



## Howard County Department Of Planning And Zoning

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

Marsha S. McLaughlin, Director

[www.co.ho.md.us](http://www.co.ho.md.us)

FAX 410-313-3467

TDD 410-313-2323

### **GUIDELINES FOR “SPECIAL SUBJECTS” AND APPROVAL OF “CHANGE-IN-USE” AND “MINOR REVISIONS OR ADDITIONS” TO EXISTING DEVELOPED PROPERTIES**

*[Revised May, 2014]*

The following guidelines and site information checklist form have been established in response to frequent inquiries we receive to determine the appropriate process for obtaining approval to allow a change-in-use, to make minor revisions or additions to an existing developed property, additions/changes to communication tower and electric power line facilities, plan revisions and all other general “special subject” inquiries. We are requesting that applicants submit such inquiries in writing by completing the attached site information checklist form. Assistance in completing some of the information on the checklist form is available at the Department of Planning and Zoning (DPZ) public service desk located on the first floor of the George Howard Building. **The completed form must be submitted at the DPZ public service desk and you must obtain a receipt from the Cashier’s Office for the appropriate fee before the request can be forwarded to the Subdivision Review Committee (SRC) for evaluation and a determination of the appropriate process.**

#### **PROCESSING/REVIEW FEES REQUIRED**

- **A \$50.00 fee will be charged for all written requests** for a Change-In-Use and Minor Revisions or Additions to Existing Developed Properties and most other “Special Subject Requests” in accordance with the latest adopted County Fee Schedule.
- Fees can be paid at the Department of Finance Cashier’s Office located on the first floor of the George Howard Building. Checks should be made payable to: Director of Finance, Howard County and deposited into SAP Account No. 1000000000-3000000000-PWPW000000000000-432530. The name of the property owner and person requesting the review must appear on the receipt.
- **“Originals Only” requests are exempt from the \$50.00 processing fee.**

#### **REVIEW OF PROPOSAL BY THE SUBDIVISION REVIEW COMMITTEE**

The Department of Planning and Zoning will present your proposal as submitted to the Subdivision Review Committee (SRC) at the next available weekly SRC meeting as a special subject for discussion. Proposals are presented on a “first come, first serve basis”. The SRC will make a determination on the proposal as whether the applicant will be required to comply with one of the following processes to receive approval:

1. Submit an application for a new **Site Development Plan (SDP)**.
2. Submit an application for a **Waiver Petition** to waive the requirement of a standard SDP.
3. Revise an existing approved SDP on file with DPZ, if applicable, via the Development Engineering Division (DPZ) standard **“SDP Plan Revision” process**.
4. Proceed directly to the **Building Permit Application process** with the Department of Inspections, Licenses and Permits.
5. Submit a **Conditional Use (CU) Application** through the Division of Public Service and Zoning Administration (DPSZA). Once action is taken on your CU application, you may still need to submit a site development plan or waiver petition to complete the overall approval process before applying for building permits.

6. Submit additional information for review and a determination.

DPZ has standard SDP and Waiver Petition applications, checklists and brochures available at the public service desk to assist applicants with the plan preparation and process requirements. The application forms can be accessed at the DPZ website [http://www.co.ho.md.us/DPZ/DPZ\\_HomePage.htm](http://www.co.ho.md.us/DPZ/DPZ_HomePage.htm) and selecting Forms and Applications. Filing fees for SDP and Waiver Petition applications are based on a Schedule of Fees adopted each year by Resolution of the County Council and are available at the DPZ public service desk. DPZ will issue a written response to the applicant within 30 working days of the receipt of the written inquiry, once a determination is made on the appropriate process to attain approval of your proposal. Every attempt will be made to respond to all inquiries as soon as possible. **PLEASE BE ADVISED THAT A DETERMINATION OF THE APPROPRIATE PLAN PROCESS FOR YOUR CAHNGE-IN-USE PROPOSAL WILL NOT BE MADE AT THE DPZ PUBLIC SERVICE DESK.**

