



## Board of Appeals Application

Calvert County, MD | Department of Planning & Zoning | Board of Appeals  
 205 Main Street, Prince Frederick, MD 20678  
 Phone: (410) 535- 2348 | (410) 535-1600 ext. 2559 or 8552  
 TDD: (410) 535-6355 | Fax: (410) 414-3092  
 Email: [Stacy.ODonnell@CalvertCountyMD.gov](mailto:Stacy.ODonnell@CalvertCountyMD.gov) or [Maureen.Frederick@CalvertCountyMD.gov](mailto:Maureen.Frederick@CalvertCountyMD.gov)

Please note everything in and included with this application (*except for the contact sheet*) is part of public record.

### SUBJECT PROPERTY DESCRIPTION

Premise/Street Address:			
City:		State:	Zip:
County Zoning District/Sub-District:			
<b>If Applicable:</b> <input type="checkbox"/> Critical Area Zoning District: <input type="checkbox"/> Historic District: <input type="checkbox"/> Agricultural Preservation District:			
<input type="checkbox"/> Permit #:	<input type="checkbox"/> Enforcement case #:	<input type="checkbox"/> BOA case #:	<input type="checkbox"/> Court case #:

### PROPERTY OWNER(S) This information can be found on [Real Property Database](#) records at [dat.maryland.gov](http://dat.maryland.gov).

**Include all property owners, even if they will not be involved with the case.**

Owner Name:			
Mailing Address:			
City:		State:	Zip:
Phone:	Phone:	Email:	
Co-Owner Name:			
Mailing Address:			
City:		State:	Zip:
Phone:	Phone:	Email:	

### APPLICANT

**Include an applicant if someone else is applying on behalf of the property owner(s) *without* being paid for it. For example, an applicant can be a tenant of a property or representative of a business.**

Same as Owner: <input type="checkbox"/>	Name(s):		
Mailing Address:			
City:		State:	Zip:
Phone:	Phone:	Email:	

### AGENT

**Include an agent if someone else has been *hired* to apply on behalf of the property owner(s). (Contractor, Engineer, Attorney, etc.)**

None: <input type="checkbox"/>	Name/Company:		
Mailing Address:			
City:		State:	Zip:
Phone:	Phone:	Email:	

### DESCRIPTION OF REQUEST

**Include a detailed description of your request on a separate page attached to this application.**

#### For Special Exception Cases:

- For livestock, please include the number and sex of the animals.
- For applications for a home-based business, please include the operating hours, number of customers onsite at a time, whether appointments are necessary, and frequency of customers.

**TYPE OF APPLICATION** Check ALL that apply.

For more information about what to apply for, reference the Board of Appeals Referral submitted by your planner (if applicable).

<input type="checkbox"/> Staff Referral to BOA	<input type="checkbox"/> Variance, Critical Area	<input type="checkbox"/> Variance, Non-Critical Area	<input type="checkbox"/> Special Exception
<input type="checkbox"/> Expansion or Change in Use, Non-Conforming	<input type="checkbox"/> Reconsideration of a Previous Decision by Board	<input type="checkbox"/> Decision of Alleged Error	<input type="checkbox"/> Communication Tower
<input type="checkbox"/> Revision/Modification to Referral	<input type="checkbox"/> Modification to Variance, Non-Critical Area	<input type="checkbox"/> Modification to Variance, Critical Area	<input type="checkbox"/> Modification to Special Exception
<input type="checkbox"/> Modification to Expansion or Change in Use, Non-Conforming	<input type="checkbox"/> Subpoena Request	<input type="checkbox"/> Postponement or Continuance of Case other than Modifications	<input type="checkbox"/> Time Limit Extension for Special Exceptions from BOA
<input type="checkbox"/> Revision to a Previously Approved Variance or Special Exception	<input type="checkbox"/> After-the-Fact Variance or Special Exception (plus Application Fee)		

**FEES**

Use this section to calculate the fees due with your application. Please make checks payable to "Calvert County Treasurer."

