



OFFICE OF PLANNING AND ZONING  
2664 RIVA ROAD, P.O. BOX 6675  
ANNAPOLIS, MARYLAND 21401

## REZONING INSTRUCTIONS

A Rezoning 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 by appointment prior to submittal. Call 410-222-7437.**

1. **Two (2) Rezoning 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 rezoning request and include the justification for the subject request and how it meets the criteria for a rezoning as set forth in Article 18-16-3-3. This letter must specifically address whether the request is based upon a "mistake" or a "change of character in the neighborhood".

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

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. Provide an electronic .pdf version for site plans larger than 11" x 17". The site plan shall also include a metes and bounds description and the bearings and distances related to the County coordinate system, and at least three grid ticks, Maryland State grid coordinate of the property proposed for rezoning. The site plan shall be prepared and certified by an engineer, architect, landscape architect, or land surveyor registered to practice in the State of Maryland.

4. **One (1) copy of the current deed** to confirm the ownership of the subject property. A copy can be obtained from [mdlandrec.net](http://mdlandrec.net). Provide a copy of the recorded subdivision plat or a signed and sealed survey of the property if the deed does not provide a metes and bounds description.
5. **List of names and addresses of all improved and unimproved property owners to include:**
  - 1) located within 300 ft of the affected property;
  - 2) that confronts or adjoins the affected property; and
  - 3) except property owned by government entities or public service companies, that confronts or adjoins land identified in 2) above.
6. A **copy of the pre-file form** provided at the pre-file meeting, and any comments received.
7. **Filing fee: \$1,000** (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**.

1. **Property in the Chesapeake Bay Critical Area** (generally 1,000 feet from all tidal waters) requires a **Critical Area Report** which includes the following:
  1. **Critical Area Project Notification Application Form, Provide four (4) copies**
  2. **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), **Provide four (4) copies**
  3. **Topographic map to scale** (available from the 4<sup>th</sup> floor Map Counter), **Provide four (4) copies**
  4. **Narrative statement** (see **Critical Area Report Criteria**), **Provide four (4) copies**

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).**