BOARD OF APPEALS
APPLICATION PROCEDURES AND INSTRUCTIONS
FOR SPECIAL EXCEPTIONS, VARIANCES AND APPEALS

1. The following must be submitted to the Department of Land Use & Development Services, Division of Planning and Zoning at the County Administration Building, 200 Chesapeake Boulevard, Suite 2300, Elkton, MD 21921:

   • Application
   • Sketch of proposed project that indicates boundaries, structures, etc.
   • Fee for application (non-refundable)

   Acceptance of application by staff does not indicate application approval. All applications must be reviewed and approved by the Zoning Administrator. Incomplete applications may cause delays in processing.

2. Application Fees (Make checks payable to: Cecil County Government):
   Forms of payment are: Cash or Check only
   • Special Exceptions………………………………..$250.00
   • Variance………………………………………..$200.00
   • Appeal………………………………………….$250.00

   Fees reflect the cost of a maximum time limit of one (1) hour for application presentation. An additional fee of one hundred dollars ($100.00) is required for presentations longer than one (1) hour.

3. Applicants will be notified by Certified Mail of scheduled public hearings. Failure to attend scheduled hearings will result in the application being withdrawn. If the applicant requires the application rescheduled for hearing, a new application must be submitted with the required fee.

4. **APPLICANT IS RESPONSIBLE FOR THE FOLLOWING:**

   a. Meeting the criteria for granting a Special Exception, Variance or Appeal, as set forth in the Cecil County Zoning Ordinance.
   b. Contacting the Health Department, 401 Bow Street, Elkton, MD (410-996-5160) relative to the application or other County Departments as required for granted request.

5. Subject properties located in the Chesapeake Bay Critical Area, FEMA Floodplain, and/or an Agricultural Preservation District may require additional information and must meet all provisions and requirements pertaining to those areas.

6. Deadline – 3rd Thursday of each month for the next month's meetings.

7. Signatures
   a. The application will not be deemed complete until *__ALL__* property owners have signed the application and the application fee has been received.
   b. If the property's title is held by a business entity (Corporation, LLC, LP, Trust), then the necessary documentation providing that the signator is authorized to sign for the entity must be submitted with the application.

   QUESTIONS? – CONTACT THE DIVISION OF PLANNING AND ZONING (410)-996-5220

BOARD OF APPEALS APPLICATION	MEET. MONTH:_____
CECIL COUNTY, MARYLAND	FILE NO._____

THIS REQUEST IS FOR:

SPECIAL EXCEPTION RENEWAL	( )	DATE FILED:_____
SPECIAL EXCEPTION	( )	AMOUNT PD:_____
VARIANCE	( )	ACCEPTED BY:_____
APPEAL	( )	

A. APPLICANT INFORMATION

_____
APPLICANT NAME – PLEASE PRINT CLEARLY

_____
ADDRESS   CITY   STATE   ZIP CODE

_____
APPLICANT SIGNATURE   PHONE NUMBER

B. PROPERTY OWNER INFORMATION - ALL PROPERTY OWNERS MUST SIGN

_____
PROPERTY OWNER NAME – PLEASE PRINT CLEARLY

_____
ADDRESS   CITY   STATE   ZIP CODE

_____
PROPERTY OWNER SIGNATURE - ALL PROPERTY OWNERS MUST SIGN   PHONE NUMBER

C. PROPERTY INFORMATION

_____
PROPERTY ADDRESS   ELECTION DIST.   ACCT. NUMBER

_____
TAX MAP #   BLOCK   PARCEL   LOT #   #ACRES   ZONE

D. PURPOSE OF APPLICATION – Indicate reasons why this application should be granted. (attach separate sheet if necessary)

_____
_____
_____
_____

E. On an attached sheet, **PLEASE** submit a sketch of the property indicating the proposed project. Show distances from the front, side and rear property lines and the dimensions of the project.

F. LAND USE DESIGNATION

Is property in the Critical Area?   _____YES   _____NO

    If yes, Pertinent provision of the Chesapeake Bay Critical Area Program:_____

Is property in the 100 year Floodplain?   _____YES   _____NO

Is property an Agricultural Preservation District?   _____YES   _____NO

If property is located in the Critical Area, all provisions and requirements must be met as outlined in Article XVII, Part I, II & III of the Zoning Ordinance.

G. PROVISION OF ZONING ORDINANCE: _____

H. SPECIAL EXCEPTION RENEWAL – PREVIOUS FILE NO. & CONDITIONS FOR APPROVAL:_____

_____

I. SPECIAL EXCEPTION FOR A MANUFACTURED HOME – Please fill out the following information:

Will unit be visible from the road? _____   If yes, distance:_____

Will unit be visible from adjoining properties?_____   If yes, distance:_____

Distance to nearest manufactured home:_____   Size/Model/Year of Unit:_____

Number of units on property at present time:_____   Revised 6/15/2017