City of Annapolis
Planning & Zoning Department
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

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

Special Exception 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 Special Exception (SE)

Sub-type (mark one) ___ With Site Design Plan Review ___ Without Site Design Plan Review

Description of proposed project

On a separate sheet of paper, please address the applicable criteria from City Code Chapter 21.26.

Submittal Requirements Checklist (Mark each box as completed)

Ten (10) copies are required for each submittal and all submittal items should be folded and assembled as individual packages. If your drawings are 28”x18” or larger, please submit one full-size packet and nine (9) packets in reduced 11”x17” size.

___ 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)

___ Two (2) sets of #10 envelopes, with postage, addressed to all property owners within 200 feet of the subject property. Applicant must coordinate the mailing of the public notice with the Department.

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 21.26 Special Exceptions.

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