



<b>DPZ Office Use only:</b>
Case No
Date Filed

**Petition to Amend the Zoning  
Map of Howard County**

**Floating Zones**

I (we), the undersigned, hereby petition the Zoning Board of Howard County to amend the Zoning Map of Howard County as follows:

**Petitioner’s Name:**

**Address:**

**Phone:**                      **(W)**                      **(H)**                      **Email Address:**

**Owner’s Name:**

**Address:**

**Phone:**                      **(W)**                      **(H)**                      **Email Address:**

**Counsel for Petitioner:**

**Counsel’s Address:**

**Counsel’s Phone:**                      **Email Address:**

**Property Address:**

**Election District:**              **Tax Map#**              **Block#**              **Parcel#**              **Lot#**              **Acreage**

**Petitioner’s Interest in Subject Property**  
(e.g. owner/joint owner/contract purchaser)

**Reason for the requested amendment to the Zoning Map**

**Present use or uses of the subject property:**

**Reason why the present zoning classification is not satisfactory:**

**Will the requested zoning be in harmony with the General Plan and does it have the potential to adversely affect the surrounding and vicinal properties?**

**Subject property currently served by public water, sewerage, and public roads?**

**Any other factors which the petitioner desire the Board to consider including copies of any written reports intended to be introduced at the hearing and a written summary of verbal evidence of any expert which will be proffered at the hearing?**

---

**Petition and Drawings (please take note)**

Original Petition plus **13** copies with equal amount of required drawings, folded to approximately 8 1/2" x 14". Plats of the subject zoning property, plus other such scale drawings as may be required by the Department of Planning and Zoning must show the following:

- Courses and distances of the boundary lines of the subject property and the acreage
  - North arrow
  - Existing zoning of subject property and adjoining properties
  - Location, boundary lines, and area of the proposed reclassification of zoning
  - Existing structures, uses, natural features and landscaping on the subject and adjacent properties
  - Location of subject property in relation, by approximate distance, to the nearest intersection of two public roads
  - Ownership of affected roads and right-of-way width, both current and proposed
  - Election district in which subject property is shown
  - Tax map/zoning map number on which subject property is shown
  - Name of local community or neighborhood in which subject property is located or is near
  - Name, mailing address, and email address of property owner
  - Name, mailing address, and email address of the petitioner
  - Name, mailing address, and email address of petitioner's attorney, if any
  - Any other information as may be necessary for full and proper consideration of the petition
- 
- If the petition includes site plan documentation, the petition shall include all information as required by Section 100.0.G.2 of the Zoning Regulations.
  - The Petitioner agrees to furnish such additional plats, plans or other data as may be required by the Zoning Board and/or the Department of Planning and Zoning

**Signatures**

The undersigned hereby affirms that all of the statements and information contained in, or filed with this petition, are true and correct. The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.

\_\_\_\_\_  
**Attorney's Signature**                      **Date**

\_\_\_\_\_  
**Petitioner's/Owner's Signature**                      **Date**

\_\_\_\_\_  
**Petitioner's/Owner's Signature**                      **Date**

\_\_\_\_\_  
**Petitioner's/Owner's Signature**                      **Date**

**Fees**

The Petitioner agrees to pay all fees as follows:

Filing Fee: .....\$2500.00\*

Additional Fee if approved: .....\$ 510.00\* (per acre)

Public Notice Poster:.....\$ 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.

\*\*\*\*\*

**For DPZ office use only:**

Hearing fee: \$

Poster fee: \$

Total: \$

Receipt No.

**Make checks payable to the "Director of Finance"**

**County Website: [www.howardcountymd.gov](http://www.howardcountymd.gov)**

**TO SUBMIT YOUR APPLICATION, PLEASE CALL (410) 313-2350.**

REV 07/21

**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.

# Pre-submission Community Meeting Procedures

Please go to our website to complete the Pre-Submission Community Meeting Form

[https://pdox.howardcountymd.gov/ProjectDox/workflowefoms/Anonymous\\_Form\\_CZ\\_Presub.aspx](https://pdox.howardcountymd.gov/ProjectDox/workflowefoms/Anonymous_Form_CZ_Presub.aspx)

## Instructions:

Once the form is complete select OK and it will be forwarded to our office. You will receive an email once the poster is completed and you can pay the **\$25 fee** and pick up the poster.