### ADVISORY COMMENTS TO APPLICANTS

- \* A new **“SDP”** may be required for revisions or additions which involve 5,000 square feet or greater of disturbance, the need for storm water management, change in vehicular access, the need to address forest conservation, and any other major site disturbance that requires a developer agreement or compliance with the Adequate Public Facilities Ordinance (APFO). The minimum processing time for a site development plan is approximately 3-6 months.
- \* The minimum processing time for a **“Waiver Petition Application”** is approximately 6-8 weeks.
- \* It is not necessary for all **“SDP Plan Revision”** requests to be authorized by the SRC as a “Special Subject”. **“Non-Standard SDP Plan Revision”** requests need only be considered by the SRC if the applicant has uncertainty concerning the acceptability of the plan revision given the scope of the proposed site improvements.
- \* The minimum processing time for a **“SDP Plan Revision”** request is approximately 2 to 3 weeks and about 6 to 8 weeks for a **“Non-Standard SDP Plan Revision”** request.
- \* If the SRC determines that a new SDP, a Waiver Petition Application or a SDP Plan Revision is not required, DPZ will issue a letter to the applicant informing them that they may submit plans directly to the Department of Inspections, Licenses and Permits (DILP) for a building permit.
- \* In general, revisions for the sole purpose of complying with the Americans with Disabilities Act (ADA) requirements for handicapped accessible sidewalks, signs, ramps and parking spaces are allowed to proceed directly to Building Permit Application provided that the revision does not reduce parking spaces or alter circulation aisles or access driveways.
- \* If you are in the New Town Zoning District of Columbia, any proposed change to a site plan, other than detached residential, may require approval by the Howard County Planning Board. Minor changes taken to the Planning Board as special subjects can usually be scheduled for the next available meeting once the SDP, WP or SDP Plan Revision have been given technical approval. If a minor addition is allowed by the SRC as a Plan Revision, the Plan Revision Application can be submitted directly to the Development Engineering Division (DED) at any time. The Division of Land Development (DLD) reviewer will review the Red-Line Application and schedule the item for Planning Board approval once any review issues are resolved. Please allow additional time for the Planning Board approval process when consulting with your clients.

**For More Information Contact:** The Department of Planning and Zoning at (410)-313-2350 or at [http://www.co.ho.md.us/DPZ/DPZ\\_HomePage.htm](http://www.co.ho.md.us/DPZ/DPZ_HomePage.htm) or visit DPZ's Public Service Desk located on the first floor of the George Howard Building, 3430 Courthouse Drive, Ellicott City, Md. 21043, Monday through Friday from 8:00 am until 5:00 pm.

**FOR OFFICIAL USE ONLY**  
(to be completed by DPZ Staff)

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_

**Howard County Department of Planning and Zoning**

**APPROVAL  
FOR "SPECIAL SUBJECTS", CHANGE-IN-USE AND MINOR REVISIONS  
OR ADDITIONS TO EXISTING DEVELOPED PROPERTIES**

PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE

Date: \_\_\_\_\_

**SITE INFORMATION CHECKLIST FORM**

Please respond to all questions as completely and accurately as possible so that a proper evaluation of your site proposal can be performed. Indicate "not applicable" for those questions which have no relevance for your proposal. Additional sheets may be attached if needed.

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Telephone Number  
(office and cell),  
Fax No. & email address: \_\_\_\_\_

Address or Location of  
Property: \_\_\_\_\_

Name and Address of  
Fee Simple Owner: \_\_\_\_\_  
\_\_\_\_\_

Subd/Project Name: \_\_\_\_\_

Zoning: \_\_\_\_\_ Lot/Parcel No. \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Total Area: \_\_\_\_\_

Existing SDP File No.: \_\_\_\_\_

1. The present use of the property: \_\_\_\_\_  
\_\_\_\_\_

2. Explain your specific proposal for a change-in-use or minor site revision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If not a proposal for change-in-use or minor site revision, what is your specific question or concern:

---

---

---

---

4. Provide the total square footage of all the existing structure(s) on site. Provide this information even if you intend only to use one of the structures on site. Identify all uses currently taking place within **each** structure and provide the square footage devoted to each:

---

---

---

5. Provide a summary of the proposed change-in-use, minor revision or addition including, where applicable: types of activities, hours of operation, number of employees, other building occupants and customers, size of additions, including dimensions and other pertinent information. Include this information for **ALL** buildings on site:

---

---

---

---

---

---

6. The total number of off-street parking spaces currently existing on the site. Explain if these spaces are on pavement or gravel and if they are striped.

---

7. The total number of proposed off-street parking spaces to be provided. Any new use or change-in-use must document that sufficient parking will be provided in accordance with Section 133.0 of the Zoning Regulations. The SRC cannot approve a request that will create insufficient parking spaces on-site in violation of the Zoning Regulations.

---

---

8. List each business currently using the site (list each specific use per storefront, if applicable) and provide the maximum number of employees for each on site business.

---

---

---

9. If a communication tower or power line facility, list the height of each tower or power line and provide length, width and height information for every structure on site. Provide information on any existing access drive (length, width and gravel, dirt or paved) and any proposed cabinet or equipment structures and fences.

---

---

---

---

10. Describe any other information that may be relevant to properly evaluate your proposal:

---

---

---

---

---

11. Provide a copy of an approved site development plan or if none exists, a detailed plot plan exhibit of the property showing existing and proposed site improvements, including all structures with location dimensions to all property lines, off-street parking spaces and loading facility areas, public road access points, landscaping, environmental features such as floodplain, wetlands or streams, and any other site features which may be necessary to adequately evaluate your proposal. Be advised that failure to provide such an exhibit will delay the issuance of a determination by the SRC.

\_\_\_\_\_  
(Signature of Property Owner)  
[required on all requests]

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

KS/T:DPZ/shared/DLD/Kent/specialsubjectformrevisedmay2014