



# Town Council Application

Town of La Plata  
305 Queen Anne Street • P.O. Box 2268  
La Plata, MD 20646  
301-934-8421 • Fax: 301-934-3965  
[www.townoflaplata.org](http://www.townoflaplata.org)

Please complete the information below prior to 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: \_\_\_\_\_

### Request Approval For: (Please check appropriate box)

- |  |   |
|--|---|
| <input type="checkbox"/> Annexation Petition \$725.00 (Plus actual expenses)               | <input type="checkbox"/> Zoning Amendment \$450.00 (Plus related costs) |
| <input type="checkbox"/> Amendment to Annexation Agreement \$725.00 (Plus actual expenses) | <input type="checkbox"/> Zoning Map Amendment (\$10.50, per lot)        |

Owner/Contract Purchaser: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### B. Site Information:

Address: \_\_\_\_\_

Tax ID Account Number: \_\_\_\_\_ Election District: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel (s): \_\_\_\_\_ Lot: \_\_\_\_\_

Liber \_\_\_\_\_ Folio \_\_\_\_\_ Plat Book \_\_\_\_\_ Page \_\_\_\_\_ Acreage: \_\_\_\_\_

Current County Zoning: \_\_\_\_\_ Requested Town Zoning: \_\_\_\_\_ Zoning Overlay: \_\_\_\_\_

Current County Land Use: \_\_\_\_\_ Proposed Town Use: \_\_\_\_\_ Adjacent Use: \_\_\_\_\_

### **C. Annexation Petition Filing Instructions:**

1. A petition for annexation, prepared in compliance with Section 19 of Article 23A of the Annotated Code of Maryland, shall be filed with the Town, together with sixteen copies of the petition, electronic copies of all documents and exhibits and a non-refundable fee of \$725, plus a deposit for actual expenses (requires a Professional Services Agreement). Along with any other information which the petitioner may deem relevant or which is required with regard to the area proposed for annexation, the petition shall include:
  - A. Descriptive data such as acreage, population, name and address of each property owner, number and kind of existing uses, assessments, and existing or proposed public facilities or services;
  - B. A plat displaying the present and proposed boundaries, general land use patterns, existing and proposed zoning, present and proposed public facilities and improvements, existing structures, and existing reserved or public areas;
  - C. A metes and bounds description of the perimeter boundary of all properties that are proposed to be annexed (both paper and electronic file version);
  - D. Estimation of the potential revenue to be realized by the Town;
  - E. Description of the social and economic characteristics of the proposed area and the surrounding area;
  - F. Assessment of any distinguishing environmental characteristics of the proposed area and the surrounding area with an analysis of any effect which annexation might have upon these characteristics;
  - G. Description of any unique characteristics of the proposed area and the surrounding area, with an analysis of how these characteristics would be affected by annexation or how any special problems are proposed to be handled.
  - H. A description of uses for the land specified in the current and duly adopted Charles County master plan or if there is no adopted or approved master plan, then the adopted or approved general plan of the county.
    - I. The requested Town of La Plata zoning district classification.
    - J. A property tax map.
    - K. A draft Annexation Plan for review by the Town as described in the Local Government Article, Division II., Title 4, Subtitle 4, of the Annotated Code of Maryland.
2. After the initial filing of the petition, the following information will be required:
  - A. Certification that each owner of real property, both within the area of the proposed annexation or contiguous to or opposite the property affected, has either executed the petition or has been sent by first class mail to the address listed in the assessment records, within thirty days prior to the public hearing, a summary of the petition and the dates of the public hearings scheduled before the Planning Commission and the Town Council;
  - B. Certification that a notice has been posted in a conspicuous place on the property involved stating the name of the applicant or initiator, the date, time and place fixed for the hearing, the general nature of the hearing and the place where a copy of the proposed annexation petition may be obtained. Such posting shall take place at least fifteen days prior to the date fixed for public hearing. The sign will be provided by the Town; however the applicant is responsible for posting the sign and maintaining the sign prior to the public hearing.
  - C. A metes and bounds description which ties the property proposed to be annexed into the existing Town of La Plata perimeter boundary (both paper and electronic file version).
  - D. A Professional Services Agreement, along with a check payable to the Town of La Plata, in an amount as determined by the Chief Executive Officer, to cover all related expenses.
3. Additionally, the applicant is strongly encouraged to provide plats and/or any other pertinent information appropriately mounted to be displayed in the Town Hall atrium for review by interested parties.