

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

Nonconforming Uses 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 | Nonconforming Uses (NCU) | | | | |
| Sub-type (mark one) | Determination of | Cha | ange of | | |
| | Expansion of | | | | |
| Description of proposed p | project | | | | |

On a separate sheet of paper, please address the applicable criteria from the following City Code Sections, depending on the application subtype:

- 1. Determination of nonconforming use status: See Section 21.68.050
- 2. Expansion of nonconforming uses: See Section 21.68.070
- 3. Change of nonconforming use: See Section 21.68.08

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 21.68 Nonconforming Uses and Structures.

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