- This application is on behalf of a non-profit organization which is not required to pay these fees. (Include a copy of documentation proving the non-profit's status, such as a 501(c) determination letter or similar.)
- I already paid my referral fee, so I don't need to pay it again. (Include a copy of your receipt.)

Items being brought before the Board of Appeals:	Quantity x Amount	Total
Staff Referral to BOA	X \$75/variance	
Variance, Non-Critical Area (each request)	X \$500.00	
Variance, Critical Area, Article 8 or 11 (Environmental Only, each request)	X \$825.00	
Special Exception	X \$775.00	
Expansion of Structure or Change in Use, Non-Conforming	X \$700.00	
Reconsideration of Previously Approved Decision	X \$575.00	
Decision on Alleged Error	X \$1200.00	
Communication Tower	X \$1800.00	
Revision/Modification to Referral	X \$50.00	
Modification to Variance Request, Non-Critical Area	X \$350.00	
Modification to Variance Request, Critical Area, Article 8 or 11 (Environmental Only)	X \$450.00	
Modification to Special Exemption (Other than Non-Conforming)	X \$425.00	
Modification to Non-Conforming Expansion of Structure or Change in Use	X \$425.00	
Subpoena Request (each witness)	X \$75.00	
Postponement or Continuance of Case (at applicant's request) Other than for Modifications	X \$425.00	
Time Limit Extension for Special Exceptions from BOA	X \$500.00	
Revision to a Previously Approved Variance or Special Exception	X \$400.00	
After-the-Fact Variance and/or Special Exception (in addition to Application Fee)	X \$400.00	

Total Amount Due:

I am paying this fee using a:  Check (# \_\_\_\_\_)  Money Order (# \_\_\_\_\_)  Cash (exact change)

**For Staff Use Only**

Date of Payment:	Receipt:	Initials:
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## WHAT TO INCLUDE WITH YOUR APPLICATION

**For a Variance(s) (including Critical Area):**

- Completed BOA Application Form
- The use/development plan provided to Planning and Zoning (usually the permit application, site plan application, or subdivision application, or similar)
- A drawing or diagram, to scale, of the proposed development
- A printout of your property's information from the [Real Property Database](http://dat.maryland.gov) at [dat.maryland.gov](http://dat.maryland.gov)
- Any other information you feel is relevant
- BOA Contact Form

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**For a Special Exception:**

- Completed BOA Application Form
- The use/development plan provided to Planning and Zoning (usually the permit application, site plan application, subdivision application, or similar)
- A drawing or diagram, to scale, of the proposed development
- A printout of your property's information from the [Real Property Database](http://dat.maryland.gov) at [dat.maryland.gov](http://dat.maryland.gov)
- Any other information you feel is relevant
- BOA Contact Form

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**For a Decision on Alleged Error:**

- Completed BOA Application Form
- The document upon which the appeal is based
- A letter or memo of explanation
- A printout of your property's information from the [Real Property Database](http://dat.maryland.gov) at [dat.maryland.gov](http://dat.maryland.gov)
- Any other information you feel is relevant
- BOA Contact Form

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**For a Reconsideration Request:**

- Completed BOA Application Form
- The Order upon which the appeal is based
- A letter or memo of explanation
- A printout of your property's information from the [Real Property Database](http://dat.maryland.gov) at [dat.maryland.gov](http://dat.maryland.gov)
- Any other information you feel is relevant
- BOA Contact Form

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**For Any Other Application Type:**

- Check with Board of Appeals staff.

## SIGNATURE

**All owners of the subject property must sign this application, even if they will not be involved with the case.**

I hereby certify that, to the best of my knowledge and ability, the information I and any designees have provided in this application is complete and correct. I request that this application be scheduled for the first available Board of Appeals public administration hearing. I grant Board of Appeals staff and members permission to conduct site visits to the subject property.

	Name	Signature	Date
Owner 1			
Owner 2			
Applicant			
Agent			