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

## **IMPORTANT:**

**It is also advised 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://gis.howardcountymd.gov/GCommunity/GCommunityView.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.

ZONING MATTER: \_\_\_\_\_

**DISCLOSURE OF CONTRIBUTION**

**As required by the Maryland Public Ethics Law  
Annotated Code of Maryland, General Provisions Article  
Sections 5-852 through 5-854**

ALL BOLDED TERMS ARE DEFINED BY SECTION 5-852

If the **Applicant** or a **Party of Record** or their **Family Member** has made a **Contribution** or contributions having a cumulative value of \$500 or more during the 48-month period before the **Application** is filed or during the pendency of the **Application**, the **Applicant** or the **Party of Record** must file this disclosure providing the name of the **Candidate** or **Elected Official** to whose treasurer or **Political Committee** the **Contribution** was made, the amount, and the date of the **Contribution**.

For a **Contribution** made during the 48-month period before the **Application** is filed, the **Applicant** must file this disclosure when they file their **Application**, and a **Party of Record** must file this disclosure within 2 weeks after entering the above zoning matter.

A **Contribution** made between the filing and the disposition of the **Application** must be disclosed within 5 business days after the **Contribution**.

Any person who knowingly and willfully violates Sections 5-852 through 5-854 of the General Provisions Article of the Annotated Code of Maryland 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:** \_\_\_\_\_  
(Print Full Name)

**RECIPIENTS OF CONTRIBUTIONS:**

<b>NAME</b>	<b>DATE</b>	<b>AMOUNT</b>

I acknowledge and affirm that any **Contribution** I make between the filing of this disclosure and the disposition of the **Application** must be disclosed within 5 business days of the **Contribution**.

\_\_\_\_\_  
(Print full name)

\_\_\_\_\_  
(Sign full name &  
indicate legal capacity, if applicable)

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

ZONING MATTER: \_\_\_\_\_

**AFFIDAVIT AS TO CONTRIBUTIONS TO CANDIDATES AND  
BUSINESS ENGAGEMENTS WITH ELECTED OFFICIALS**

**As required by the Maryland Public Ethics Law  
Annotated Code of Maryland, General Provisions Article  
Sections 5-852 through 5-854**

ALL BOLDED TERMS ARE DEFINED BY SECTION 5-852  
MARK EACH PARAGRAPH AS APPLICABLE

1. I, \_\_\_\_\_, the **Applicant** filing an **Application** in the above zoning matter, to the best of my information, knowledge, and belief  HAVE /  HAVE NOT made a **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 the **Application** was filed; and I  AM /  AM NOT currently **Engaging in Business** with an **Elected Official**.

2. I, the  **Applicant** or a  **Party of Record** in the above referenced zoning matter, acknowledge and affirm that, if I or my **Family Member** has made a **Contribution** or contributions having a cumulative total of \$500 or more during the 48-month period before the **Application** was filed or during the pendency of the **Application**, I will file a disclosure providing the name of the **Candidate** or **Elected Official** to whose treasurer or **Political Committee** the **Contribution** was



made, the amount, and the date of the **Contribution**; and that a **Contribution** made between the filing and the disposition of the **Application** will be disclosed within 5 business days after the **Contribution**.

3. I, the  **Applicant**, acknowledge and affirm that, if I begin **Engaging in Business** with an **Elected Official** between the filing and the disposition of the **Application**, I will file this Affidavit at the time of **Engaging in Business** with the **Elected Official**.

I SOLEMNLY AFFIRM UNDER THE PENALTIES OF PERJURY and upon personal knowledge that the contents of this Affidavit are true.

---

(Print full name)

---

(Sign full name &  
indicate legal capacity, if applicable)

---

(Date)