



**City of Annapolis**  
**Planning & Zoning Department**  
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 • [www.annapolis.gov](http://www.annapolis.gov)  
Deaf, hard of hearing or speech disability - use MD Relay or 711

## Zoning District Boundary Adjustment Application

### Property Information

Site address \_\_\_\_\_

Total site area \_\_\_\_\_

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                      Zoning District Boundary Adjustment (ZBA)

Description of proposed project

On a separate sheet of paper, please address the following review criteria from City Code Section 21.20.030:

- A. *Unique Conditions.* The conditions upon which an application for a zoning district boundary adjustment are unique to the property and are not applicable, generally, to other property within the same zoning classification.
- C. *Public Safety and Welfare.* The granting of the district boundary adjustment will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
- D. *Surrounding Properties.* The proposed adjustment will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values with the neighborhood. (Ord. O-1-04 Revised (part), 2005).

**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](http://www.annapolis.gov) and refer to the City Code, Chapter 21.20 Zoning District Boundary Adjustments.

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>