



PETITION FOR APPROVAL OF A  
PRELIMINARY DEVELOPMENT PLAN  
IN AN MXD DISTRICT

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/amendment of a Preliminary Development Plan (PDP) for a Mixed Use Development in a \_\_\_\_\_ 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

Location of Property \_\_\_\_\_

Total Acreage of Property \_\_\_\_\_

List of parcels included in PDP (for PDP amendment, list only those parcels affected by amendments):

Address: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Block # \_\_\_\_\_ Parcel # \_\_\_\_\_ Lot # \_\_\_\_\_ Acreage: \_\_\_\_\_

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. A petition for a new Preliminary Development Plan must be accompanied by plans, text and other material providing the following, as required by Section 127.0.D.3 of the Zoning Regulations:**
- a. A vicinity map showing the context of the Mixed Use Development, including off-site land uses, roads, parks, streams and open space corridors
  - b. The major existing built and environmental features of the site and its immediate environs, extending out at least 500 feet from the site boundaries
  - c. The major planning assumptions and objectives, including the projected number of households and jobs
  - d. A generalized traffic analysis for the Mixed Use Development in relation to major road improvements proposed in the General Plan
  - e. A phasing plan for the Mixed Use Development
  - f. Approximate boundaries and acreage of proposed residential, employment, focal point and major open space land use areas and, if applicable, of existing land uses that will continue after PDP approval
  - g. General location of proposed retail centers
  - h. General location of proposed major roads, points of access to existing roads, and, if applicable, public transit facilities
  - i. A description of public facilities that will serve the Mixed Use Development
  - j. General location of any major public facilities for which land may be provided within the Mixed Use Development
  - k. Preliminary Development Criteria that establish residential densities, maximum allowed Floor Area Ratio for employment areas, permitted uses within each land use area, and other proposed requirements
  - l. Proposed ownership and responsibility for maintenance of open space areas
  - m. If all parcels in the PDP are not owned by the same person, a management plan that identifies the parties responsible for implementing each phase of the PDP and a description of the legal agreements that will enforce the management plan
  - n. A copy of the notice sent to community associations and homeowners associations representing neighborhoods adjoining the PDP and a listing of the associations contacted
  - o. A report on meetings held by the petitioner with community associations or homeowners associations for the surrounding neighborhoods

**8. A petition for amendment of a Preliminary Development Plan must be accompanied by the following:**

- a. The approved Preliminary Development Plan and Preliminary Development Criteria for the Mixed Use Development, with any proposed changes clearly indicated
- b. A statement setting forth the reasons for the proposed amendments
- c. Material required by #7 above for a new PDP, if the information is altered by the proposed amendments

**9. The plan(s) accompanying the petition must provide the following information. Plans must be drawn to scale and folded to approximately 8-1/2" x 14".**

- a. Courses and distances of the boundary lines of the subject property
- b. Acreage of subject property
- c. North arrow
- d. Zoning of subject property and adjoining properties
- e. Location of subject property in relation, by approximate dimension, to nearest intersection of two public roads
- f. Ownership of roads adjoining the subject property
- g. Election district in which property is located
- h. Tax map, block, parcel and lot numbers of properties included in the PDP or affected by the PDP amendments
- i. Name and mailing address of the petitioner, petitioner's attorney, and property owner(s)
- j. Any other information necessary for full and proper consideration of the petition

**10. Initial Submission - Number of Copies (PLEASE TAKE NOTE)**

The initial submission will be reviewed by the Subdivision Review Committee (SRC) and shall include:

**If located on a State road, 8 copies of the traffic analysis and 23 copies of all other material**

**If not located on a State road, 4 copies of the traffic analysis and 19 copies of all other material.**



**16. FEES**

The Petitioner agrees to pay all fees as follows:

- a. Filing fee including first hearing..... \$695.00\*
- Each additional hearing night..... \$510.00\*
  
- 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.

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**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](http://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: \_\_\_\_\_

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

**Pre-submission Community Meeting Procedures**

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 three weeks in advance, the petitioner shall send written notice regarding the date, time and location of the meeting to:
- All adjoining<sup>1</sup> property owners as identified in the records of the Maryland Department of Assessments and Taxation, via mail;
  - The Department of Planning and Zoning, which will place this meeting notice on the department's web site;
  - The County Council; and
  - 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 three 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:
- Held at a location within the community, in a public or institutional building located within approximately five miles of the subject property; and
  - 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.

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<sup>1</sup> Adjoining property is land which is touching or would be touching in the absence of an intervening utility or road right-of-way, other than a principal arterial highway.

**IMPORTANT:**

**It is also required 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://data.howardcountymd.gov/HOA\\_Register/GCommunityView\\_new.asp](http://data.howardcountymd.gov/HOA_Register/GCommunityView_new.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.