

# Variance Application

Residential \_\_\_ Commercial \_\_\_ Minor \_\_\_ (check one)

Charles County Board of Appeals  
c/o Zoning Officer, Department of Planning and Growth Management  
Post Office Box 2150, La Plata, Maryland 20646

*For Office Use Only*

Application is hereby made for approval of the Variance hereinafter described.

## I. APPLICANT INFORMATION

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Interest of Applicant (Contract Purchaser/Lessee/Agent/Owner) \_\_\_\_\_

BOA Permit # _____
Docket File # assigned _____
Staff initials _____

## II. DESCRIPTION OF REQUESTED VARIANCE

The applicant petitions for the following Variance, pursuant to Article XXV of the Charles County Zoning Ordinance, dated October 1992, as amended:

Describe the variance requested; i.e., change to front, rear, side setback, or decrease in minimum lot size requirements. (Use additional sheets, if necessary.)

\_\_\_\_\_  
\_\_\_\_\_

Describe the reason for which the variance should be granted, i.e. exceptional narrowness, shallowness, shape of the property, exceptional topographical conditions, or other extraordinary situation or condition of the property. (Use additional sheets, if necessary.)

\_\_\_\_\_  
\_\_\_\_\_

## III. PROPERTY DESCRIPTION

Site Address/Street Location \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Lot(s) \_\_\_\_\_

Block(s) \_\_\_\_\_

Tax Map, Grid, Parcel(s) \_\_\_\_\_

Base Zone Classification \_\_\_\_\_

Overlay Districts \_\_\_\_\_

Tax Account Identification # \_\_\_\_\_

Acreage or square feet subject to variance \_\_\_\_\_

If the property is part of a larger recorded parcel/total acreage \_\_\_\_\_

## IV. PROPERTY MAPS

The application shall include a Property Map which includes the following information:

- A. Record plat of the property, if applicable, or survey plat of the property, 18" x 24" in size, with the boundaries outlined in red.
- B. Bearing and distances of all property lines, north arrow, and drawing scale.
- C. Names and widths of all adjacent streets and roads.

## V. SITE PLAN

The application shall include a site plan adequate to describe the variance requested and to demonstrate that the variance meets the criteria identified in Article XXV, Section 416 of the Zoning Ordinance. (see Attachment A)

VI. CHESAPEAKE BAY CRITICAL AREA REQUIREMENTS

If the subject property falls within the CBCA, then the applicant shall submit a written statement and graphic evidence to allow the Board of Appeals to make the following findings:

- A. Granting of a variance will not adversely affect water quality or adversely impact fish, wildlife, or plant habitat within the Critical Area Zones, and the granting of the variance will be consistent with the spirit and intent of the County’s Critical Area Program and associated ordinances, as well as State laws and regulations adopted under Subtitle 18 of the Natural Resources Article and CoMar 27.15.
- B. The variance request is not based upon conditions or circumstances either permitted or non-conforming which are related to other parcels.
- C. The reasons set forth in this application justify the variance and that the variance is the minimum variance that will make possible the reasonable use of the land, buildings, or structures.
- D. The granting of a variance to the yard and/or Buffer requirements results in new structures or impervious surfaces being located as far back from mean high water, tidal wetlands, or tributary streams in the Critical Area as is feasible.
- E. The applicant takes steps to mitigate impacts, insofar as possible, including:
  - 1. Reforestation on the site to offset disturbed forested or developed woodlands on at least the equal basis;
  - 2. Afforestation of areas of the site so that at least 15 percent of the gross site is forested; and
  - 3. Implementation of any mitigation measures which relate to Habitat Protection Areas as delineated in the Charles County Critical Area Program, and as required by State and/or County Agencies.
- F. Granting of the variance will be in harmony with the general purpose and intent of the Zoning Ordinance and shall not result in a use prohibited in the zone in which the property subject to the variance is located, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

VII. ADJACENT PROPERTY OWNERSHIP

The application shall provide the names and addresses of all adjoining and confronting (directly across any County or State Road) property owners of the entire parcel for which the Variance is requested.

VIII. OWNER INFORMATION

The applicant shall include the name, mailing address, and signature of each record owner of the property for which the Variance is being sought. If owned by a corporation, the application must be signed by such officers as are empowered to act for the corporation.

_____	_____
Owner	Owner
_____	_____
Street Address	Street Address
_____	_____
City, State & Zip Code	City, State & Zip Code
_____	_____
Signature	Signature

Attach additional sheets if necessary.

IX. APPLICANT’S INSTRUCTIONS AND SIGNATURE

- A. Submit ten (10 copies of the application and ten (10) copies of each attachment, including property maps and site plans.
- B. Failure to provide the required information with the application may result as delay and, in certain cases, return of the application to the applicant.
- C. The applicant hereby certified that this application for a variance is complete and that the information provided is correct.

_____	_____
Signature of Applicant	Date