



For DPZ Office use only:

BA CASE NO. _____

Date Submitted _____

**PETITION TO MODIFY CONDITIONS OF APPROVAL
TO THE HOWARD COUNTY HEARING AUTHORITY**

1. Request for Modification

Case Number BA _____ Petitioner _____

[] Conditional Use [] Variance Date original petition was granted _____

a. Condition(s) sought to be modified _____

2. Name of Petitioner _____

Trading as (If applicable) _____

Mailing Address _____

Phone Number(s) _____

E-Mail Address _____

Name of Principal Contact (If different) _____

3. Counsel for Petitioner _____

Mailing Address _____

Phone Number(s) _____

E-Mail Address _____

4. Site Description

Address/Street for Property _____

Tax Map _____ Grid/Block _____ Parcel _____ Lot _____

Total Land Area of Property _____ (____Acres) (____Square Feet) Check one.

Election District _____ Zoning of Property _____

Subdivision Name and Plat No. (If Applicable) _____

5. Petitioner's Interest in Subject Property

- OWNER (Including joint ownership)
- OTHER (Described and give name and address of owner)

Name of Owner _____

Mailing Address _____

If the Petitioner is not the owner, written authorization for this petition from the owner must be submitted.

6. Data to Accompany Petition

PLAN: No application for a modification shall be considered complete unless accompanied by a plan, drawn to scale and includes the items listed below. The submitted plan shall be folded to approximately 8½ x 14 inches.

- (a) Copy of the Decision and Order which the Petitioner seeks to be modified
- (b) Courses and distances of outline boundary lines and the size of the property
- (c) North arrow
- (d) Zoning of subject property and adjoining properties
- (e) Scale of plan
- (f) Existing and proposed uses, structures, natural features and landscaping
- (g) Location and surface material of existing and proposed parking spaces, driveways, and points of access; number of existing and proposed parking spaces
- (h) Same as (e) and (f) above, of adjoining properties as necessary for proper examination
- (i) Location of well and private sewerage easement area, if property is to be served by private water and sewer
- (j) Election District in which the subject property is located
- (k) Tax Map and Parcel Number(s) of the subject property
- (l) Name of local community in which the subject property is located or name of nearby community
- (m) Name, mailing address, telephone number (and e-mail address, if any) of the Petitioner
- (n) Name, mailing address, telephone number (and e-mail address, if any) of Counsel
- (o) Name, mailing address, telephone number of property owner
- (p) Floor area and height of structures, setback distances from property lines, and other numerical values necessary for the examination of the petition
- (q) Location of subject property in relation, by approximate dimension, to the center line of nearest intersection of two public roads
- (r) Ownership of abutting roads, right-of-way width, and existing pavement width
- (s) A detailed description of all exterior building materials for all proposed structures
- (t) Any other information as may be necessary for full and proper consideration of the petition

7. Summary of Request

The following items should be answered by summary statements. If additional space is needed, please attach a Supplement to this petition.

- a. The requested modification (s) _____

b. Reason (s) for the requested modification _____

c. The intended use of the property, in the event the petition is granted _____

d. Any other factors which the Petitioner desires to have considered _____

e. Were there protestants at the original hearing? [] Yes [] No

f. Describe in detail all existing improvements to the subject property _____

g. Describe any changes to properties in the vicinity of the subject property since the original petition was granted _____

h. What will be the impact, if any, of your proposed modification upon the subject property? _____

i. What will be the impact, if any, of your proposed modification upon any adjacent properties? _____

8. Prior Petitions

Has any petition for modification of any conditions of approval been submitted within twenty four (24) months of the date of this petition? [] **Yes** [] **No**

9. Additional Materials, Fees, Posting and Advertising Requirements

a. Supplemental pages may be attached to the petition. **You must submit one original petition with original signatures, and one original of any other signed documents.** The following number of sets including petitions, plans and supplemental pages must be submitted:

- *If the subject property adjoins a State road- original and 20 copies (application & plans)*
- *If the subject property adjoins a County road- original and 18 copies (application & plans)*

- b. The Petitioner signing below hereby agrees to furnish such additional plats, plans, reports or other material as may be required by the Department of Planning and Zoning and/or the Hearing Examiner in connection with this petition.
- c. The Petitioner hereby agrees to pay all costs in accordance with the current schedule of fees.
- d. The Petitioner hereby agrees to properly post the property at least thirty (30) days immediately prior to the Hearing Examiner public hearing; to maintain the public notice posters until the public hearing is concluded; and to submit an affidavit of posting at, or before the time of the initial public hearing. The Petitioner also hereby agrees to advertise the public hearing by

PETITIONER _____

ADDRESS _____

Affidavit made pursuant to the pertinent provisions of Title 22 of the Howard County Code as amended:

The person(s) signing below hereby declare(s) that no officer or employee of Howard County, whether elected or appointed, has received prior hereto or will receive subsequent hereto, any monetary or material consideration, any service or thing of value, directly or indirectly, upon more favorable terms than those granted to the public generally in connection with the submission, processing, issuance, grant or award of the attached petition to the Hearing Examiner for a conditional use as requested.

I, we, do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my, our, knowledge, information and belief.

Witness

Signature

Date

Witness

Signature

Date

Witness

Signature

Date

Application Fee: \$250.00 Poster Fee: \$25.00 per sign/poster

Make check payable to: Director of Finance.

For DPZ use only:

Hearing fee: \$ _____

Poster fee: \$ _____

Total: \$ _____

Receipt No. _____