



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

Variance 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	Variance (VAR)		
Sub-type (mark one)	Critical Areas	Lot Size	Signs
	FAR	Parking Distance	
	Lot Coverage	Setbacks	
Description of proposed project _____			

On a separate sheet of paper, please address the applicable criteria from City Code Section 21.28.050 "Review criteria and findings." For a variance to Critical Area Regulations, please also address the applicable criteria from City Code Section 21.54.160.

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 a written statement describing the variance and citation of the applicable City Code sections

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)

As applicable, photographs showing the existing structure and the area to be altered. Please mount the photographs on 8 ½" x 11" white paper and clearly identify each photograph.

One (1) listing of all property owners within 200 feet of the subject property.

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

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 21.28 Variances.

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>