



**City of Annapolis**  
Department of Planning & Zoning  
145 Gorman Street, 3<sup>rd</sup> Fl  
Annapolis, MD 21401-2535

[PlanZone@annapolis.gov](mailto:PlanZone@annapolis.gov) • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

### Administrative Interpretation 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 \_\_\_\_\_  
Mail address \_\_\_\_\_  
City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Phone(s) \_\_\_\_\_ Email address \_\_\_\_\_  
Agent (if not owner) \_\_\_\_\_ Tax ID number \_\_\_\_\_  
Phone(s) \_\_\_\_\_ Email address \_\_\_\_\_

#### Project Description

Project type: Administrative Interpretation (ADM)  
Sub-type (mark one)  
Buildable Lot Determination                      Parking Waiver                      MPDU  
Certificate of APF (submitted in conjunction with an application for Site Design Plan Review and Planned Development approval)  
Other, describe \_\_\_\_\_

Description of proposed project:

On a separate sheet of paper, please include the following additional items:

1. The specific provision or provisions of this code for which an interpretation is sought.
2. The facts of the specific situation giving rise to the request for an interpretation.
3. The precise interpretation claimed by the applicant to be correct.
4. When a use interpretation is sought, a statement of what use permitted under the current zoning classification of the property that the applicant claims either includes the proposed use, or is most similar to, the proposed use.
5. When a use interpretation is sought, documents, statements, and other evidence demonstrating that the proposed use will comply with all use limitations established for the district in which it is proposed to be located. (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)

For a Buildable Lot Determination, please also submit:

A boundary survey which shows all existing improvements, topography, vegetation, utilities, easements, and adjacent right-of-ways

Subdivision plat(s), if the property is part of a recorded subdivision

Deeds and other records showing the chain of ownership back to prior to August 10, 1970. Deeds and subdivision plats can be found at the Land Records Office in the Anne Arundel County Circuit Courthouse, located on Church Circle.

For a Certificate of APF, please also attach a written statement addressing the standards identified in Chapters [22.12](#) thru [22.24](#). Certificate of APF is required for all new development or redevelopment of any non-residential building or any mixed-use development of non-residential and residential uses where the proposed development is greater than 10,000 square feet in area or a residential subdivision of more than eleven (11) lots (regardless of the square footage of the development).

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](http://www.annapolis.gov) and refer to the City Code, Chapter [21.16](#) Administrative Interpretations.

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