



## St. Mary's County Department of Land Use and Growth Management

23150 Leonard Hall Drive, Leonardtown, Md. 20650

Phone (301) 475-4200, ext. 71500 Fax (301) 475-4672

## BOARD OF APPEALS / ADMINISTRATIVE VARIANCE APPLICATION



### INSTRUCTIONS TO APPLICANT:

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 application materials must be folded or of a size which will fit into a standard legal folder.

CONTROL NUMBER: \_\_\_\_\_ (To be completed by LUGM personnel)

PROJECT NAME: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

AGENT (if other than property owner): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**PROPERTY LOCATION (Street Address or Tax Identification Number):**  
\_\_\_\_\_  
\_\_\_\_\_

**PARCEL IDENTIFICATION: TAX MAP:** \_\_\_\_\_ **GRID:** \_\_\_\_\_ **PARCEL:** \_\_\_\_\_ **LOT:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_

**ZONING:** \_\_\_\_\_ **C.A. OVERLAY:** \_\_\_\_\_ **ELECTION DISTRICT:** \_\_\_\_\_ **ACREAGE:** \_\_\_\_\_

Administrative Variance  
 Variance

Area \_\_\_\_\_  
 Bulk \_\_\_\_\_  
 Density \_\_\_\_\_  
 Other \_\_\_\_\_

Critical Area Administrative Variance  
 Critical Area Variance

Encroachment in 100' buffer \_\_\_\_\_  
 Increase of Impervious Surface of \_\_\_\_\_  
 Other \_\_\_\_\_

Appeal of Administrator's Decision  Conditional Use Approval

Please describe requested action:

  

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## **APPLICATION SUBMISSION REQUIREMENTS:**

Pre-Application Conference Held with \_\_\_\_\_ on \_\_\_\_\_.  
 \_\_\_\_\_ (staff) \_\_\_\_\_ (date)

Letter of Intent addressing standards

Non-CA Site Plan/Plot Plan  
 9 Prints – BOA  
 3 Prints - Administrative

Critical Area Site Plan/Plot Plan  
 9 Prints – BOA  
 3 Prints - Administrative

**Review Fees:**

\$750 - Conditional Use

\$500 - Variance/ Critical Area Variance

\$0 - \*Appeal

\* Please show topography on all Critical Area Site Plans.

### **Review Fees:**

- \$750 - Conditional Use
- \$500 - Variance/ Critical Area Variance
- \$0 - \*Appeal
- \$500 - Administrative Variance - All
- \$670 - Expansion of Non-Conforming Use
- \$25 each Resubmissions

**All advertising fees to be determined;  
applicants will be billed. Applicants are  
responsible for mailing and posting  
costs.**

Other fees may apply. See the St. Mary's County User Fee Schedule, effective July 1, 2018.

### Approvals Received:

- Health Department (HD)
- Soil Conservation District (SCD)
- Critical Area (CA)
- Critical Area Commission (CAC)
- DPWT (if applicable)

**\*APPEALS:** Pursuant to Section 23.1.2 of the Comprehensive Zoning Ordinance an appeal shall be filed within 30 days of the date of the action being appealed by filing an application for Board of Appeals review with St. Mary's County Government, Office of the County Attorney. An application for appeal **shall identify with specificity all grounds for the appeal.** Please state in detail your grounds for appeal. Please provide a separate written Notice of Appeal, if more space is needed.

- I hereby swear or affirm that I have the authority from the property owner to make this application and that this application is correct.
- I hereby swear or affirm that I am the property owner and that this application is correct.

**Staff and Board members are hereby authorized to enter the site to view the particulars of the application.**

**PROPERTY OWNER/AUTHORIZED AGENT'S**

**SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I prefer all correspondence to be sent (circle one) U.S. Mail/Emailed/Faxed

(Fax #)