



## **SPECIAL EXCEPTION INSTRUCTIONS**

A Special Exception application must contain the following **required** information. It must be hand delivered to the Zoning Division of the Office of Planning and Zoning for processing. **Note: A pre-file meeting with the Zoning Division is required prior to submittal. Appointment required.**

1. **Two (2) Special Exception Application Forms:** Printed name, address, home and work telephone numbers and an e-mail address for both the applicant and the owner(s) must be completed on the application. Sign each with original signatures of both the applicant and property owner(s) of the subject property. An applicant must have a financial, contractual or proprietary interest in the property.

2. **Letter of Explanation:** Applications require **ten (10) copies of a detailed letter of explanation.**

The **Letter of Explanation** must outline the specifics of the proposed special exception request and include the justification for the subject request. The general criteria (Article 18-16-304) and the specific special exception criteria for the proposed use must also be addressed in this letter. It is important to note that the applicant must address and prove that there is sufficient public need for the proposed special exception use. If the application is for an existing use that is in operation, please include this information in the letter of explanation.

3. **Administrative Site Plan:** Applications require **ten (10) copies of an administrative site plan.**

**Complete the Site Plan Checklist found on page 2.** All administrative site plans must be drawn at an engineering scale no smaller than 1"=40' showing the entire property in question. Site plans on paper larger than 8.5" x 14" must be folded. Please provide an electronic .pdf version for site plans larger than 11" x 17".

4. **One (1) copy of the current deed** to confirm the 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. **A copy of the pre-file form,** provided at the pre-file meeting, and any comments received.
7. **Filing fee: \$1,200** (for most uses), **\$3000** (for a solid waste facility)

**Sign fee: \$35 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 and water frontage.

Filing fee and sign fee may be combined in one check made payable to **Anne Arundel County.**

8. **Property in the Chesapeake Bay Critical Area** (generally 1,000 feet from all tidal waters): **Four (4) copies** of a **Critical Area Report** which includes the following: a **Notification of Project Application Form, Site Plan** (for waterfront property or property impacted by the presence of steep slopes show the location of the 100-foot buffer, Expanded buffer and/or the top of the steep slopes on the Plan), **topographic map to scale** (available from the 4<sup>th</sup> floor Map Counter), and a **narrative statement** (see Critical Area Report Criteria).

The Research & GIS Division (4<sup>th</sup> Floor) of the Office of Planning and Zoning will provide all applicable signs. **It is the responsibility of the applicant to post the required sign(s) on the subject property a minimum of fourteen (14) days prior to the date of the hearing.**

**For additional information, please contact the Zoning Division at 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.

(b) **Pre-filing meeting required.** Before filing an application for a variance, special exception, or to change a zoning district, to change or remove a critical area classification, or for a variance in the critical area or a bog protection area, an applicant shall meet with the Office of Planning and Zoning to review a pre-file concept plan or an administrative site plan. For single lot properties the owner shall prepare a simple site plan as a basis for determining what can be done under the provisions of this Code to avoid the need for a variance.

(c) **Contents of a pre-file plan.** A pre-file plan shall include:

- \_\_\_\_\_ (1) the outline of the property and topography with steep slopes and buffers delineated with scale and north arrow which requirement may be satisfied by a County GIS with tax map boundary overlay;
- \_\_\_\_\_ (2) zoning boundaries;
- \_\_\_\_\_ (3) critical area and bog protection areas;
- \_\_\_\_\_ (4) existing and proposed structures and uses;
- \_\_\_\_\_ (5) setbacks and parking;
- \_\_\_\_\_ (6) access and interior road circulation;
- \_\_\_\_\_ (7) conceptual utilities and drainage structures;
- \_\_\_\_\_ (8) forested areas and mean high water lines;
- \_\_\_\_\_ (9) all natural features and required buffers; and
- \_\_\_\_\_ (10) a vicinity map.

(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.