



ZONING APPEAL REVIEW

- Variance Petition - *public hearing required*
- Conditional Use or Special Exception - *public hearing required*
- Appeal from an Administrative Decision - *public hearing required*
- Approval Extension Request (*no fee*)

Requirements vary depending on the type of appeal

All appeals must be applied for in writing, accompanied by a written explanation of the rationale or justification for the extension.

Provide project location, Maryland property tax identification number, applicant name, contact name, address, phone number, fax number, and email.

Attach a site plan drawn to scale and bearing the dimensional requirements for which the variance is being sought. All boundaries of the property must be shown and all buildings located correctly to scale within them. This may include minimum yard setbacks, maximum building coverage, height requirements and size requirements for signs

Provide written justification addressing the variance legal requirements from the Zoning Ordinance 3607, Section 7.05.021.

The basic submission requirements for Conditional Use or Special Exception application are specified in the Zoning Ordinance 3607, Section 7.04.09 (2).

Certain uses (listed in Zoning Ordinance 3607, Section 8.06) will have additional special requirements that the applicant must satisfy in writing for approval by the Board.

An Appeal from an Administrative Decision should include a copy of the denial (or reasons stated for the denial) and a statement of the applicants rationale or reasons why the decision should be overturned.

All appeals require a public hearing.

There is a non-refundable \$300 Zoning Appeal review fee payable at time of application.

There is no fee for an approval extension request.

Questions? Contact City of Cumberland Planner, David Umling, 301-759-6503.