Application for Zoning Permit Special Farm Uses

Howard County Department of Planning and Zoning

Farm Breweries Class 1A

Division of Public Service and Zoning Administration

A.	Property Information					
	Address / Street (Only)					
	Tax Map Number			Grid		
	Parcel(s)			Si iu		
	Lot(s)					
	Total Size of Farm:			Acres		
6	The Property is zoned:	□ RC	□ RI		 □ R·	-ED
B.	Owner Information Owner Name					
9	Mailing street address or Post Office Box					
	City, State					
	ZIP Code					
	Telephone					
10	E-Mail					
C.	Special Farm Use Type I	Requested				
	Value-Added Agricultural Processing					
	Value-Added Agricultural Processing with On-Site Sales					
	Farm Stand (Less than 300 square feet)					
	Farm Stand (300 square feet or larger)					
	Pick-Your-Own Enterprises					
	Agritourism Enterprises					
	Community Supported Agriculture					
	Food Hub					
	Riding Academies and Stables					
П	Farm Wineries Class 1A					

C.	C. Representative Information								
	Telephone (Secondary)								
	Fax								
	E-Mail								
12	Association with Owner								
D.	D. Alternate Contact [If Any]								
	Name								
	Telephone								
	E-Mail								
E. Explanation of the Basis / Justification for the Requested Zoning Permit									
13									
,									
F. List of Attachments/Exhibits									
14	14								
G	Cianaturas								
	Signatures	0 (0)							
15	Owner	Owner (2)							
	Date	Date							
			signature nage						
	Additional owner signatures? X the box to the left and attach a separate signature page.								
16	Representative								
	Signature								
	Date								
DP2	Z Use Only	Amendmen	t No.						
Notes									
-									

H. Instructions for the Comprehensive Zoning Plan Zoning Map Amendment Request Form

This form was designed for use as a Microsoft Office Word 2007 document. If you use Word 97-2003, there is another form version available. It is preferred that these request forms be filled out using one of these two Word versions. (If you want to fill out a hand-written request form instead, there is a different form available for that method.) To move between the table entry areas, you can Tab or Right Mouse Click. The table entry areas are formatted; do not alter this formatting. General Instructions You must maintain the integrity of the request form as a two-page form. The table areas within the form are "expandable", but request forms expanded beyond the two-page format will be not be accepted. If you cannot fit the information within the allotted space, mainly in Section E and Section F, include attachments as indicated in the instructions below. Only paper request forms with original signatures will be accepted for processing (i.e., no email or faxed versions). When you submit the request form, do not include these instruction pages. These instructions are keyed to the item numbers to the left of the areas to enter information. Owner Name Enter the street address number and the street name only (not the "City, State, Zip"). Only use the official address number 1 and street name as assigned by Howard County [the addresses given in the State Department of Assessments and Taxation data can often not be the official addresses, and could lead to confusion.] Enter the one or two digit Tax Map number and Grid number as assigned to the property/properties by the State 2 Department of Assessments and Taxation ("SDAT"). If you do not know, you can determine these online by going to: http://sdatcert3.resiusa.org/rp_rewrite/ , and search for Howard County properties. Enter the Parcel and Lot number(s) as assigned by SDAT. Multiple numbers should be separated commas. If there is no 3 & 4 Lot number, enter "N/A". Do not enter any other numbers which may be shown on the SDAT search page under "Sub District", "Subdivision", "Section", "Block", or "Assessment Area". Enter the two digit District number and the six digit Account number as assigned by SDAT. These appear near the top of 5 the SDAT search page as Account Identifier: District - 02 Account Number - 218488 6 If the property is one acre or larger, enter the number in "Acres". If the property is smaller than one acre, enter the number in "Square Feet". Leave the other one blank. For these entries, you must enter the Zoning District "codes" as listed on Page 2 of the Zoning Regulations, 7 http://www.howardcountymd.gov/DPZ/DPZDocs/ZoningRegs07-2010.pdf, (or eventually, the codes for new districts that may be proposed in the Comprehensive Zoning Plan.) Enter the code only, (examples; "RC" or "B-2"), not the description (examples; "Rural Conservation" or "Business: General"). You must enter a single specific district request. Do not enter multiple district requests (i.e., "B-1 or B-2 or SC"; "R-SA-8 or R-A-15"). Enter the property owner(s) name according to the SDAT search page for the property, except you do not need to put the 8 last name first like SDAT does. If the property owner is a business entity of some type, enter the business entity name. Enter the mailing address at which the property owner(s) will directly receive mail, and the telephone number(s) which can 9 be used to directly contact the property owner(s). If the property owner is a business entity, also enter the appropriate contact person's name next to the telephone number(s). 10 Enter the email address(es) which can be used to contact the property owner(s). Although this entry is optional in

