

**REQUIREMENTS**  
**FOR**  
**PETITIONS TO THE BOARD OF APPEALS**  
**Harford County, Maryland**

**Filings**

Applications for variances, special exceptions, special developments and zoning reclassifications shall be filed with the Director of Planning and Zoning by the property owner, authorized agent or contract purchaser. Appeals from the final determination of the Director shall be filed with the Director by the property owner, authorized agent or any person aggrieved.

Any final written determination by the Director of Planning shall be issued in writing and shall be subject to appeal to the Board by any aggrieved person within twenty (20) calendar days of the date of the determination.

Prior to submitting an application to the Board, property owners whose property is served by a private well and septic system should contact the Health Department to discuss their proposal to ensure compliance with all Health Department regulations should the Board approve the request.

All applicants **MUST** schedule a pre-application meeting with the Department of Planning and Zoning prior to filing any application to the Board of Appeals.

**An Original PLUS one copy of the following must be submitted as part of this application.**

1. Application form.
2. Names and addresses of all adjoining property owners including those directly across the road from the subject property, whether the adjoining property is improved or vacant. The list of names and addresses shall be typed or legibly printed. This information may be obtained from the Department of Assessments and Taxation, located at 2 South Bond Street, Bel Air. Failure to furnish a complete list may result in additional fees and scheduling delays.  
  
All applications for zoning reclassification shall also be accompanied by a list of property owners located within 500-feet of the parcel or any part of the parcel proposed to be reclassified.
3. A site plan drawn to scale, showing the actual shape and dimensions of the lot, buildings, or proposed buildings, roads, setbacks, and improvements on adjacent properties, and other information necessary to provide a proper hearing of the application. A survey sealed by a licensed surveyor may not be required; however, the plan must be drawn to scale and accurately represent the subject property. (See attached sample) The Department of Planning and Zoning may require a professionally prepared survey if the site plan submitted by the Applicant is insufficient or does not accurately represent the subject property. For all plans greater than 11-inches by 14-inches, an electronic copy of the plan shall be provided in PDF format.
4. A signed acknowledgement that the applicant received a copy of the current version of the "Rules of Procedure for Processing and Hearing Applications in Zoning Cases".

5. All applicable fees shall be paid at the time of filing.
6. A statement shall be provided on Page 2 of the application form, that accurately describes the proposed work, activity, or use. The statement shall provide the principal justifications upon which your petition is based and discuss any unusual circumstances which would not apply to other cases of a similar nature. Appeals from a written determination of the Director of Planning and Zoning shall set forth the specific determination which the applicant believes is in error.
7. Names and addresses of all persons having legal or equitable interest in the property.
8. All necessary and required supporting documentation including traffic and environmental studies, etc. as determined by the Department of Planning and Zoning.
9. The property owner must sign the application or submit a letter authorizing the applicant or his representative's action. Signatures must be witnessed.

**Please Read and Complete the Application in its Entirety.**

After processing, the Department of Planning and Zoning will forward fully completed applications to the Board of Appeals for scheduling of a Public Hearing. The Harford County Charter requires that notice of the Public Hearing shall be published once a week for two (2) consecutive weeks in at least two (2) newspapers. The second public notice shall be published not less than fourteen (14) days before the Hearing. The scheduled Public Hearing shall also be posted on the Zoning Hearing Examiner's website.

In addition to approval by the Board of Appeals, final approval of your proposal may be subject to compliance with regulations of the following agencies:

**Health Department** – 120 S. Hays Street, (443) 643-0300

*Regarding wells, septic systems and drain fields*

**Department of Public Works** – 212 S. Bond Street, (410) 638-3300

*Entrance to County roads – (410) 638-3507 (residential) or (410) 638-3545 (commercial)*

*Hookup to public water and sewer – (410) 638-3300*

*Sediment Control – (410) 638-3507*

**Building Inspection** – 220 S. Main Street, (410) 638-3366

*Building Code regulations – (410) 638-3366 or (410) 638-3022*

**State Highway Administration** – 301 W. Preston Street, Baltimore, (410) 545-5583

*Entrance to State road – curbing, road improvements*

**SHOULD THE BOARD OF APPEALS APPROVE YOUR REQUEST, YOU MUST  
THEN OBTAIN ALL APPLICABLE APPROVALS AND PERMITS TO COMMENCE  
CONSTRUCTION OR THE PROPOSED USE**

If you have any questions, please contact:	Department of Planning and Zoning 220 S. Main Street, Bel Air, Maryland 21014 (410) 638-3103
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**SECTION 157-25. ZONING FEES.**

**Effective July 21, 2000**

**(Note:** Fees for A and B below shall not exceed \$5,000.00 in combination, if applied as one case; or in any one category, if applied separately. For multiple requests the publication and posting fee shall be paid, plus the filing fee for each individual request.) (1) plus (2) equals TOTAL FEE.

