



City of Annapolis
Department of Planning & Zoning
145 Gorman Street, 3rd Floor
Annapolis, MD 21401-2535

| | |
|-------------------|-------|
| FOR CITY USE ONLY | |
| PROJECT # | _____ |
| APPROVAL DATE | _____ |

PlanZone@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • MD Relay or 711 • www.annapolis.gov

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 _____

Mail address _____

City _____ ST _____ Zip _____

Phone(s) _____ Email address _____

Agent (if not owner) _____ Tax ID number _____

Phone(s) _____ Email address _____

Project Description

Project type: Variance (VAR)

Sub-type (mark one)

____ Critical Areas ____ Lot Size ____ Signs

____ FAR ____ Parking Distan

____ 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 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)
 - Stormwater Management
 - Grading/sediment control plan
 - Land use information (use, zoning and owners of adjoining properties)
 - Topography
 - Boundary survey of the subject property prepared by a licensed surveyor
 - Covenants and/or home owner's association documents, as applicable

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 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/>.