consideration of those who may not use email, it is highly recommended that you provide this information if you do use email because email is a quick, effective, and relatively non-intrusive method of contacting applicants. If you are reluctant

Enter the name and other contact information of the person officially representing the property owner(s), if applicable.

Enter the description of how the representative is associated with the property owner(s) (e.g., "Attorney", "Contract

to provide a personal email address, please consider setting up an alternate email address for this purpose.

Purchaser", "Employee", "Designated Representative")

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- Enter a brief explanation of why you believe the requested new zoning for the property is more appropriate than the existing zoning and/or the factors that justify the requested new zoning district or are evidence of why the current zoning district is no longer appropriate. As noted above in the General Instructions, do not expand the table beyond the space given. If you want or need to provide a longer explanation than can fit in the space given, enter the most concise summary explanation as you can, and then state "See the attached continuation". It is required that you provide a true summary statement on the form at a minimum. **Forms will not be accepted** if Section E. only includes a statement like "See attached supplement", "See attached exhibit" or similar. The purpose of this is to give persons an "at-a-glance" basic understanding of the request, without requiring an in-depth review of all the longer explanation details.
- If there are attachments or exhibits, enter a list of the items here in the format: 1. [Description of first attachment]; 2. [Description of second attachment]; etc. To save space, list across left-to-right, not as a table with each item on its own line. The purpose of this section is to have a list to check against the exhibits, in case an exhibit might become lost or misplaced.
- All property owners of record must sign the request. Prior to printing the form and signing it, type in the name of the person signing at the top-left portion of the signature area:

15 Owner Laurel N. Hardy

Please note that if the property owner is a business entity, this entry should be the name of the person authorized to sign on behalf of that entity, not the name of the entity. Then print the form and sign and date it in ink. (Remember, there is no need to print these instructions!) If your printer supports duplex printing (i.e., printing on both sides), print the form that way, otherwise, print as two pages. If there are more than two property owners of record, "X" the box as indicated and provide an attached page with any additional names and signatures.

16 If applicable, the person listed as the representative in Section C. signs and dates here.

Deadline for Submission

Forms must be submitted no later than 5:00 p.m. on [To Be Established].

To submit the form by mail or other delivery service, the address is:

Ms. Cindy Hamilton, Chief

Division of Public Service and Zoning Administration
Department of Planning and Zoning
3430 Court House Drive
Ellicott City, Maryland 21043

How to Submit the Form

To submit the form in person, drop it off at:

Zoning Service Counter, 1st Floor Department of Planning and Zoning 3430 Court House Drive 8:00 a.m. to 5:00 p.m., Monday through Friday

We require forms with original signatures, so we are unable to accept or process forms sent in by email or by fax.

Principal contact in the Division of Public Service and Zoning Administration:

Bob Lalush

blalush@howardcountymd.gov 410-313-4344

If You Have Any Questions

Secondary Contacts:

Cindy Hamilton <u>chamilton@howardcountymd.gov</u>
Zan Koldewey <u>zkoldewey@howardcountymd.gov</u>