

City of Annapolis Planning & Zoning Department145 Gorman Street, 3rd FI Annapolis, MD 21401-2535

<u>PlanZone@annapolis.gov</u> • 410-263-7961 • Fax 410-263-1129 • <u>www.annapolis.gov</u> Deaf, hard of hearing or speech disability - use MD Relay or 711

Administrative Adjustment Application

Property Information				
Site address				
Total site area		Limit of disturbance		
Zoning district				
Critical Area designation		BEA	Yes	No
Number of lots	Number of units			
Owner Information				
Owner of property				
Address				
Phone number				
Agent (if not owner)			Phone	
Tax ID number				
Project Description				
Project type	Administrative Adjustment (ADJ)			
Sub-type (mark one)	Setbacks	Parallel expansion (also see Chapter 21.54.170)		
	Parking distance	Marit	ime planting)
Description of proposed p	oroject			

On a separate sheet of paper, please address the following review criteria from City Code Section 21.18.040:

- A. *Practical Difficulties*. The particular physical surroundings, shape or topographical conditions of the specific property involved result in practical difficulties for the owner, which have not been created by any persons having an interest in the property.
- B. *Unique Conditions*. The conditions upon which an application for an adjustment is based are unique to the property for which the administrative adjustment is sought, and are not applicable, generally, to other property within the same zoning classification.
- C. Public Safety and Welfare. The granting of the adjustment will not be detrimental to the public safety or welfare or injurious to other property or improvements in the neighborhood in which the property is located.
- D. *Transportation Plan*. In the case of an adjustment to the maximum distance that required parking spaces are permitted to be located from the use served, that the adjustment will be in support of a transportation plan adopted by the City Council. (Ord. O-1-04 Revised (part), 2005).

Submittal Requirements Checklist (Mark each box as completed)

Completed Application Form, including written responses to all applicable review criteria

Application fee (see Fee Schedule)

List of persons and their addresses having a financial interest/ownership in the property

Vicinity map showing location of subject property

Architectural plans, as applicable:

Exterior building elevations/facades showing existing and proposed improvements

Interior floor plans of existing and proposed structures, as applicable

Site Plan (which may include the following information, as applicable):

Layout of existing and proposed improvements

Metes and bounds (surveyed boundaries and dimensions) of the property

Landscaping

Tree preservation/conservation areas

Critical area mitigation/lot coverage tabulations/BEA policy standards, as applicable

Lighting and utilities (sewer, water and power)

Utility plan (sewer, water, power)

Grading/sediment control plan

Land use information (use, zoning and owners of adjoining properties)

Additional information, such as traffic impact studies, tree inventories, landscape maintenance agreements and moderately priced dwelling unit agreements, may be required in conjunction with a specific application.

A dated picture of the Public Notice Sign posted in front of the property is also a required part of the application. Sign will be available from Planning and Zoning when the application is determined to be otherwise complete. The sign must be posted for 15 days.

Signature of property owner	Date

For more information on the application process, please visit www.annapolis.gov and refer to the City Code, Chapter 21.18 Administrative Adjustments.

You can also track the progress of your application under "Project Search" at the City's on-line permitting site: http://etrakit.annapolis.gov/index.asp