



ZONING BOARD PETITION
FOR APPROVAL OF AN AMENDED
PRELIMINARY DEVELOPMENT PLAN

DPZ Office Use Only:
Case No. _____
Date Filed: _____

1. Zoning Request

I (we), the undersigned, hereby petition the Zoning Board of Howard County for approval of an amended Preliminary Development Plan (PDP) in the _____ Zoning District.

2. Petitioner's Name _____

Address _____

Phone No. (W) _____ (H) _____

Email Address _____

3. Owner's Name _____

Address _____

Phone No. (W) _____ (H) _____

4. Counsel for Petitioner _____

Counsel's Address _____

Counsel's Phone No. _____

Email Address _____

5. Property Identification

Address of Property _____

Address: _____

Tax Map # _____ Block # _____ Parcel # _____ Lot # _____ Acreage: _____

If more than one property, continue below

Address: _____

Tax Map # _____ Block # _____ Parcel # _____ Lot # _____ Acreage: _____

Address: _____

Tax Map # _____ Block # _____ Parcel # _____ Lot # _____ Acreage: _____

6. Petitioner's Interest in Subject Property _____

(e.g. owner/joint owner/contract purchaser)

7. Original Zoning Board Case Number (s) _____

8. Petition Requirements, Procedures, and Preliminary Development Plan Requirements:

The basic requirements for a petition to amend a preliminary Development Plan, including the procedure and the minimum plan requirements, are as specified in the Zoning Regulations section for the applicable zoning district. Unless the applicable zoning district regulations contain specific requirements and procedures for amending an approved preliminary Development Plan, the requirements as would be applied to a new petition are to be followed.

DRAWINGS (PLEASE TAKE NOTE)

Petition forms must be accompanied with **19 copies** of the required drawings, folded to approximately 8 ½” x 14” (**23 copies if a state road is involved**). Plats of the subject property, plus other such scale drawings as may be required by the Department of Planning and Zoning, must show the following:

- a. Courses and distances of the boundary lines of the subject property and the acreage
- b. North arrow
- c. Existing zoning of subject property and adjoining properties
- d. Location, boundary lines, and area of any proposed reclassification of zoning
- e. Existing structures, uses, natural features and landscaping on the subject and adjacent properties which may be relevant to the petition
- f. Location of subject property in relation, by approximate dimension, to the nearest intersection of two public roads
- g. Ownership of affected roads
- h. Election district in which subject property is located
- i. Tax map/zoning map number on which subject property is shown
- j. Name of local community or neighborhood in which subject property is located or is near
- k. Name and mailing address of property owner
- l. Name and mailing address of the petitioner
- m. Name and mailing address of petitioner’s attorney, if any
- n. Any other information as may be necessary for full and proper consideration of the petition

9. The Petitioner agrees to furnish such additional plats, plans or other data as may be required by the Zoning Board and/or the Department of Planning and Zoning.

10. The Petitioner further agrees to install and maintain Zoning Hearing Poster(s) as required in the Affidavit of Posting provided by the Department of Planning and Zoning. The Poster(s) must be posted for at least 30 days immediately prior to the Zoning Board hearing and remain posted until 15 days after the final hearing.

11. The Petitioner agrees to insert and pay for the newspaper advertising costs as required by the Zoning Board Rules of Procedure. Said advertisement shall be in a format deemed adequate by the Chairperson of the Zoning Board and must be published once in at least two newspapers of general circulation in Howard County at least 30 days prior to the Zoning Board hearing. The Petitioner also agrees to submit certification of the text and publication dates of the approved advertisement prior to the Zoning Board hearing to the Administrative Assistant to the Zoning Board.

12. The undersigned hereby affirms that all of the statements and information contained in, or filed with this petition, are true and correct. The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.

Attorney's Signature Date Petitioner's/Owner's Signature Date

Petitioner's/Owner's Signature Date Petitioner's/Owner's Signature Date

13. FEES

The Petitioner agrees to pay all fees as follows:

- a. Filing fee including first hearing..... \$400.00*
 Additional fee if approved \$ 15.00* per acre
- b. Public Notice Poster(s): \$25.00

* The Zoning Board may refund or waive all or part of the filing fee where the petitioner demonstrates to the satisfaction of the Zoning Board that the payment of the fee would work an extraordinary hardship on the petitioner. The Zoning Board may refund part of the filing fee for withdrawn petitions. The Zoning Board shall waive all fees for petitions filed in the performance of governmental duties by an official, board or agency of the Howard County Government.

For DPZ office use only:

Hearing Fee \$ _____
Poster Fee \$ _____
Total \$ _____

Receipt No. _____

PLEASE CALL 410-313-2350 FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION

County Website: www.howardcountymd.gov

INSTRUCTIONS TO THE APPLICANT/PARTY OF RECORD

- As required by State Law, applicants are required to complete the AFFIDAVIT AS TO CONTRIBUTION that is attached, and if you have made a contribution as described in the Affidavit, please complete the DISCLOSURE OF CONTRIBUTION that is attached.
- If you are an applicant, Party of Record (i.e., supporter/protestant) or a family member and have made a contribution as described in the Affidavit, you must complete the DISCLOSURE OF CONTRIBUTION that is attached.
- Filed affidavits and disclosures will be available for review by the public in the office of the Administrative assistant to the Zoning Board during normal business hours.
- Additional forms may be obtained from the Administrative Assistant to the Zoning Board at (410-313-2395) or from the Department of Planning and Zoning.
- Completed form may be mailed to the Administrative Assistant to the Zoning Board at 3430 Courthouse Drive, Ellicott City, MD 21043.
- Pursuant to State Law, violations shall be reported to the Howard County Ethics Commission.

