



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

VARIANCE INSTRUCTIONS

A Variance 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 for any of the following: **a new Single Family Dwelling, disturbance of 5,000 square feet or more, located in an environmentally sensitive area, located within the Critical Area or in a Bog Protection Area. Appointment required. Call 410-222-7437.**

1. **Two (2) Variance 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 form 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 subject property.
2. **Letter of Explanation: Provide nine (9) copies of the letter of explanation.** The exception is an application for a **time extension** which requires **four (4) copies of the letter of explanation.**

The **Letter of Explanation** must include the dimensions, square footage and height of all existing and proposed structures and their distance (setbacks) from all property lines including from the Mean High Water line, if applicable. This letter should also include the justification for the variance request and highlight any unique characteristics of the subject property, including lot size, shape, topography, and information about the surrounding neighborhood. If the structure is already built, please provide information as to the date of construction.

3. **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. Provide an electronic .pdf version for site plans larger than 11" x 17". **Provide nine (9) copies of the site plan.** A **time extension** application does not require site plans.
4. **One (1) copy of the current deed** to confirm the ownership of the subject property. A copy can be obtained from 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. **Filing fee: \$180.00** for a single-family residential detached dwelling or an accessory structure for a single-family detached dwelling or use, **\$480.00 for any other use.**

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.**

7. The following information must be provided when applicable:
 - (a) **Property in the Chesapeake Bay Critical Area** (property 1,000 feet from all tidal waters), except for pier applications and time extension applications, 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 4th floor Map Counter), **Provide four (4) copies**
 4. **Narrative statement** (see **Critical Area Report Criteria**), **Provide four (4) copies.**
 - (b) **A copy of the pre-file form**, provided at the pre-file meeting, **and any comments received**, if a pre-file meeting was held.
 - (c) **Three (3) copies** of the **Single Family Dwelling Engineering Review Checklist** for new single family dwellings, **OR Three (3) copies** of the **Sketch Plan- Preliminary Plan Checklist** for development impacting environmentally sensitive areas or disturbance of 5,000 square feet or more. (See site plan checklist items #14 & #15).

The Research & GIS Division (4th 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

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 (please include eave overhang);
- _____ (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.