



2664 RIVA ROAD, P.O. BOX 6675  
ANNAPOLIS, MARYLAND 21401

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OFFICE OF PLANNING AND ZONING

**NONCONFORMING USE INSTRUCTIONS**

An application to register a Nonconforming Use must contain the following **required** information. It must be hand delivered to the Zoning Division of the Office of Planning and Zoning for processing.

1. The **application form** must be **fully completed** and signed with **original** signatures of all property owners of the subject property. Printed name, address, home and work telephone numbers, and e-mail address for the owner(s) must be completed on the application. An applicant must have a financial, contractual or proprietary interest in the subject property.
2. A **detailed letter of explanation** describing each specific nonconforming use that is on the property, all other uses on the property, the date when each use began, and the character and extent of each use. **Be sure to list in square feet the floor area of all structures, land activities such as outdoor storage and parking, and water area related to a maritime use.**
3. **Two (2) copies of an administrative site plan** drawn at an engineering scale no smaller than 1"= 40' showing the property in question. This plan must show all existing improvements, their dimensions and their distance (setbacks) from all property lines. It must also indicate the height and floor area of each structure and facility located on the property. Site plans larger than 8.5"x 14" must be folded. See **Site Plan Checklist on page 2.**
4. **One (1) copy of the current deed** must be provided to confirm ownership of the subject property.
5. **List of property owners within 175 feet:** A separate sheet with the names and mailing addresses of all property owners within 175 feet of the subject property lines in all directions, including across a road. This measurement includes **all improved and unimproved property.**
6. **Evidence to support the continuous operation of the use(s) since inception.** This evidence may include sales receipts, bills, rental leases, licenses, building permits and certificates of occupancy. Other records or affidavits that support should also be included in your packet. Affidavits may be utilized as supporting evidence but will not be accepted as the sole source of evidence to approve the application.
7. **Historic Tax Assessment records and worksheets for the subject property.** You may secure these documents in person from the Maryland State Department of Assessments and Taxation at 45 Calvert Street, Annapolis, MD 21401. Phone 410-974-5709.
8. **Filing fee: \$250.00** plus an additional fee of **\$35.00 for each sign** that is required to be posted on the property. For sites with frontage on more than one road or on the water, additional signs are required for each road frontage and water frontage.

All checks must be made payable to **Anne Arundel County.**

**It is the responsibility of the applicant to post the required sign(s) on the subject property a minimum of fourteen (14) consecutive days for which a nonconforming use is being requested.** Signs are provided by the Research & GIS Division (4<sup>th</sup> floor) of the Office of Planning and Zoning.

Any questions regarding this process can be directed to 410-222-7437, or go to [www.aacounty.org](http://www.aacounty.org)

## **18-16-201 APPLICATIONS and SITE PLAN CHECKLIST**

(a) **Generally.** A person having a financial, contractual, or proprietary interest in property to be affected may file an application, accompanied by an administrative site plan, with the Office of Planning and Zoning on a form supplied by the Office. A separate application is required for each request. The Office of Planning and Zoning may not accept an application for filing if it fails to conform with the requirements of this title.

(d) **Contents of administrative site plan.** An administrative site plan shall include:

- \_\_\_\_\_ (1) the outline of the property with scale and north arrow;
- \_\_\_\_\_ (2) zoning boundaries and, where the boundary abuts a public right-of-way, the boundary shall be shown to the center line of the right-of-way;
- \_\_\_\_\_ (3) critical area and bog protection areas;
- \_\_\_\_\_ (4) existing and proposed structures and uses;
- \_\_\_\_\_ (5) setbacks, parking, and landscaping in accordance with requirements of the Landscape Manual;
- \_\_\_\_\_ (6) access and interior road circulation;
- \_\_\_\_\_ (7) utilities and drainage structures;
- \_\_\_\_\_ (8) easements of record;
- \_\_\_\_\_ (9) forested areas and mean high water lines;
- \_\_\_\_\_ (10) natural features;
- \_\_\_\_\_ (11) for sites in the critical area, field run topography at two-foot intervals if the site has slopes of 15% or more;
- \_\_\_\_\_ (12) for sites not in the critical area, field run topography at two-foot intervals if the site has slopes of 25% or more;
- \_\_\_\_\_ (13) a vicinity map;
- \_\_\_\_\_ (14) for any development impacting environmentally sensitive areas, and all new single-family dwellings, all information contained in the current County preliminary plan checklist or other relevant information specified by the Planning and Zoning Officer; and
- \_\_\_\_\_ (15) for any development impacting environmentally sensitive areas or disturbing 5,000 square feet or more, and all new single-family dwellings, a stormwater management plan that satisfies requirements of the County Procedures Manual.