, explain how the action requested complies with those terms and conditions:

Has the property in question been subject to previous petition? _____ If so, give date of petition or hearing and action requested and taken:

D. Authorization:

By my/our signature(s) below, I/we certify under the penalties of perjury that the statements contained in this application for a variance to the Town Code or special exception are true and complete to the best of my/our knowledge, information and belief. Further, I/we understand that this application will be entered as evidence in a hearing to be held on this application by the Town of La Plata Board of Appeals.

Signature of Applicant

Signature of Applicant

Printed Name

Printed Name

Date: _____

Date: _____

Mailing Address:

Mailing Address:

Telephone number:
(Daytime) _____

Telephone number:
(Daytime) _____

►SIGNATURE(S) OF PROPERTY OWNER(S) IF APPLICANT NOT OWNER. All owners of the property must sign this application (use other side if more space is needed):

Signature of Applicant

Signature of Applicant

Printed Name

Printed Name

Date: _____

Date: _____

Mailing Address:

Mailing Address:

Telephone number:
(Daytime) _____

Telephone number:
(Daytime) _____