



**HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING**  
**Division of Public Service and Zoning Administration**

3430 Courthouse Drive ▪ Ellicott City, Maryland 21043 ▪ 410-313-2350

FAX 410-313-3391

TDD 410-313-2323

[www.howardcountymd.gov](http://www.howardcountymd.gov)

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**Request to Construct New Dwelling on a lot  
Prior to the Removal of the  
Existing Dwelling on the Lot**

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**I request written authorization to be able to receive the Department of Planning and Zoning endorsement on a building permit application for a new single-family detached dwelling on the following property, while temporarily retaining and using the existing dwelling on the lot only until the new dwelling is completed, at which time the original dwelling must be removed:**

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**(Existing Address, Street)**

**Please read:** This form is not your authorization; it will be mailed to you within 10 working days. The issued temporary authorization will only be valid for six months from the date of the authorization letter or until the issuance of the final use and occupancy permit for the new dwelling, whichever occurs first. If an extension is necessary, you must contact this Department in writing prior to the six month deadline in order to request an extension of the authorization. The authorization will not be transferable and is issued only in the name(s) of the property owner(s) of the property address given above.

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(Print Property Owner Name)

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(Print Property Owner Mailing Address) (Only if different than above)

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(Phone Number during Business Hours)

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(Property Owner Signature

Date