ZONING MATTER: _____

AFFIDAVIT AS TO CONTRIBUTION

**As required by the Annotated Code of Maryland
State Government Article, Sections 15-848-15-850**

I, _____, the applicant in the above zoning matter

_____, HAVE _____ HAVE NOT

made any contribution or contributions having a cumulative value of \$500 or more to the treasurer of a candidate or the treasurer of a political committee during the 48-month period before application in or during the pendency of the above referenced zoning matter.

I understand that any contribution made after the filing of this Affidavit and before final disposition of the application by the County Council shall be disclosed within five (5) business days of the contribution.

I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.

Name: _____

Date: _____

ZONING MATTER: _____

DISCLOSURE OF CONTRIBUTION

**As required by the Annotated Code of Maryland
State Government Article, Sections 15-848-15-850**

This Disclosure shall be filed by an Applicant upon application or by a Party of Record within 2 weeks after entering a proceeding, if the Applicant or Party of Record or a family member, as defined in Section 15-849 of the State Government Article, has made any contribution or contributions having a cumulative value of \$500 or more to the treasurer of a candidate of the treasurer of a political committee during the 48-month period before the application was file or during the pendency of the application.

Any person who knowingly and willfully violates Sections 15-848-15-850 of the State Government Article is subject to a fine of not more than \$5,000. If the person is not an individual, each officer and partner who knowingly authorized or participated in the violation is subject to the same penalty.

APPLICANT OR
PARTY OF RECORD: _____

RECIPIENTS OF CONTRIBUTIONS:

<u>Name</u>	<u>Date of Contribution</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that any contribution made after the filing of this Disclosure and before final disposition of the application by the County Council shall be disclosed with five (5) business days of the contribution.

Name: _____

Date: _____

ZONING MATTER: _____

AFFIDAVIT AS TO ENGAGING IN BUSINESS WITH AN ELECTED OFFICIAL

**As required by the Annotated Code of Maryland
State Government Article, Sections 15-848-15-850**

I, _____, the applicant in the above zoning matter

_____, AM _____ AM NOT

Currently engaging in business with an elected official as those terms are defined by Section 15-848 of the State Government Article of the Annotated Code of Maryland.

I understand that if I begin engaging in business with an elected official between the filing of the application and the disposition of the application, I am required to file an affidavit in this zoning matter at the time of engaging in business with elected official.

I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.

Name: _____

Date: _____

Pre-submission Community Meeting Procedures

PLEASE GO TO OUR WEBSITE TO COMPLETE THE ELECTRONIC PRE-SUBMISSION MEETING FORM
<http://www.howardcountymd.gov/displayprimary.aspx?id=6442461859>

Sec. 16.205. Procedure.

- (a) Any person owning an interest in the property affected may petition the Zoning Board for approval of a development plan, and a person owning an interest in the property affected, the Director of the Department of Planning and Zoning or members of the Zoning Board may petition the Zoning Board for piecemeal map amendment. The form and number of copies of the petition shall be as prescribed by law or by the Zoning Board's rules of procedure.
- (b) Prior to the initial submittal of a petition, the petitioner shall hold a pre-submission community meeting that provides information to the community regarding the petition and allows community residents to ask questions and discuss any issues. The meeting must be held in accordance with the following procedures:
 - (1) At least two weeks in advance, the petitioner shall send written notice regarding the date, time and location of the meeting to:
 - a. All adjoining property owners as identified in the records of the Maryland Department of Assessments and Taxation, via mail;
 - b. The Department of Planning and Zoning, which will place this meeting notice on the department's web site;
 - c. The County Council; and
 - d. Any community association that represents the area of the subject property or any adjacent properties.The property involved shall be posted with the time, date and place of the initial meeting. The sign shall include the address of Department of Planning and Zoning's website. The property shall be posted for at least two weeks immediately before the hearing. The poster shall be double-sided. At least 48 inches by 48 inches in size and the typeface shall be at least two inches in height. The Department of Planning and Zoning shall determine the number of posters required and their location and the petitioner shall bear the expense of posting. The posters shall be erected perpendicular to the road which serves as the mailing address of the subject property. The Department of Planning and Zoning shall supply the posters. The petitioner shall properly erect and maintain the posters.
 - (2) The meeting shall be:
 - a. Held at a location within the community, preferably in a public or institutional building located within approximately three miles of the subject property; and
 - b. Scheduled to start between 6 p.m. and 8 p.m. on a weekday evening, or to be held between 9 a.m. and 5 p.m. on a Saturday, excluding county holidays and other holidays determined in subsection (d) of this section.
 - (3) A certification of notice and posting and a summary of the issues expressed by residents at the pre-submission community meeting shall be written and transmitted by the petitioner to the Department of Planning and Zoning when the initial petition is filed for county review.
 - (4) If the petitioner does not submit the petition within 1 year of the pre-submission community meeting, another pre-submission community meeting and notification in accordance with subsection (b) of this section shall be required.

IMPORTANT:

It is also advised that notice be sent to any community association registered with the County to be notified about projects in a certain geographic area; and the County Council. Please use the following web address to access the community notification list <http://gis.howardcountymd.gov/GCommunity/GCommunityView.asp>. You will be prompted to enter the three-digit sign code assigned to your development. Once your sign code has been entered, you will be provided with a list of community contacts that have requested information about your development.