**A. APPEAL CASES:**

- (1) **PUBLICATION AND POSTING FEE**  
(all applications except minor area variance) ..... \$200.00
  
- (2) **FILING FEE:**
  - AREA/BULK VARIANCE..... \$250.00  
(variance from the Design Requirements set out on the individual tables)
  
  - MINOR AREA VARIANCES (less than 20% of area affected)..... \$50.00
  
  - APPEAL OF WRITTEN DETERMINATION ..... \$200.00
  
  - EXPANSION OF NON-CONFORMING USE AND USE VARIANCE..... \$250.00
  
  - VARIANCES FROM THE REQUIREMENTS OF THE ZONING CODE..... \$250.00  
(includes relief from special requirements set out in the Code and in particular, conditions for  
Special Development or Special Exceptions. This fee also includes amendments or  
modifications from a previous approval)

**B, SPECIAL REVIEW CASES:**

**DEVELOPMENTS OR PROJECTS REQUIRING BOARD APPROVAL, I.E., SPECIAL EXCEPTION OR  
SPECIAL DEVELOPMENT**

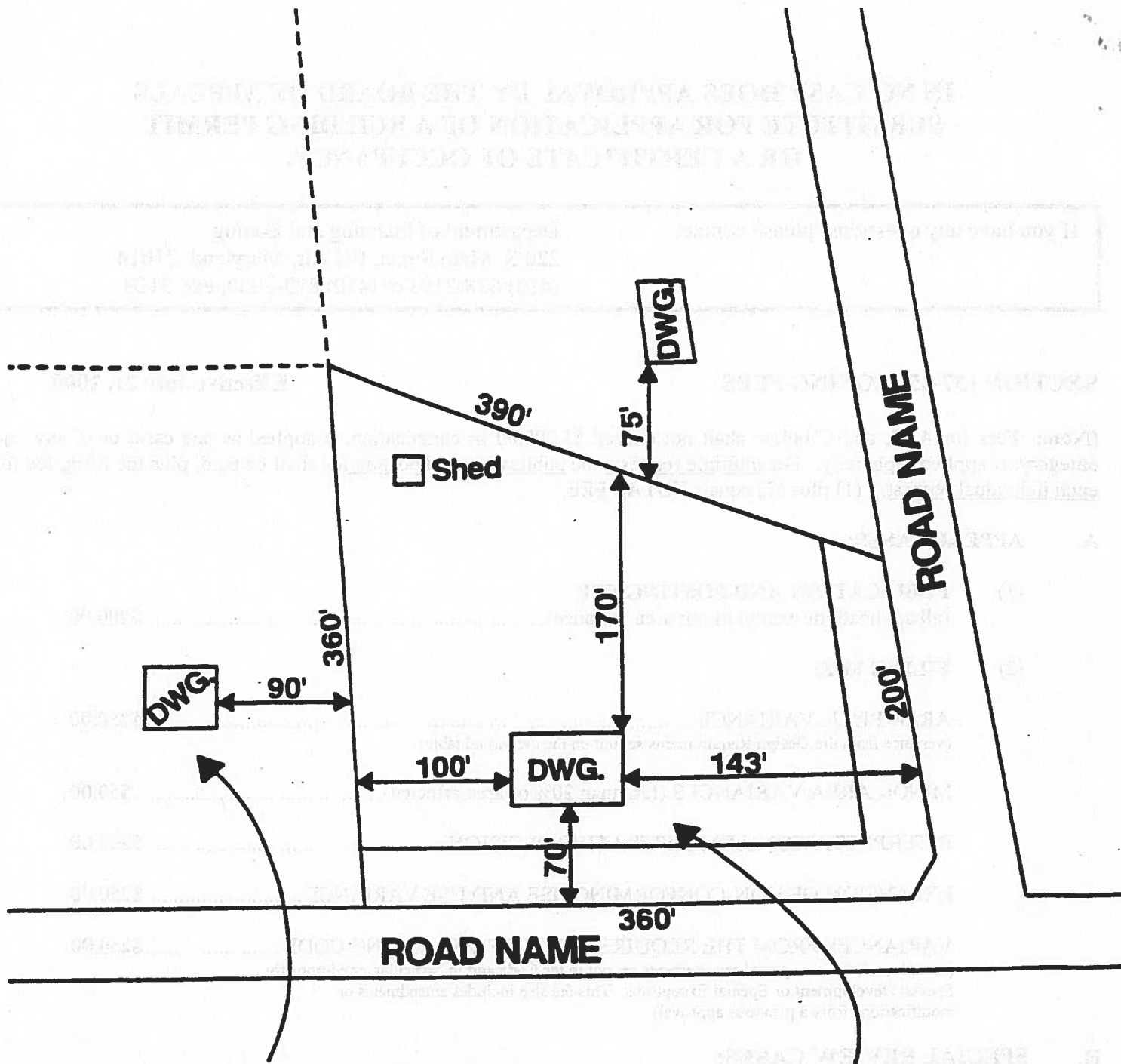
- (1) PUBLICATION AND POSTING FEE ..... \$200.00
  
- (2) FILING FEE – RESIDENTIAL PROJECTS ..... \$550.00  

**Application Plus \$5.00 per Dwelling Unit**

  
- INTEGRATED COMMUNITY SHOPPING CENTER ..... \$600.00  

**Plus \$50.00 an Acre or Portion Thereof**

  
- MISCELLANEOUS SPECIAL EXCEPTIONS OR SPECIAL DEVELOPMENTS  
(not otherwise defined) ..... \$200.00



**SHOW ADJOINING STRUCTURES**

**SHOW YOUR PROPERTY**

## **SAMPLE PLOT PLAN**

**SCALE: 1" = 100'**