



City of Annapolis
Department of Planning and Zoning
 145 Gorman Street 3rd Floor
 Annapolis, MD 21401-2517

FOR CITY USE ONLY	
PROJECT #	_____
ISSUED	_____
BY	_____

PlanZone@annapolis.gov • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • www.annapolis.gov

Zoning Certificate

Site address _____ Suite/Unit # _____

Property Tax ID # _____ Lot # _____

Specific Use of Property _____

Is above address within the Historic District area? Yes No Waterfront? Yes No

Within the floodplain? Yes No Within the Critical Area? Yes No

Are any trees or shrubs being removed? Yes No

If property is located in the Critical Area, please fill out page two of this application

Property Owner Information			Applicant Information		
Name _____			Name _____		
Address _____			Address _____		
City _____ State _____ Zip _____			City _____ State _____ Zip _____		
Day phone _____ Cell _____			Day phone _____ Cell _____		
E-mail _____			E-mail _____		

Describe proposed work (Please submit two copies of a site plan and plans / elevations of proposed work / setbacks):

Signature of owner or authorized agent

The applicant certifies & agrees as follows: (1) that they are authorized to make this application; (2) that the information is correct; (3) that they will comply with all regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically described in this application; (5) that they grant City officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices; (6) if you choose to appeal the issuance, decision, determination or order of this certificate, the petition for appeal shall be in writing stating the grounds for appeal and shall be filed with the Zoning Board of Appeals within 30 calendar days of issuance, decision, determination or order. Any right to appeal shall be waived if not timely filed.

Owner or Authorized Agent (print) _____

Signature _____ Date _____

FOR CITY USE ONLY	
Permitted use _____	Use subject to standards _____
Special exception _____	Zoning District _____
Building Permit Required Yes No	
Reviewed by _____	Date _____
P&Z final approval _____	Date _____

Critical Area Lot Coverage Worksheet with Zoning Certificate

The completion and approval of this Critical Area Lot Coverage Worksheet is required for development activities that occur within the City of Annapolis Critical Areas for projects that do not require issuance of a building or grading permit or review through another Planning and Zoning process but require compliance with City and/or State Critical Area laws. If planting mitigation is required due to the proposed project, the site plan or a separate landscape plan must indicate the location of the proposed planting and include a table that states the species of the plants and number of each species. Additional information may be required as applicable. This form shall accompany a site plan and any other relevant plans that reflect the proposed work. All documents are to be submitted to the Department of Planning and Zoning for review and approval. See information below for a list of items considered "lot coverage."

Property Information

Project Address _____ Total Site Area (Square Footage) _____
 Critical Area Designation _____ Zoning District _____

Lot Coverage Information (See attached sheet for a description of "lot coverage")

Existing (Square Footage):	Proposed (Square Footage):
1. House _____	1. House _____
2. Accessory Structures _____	2. Accessory Structures _____
3. Driveway _____	3. Driveway _____
4. Walkways _____	4. Walkways _____
5. Other _____	5. Other _____
<i>Total sf of:</i>	<i>Lot Coverage:</i>
Existing Lot Coverage Items _____	Proposed Items _____
Existing and Proposed Lot Coverage _____	Percentage _____
	(Total Existing and Proposed Lot Coverage/Total Site Area)

Authorization

I certify these statements to be true and accurate and hereby grant City of Annapolis officials permission to enter my property for inspection.

Owner Signature _____ Date _____

Lot Coverage

"Lot coverage" means the percentage of a total lot or parcel that is:

1. Occupied by a structure, accessory structure, parking area, driveway, walkway, or roadway; or
2. Covered by gravel, stone, shell, impermeable decking, a paver, permeable pavement, or any manmade material.

"Lot coverage" does not include:

1. A fence or wall that is less than one foot in width that has not been constructed with a footer;
2. A walkway in the Buffer or expanded Buffer, including a stairway, that provides direct access to a community or private pier;
3. A wood mulch pathway; or
4. A deck with gaps to allow water to pass freely*

*Steps or stairways to decks are considered lot coverage.

The above information is taken from the Critical Area Commission Chesapeake and Atlantic Coastal Bays "Local Government Assistance Guide – Lot Coverage" Approved September 3, 2008.