



City of Annapolis
Department of Planning & Zoning
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

PlanZone@annapolis.gov • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • www.annapolis.gov

Variance Application

Property Information

Site address _____
Total site area _____ Limit of disturbance _____ Zoning district _____
Critical Area designation _____ BEA Yes No
Number of lots _____ Number of units _____

Owner Information

Owner of property _____
Mail address _____
City _____ ST _____ Zip _____
Phone(s) _____ Email address _____
Agent (if not owner) _____ Tax ID number _____
Phone(s) _____ Email address _____

Project Description

Project type: Variance (VAR)

Sub-type (mark one)

Critical Areas	Lot Size	Signs
FAR	Parking Distan	
Lot Coverage	Setbacks	

Description of proposed project:

On a separate sheet of paper, please address the applicable criteria from City Code [Section 21.28.050](#) "Review criteria and findings." For a variance to Critical Area Regulations, please also address the applicable criteria from City Code [Section 21.54.160](#).

Submittal Requirements Checklist (Mark each box as completed)

Ten (10) copies are required for each submittal and all submittal items should be folded and assembled as individual packages. If your drawings are 28"x18" or larger, please submit one full-size packet and nine (9) packets in reduced 11"x17" size.

Completed Application Form, including written responses to all applicable review criteria

Application fee (see Fee Schedule)

List of persons and their addresses having a financial interest/ownership in the property

Vicinity map showing location of subject property

Architectural plans, as applicable:

Exterior building elevations/facades showing existing and proposed improvements

Interior floor plans of existing and proposed structures, as applicable

Site Plan (which may include the following information, as applicable):

Layout of existing and proposed improvements

Metes and bounds (surveyed boundaries and dimensions) of the property

Landscaping

Tree preservation/conservation areas

Critical area mitigation/lot coverage tabulations/BEA policy standards, as applicable

Lighting and utilities (sewer, water and power)

Utility plan (sewer, water, power)

Grading/sediment control plan

Land use information (use, zoning and owners of adjoining properties)

As applicable, photographs showing the existing structure and the area to be altered. Please mount the photographs on 8 1/2" x 11" white paper and clearly identify each photograph.

One (1) listing of all property owners within 200 feet of the subject property.

Two (2) sets of #10 envelopes, with postage, addressed to all property owners within 200 feet of the subject property. Applicant must coordinate the mailing of the public notice with the Department

Additional information, such as traffic impact studies, tree inventories, landscape maintenance agreements and moderately priced dwelling unit agreements, may be required in conjunction with a specific application.

A dated picture of the Public Notice Sign posted in front of the property is also a required part of the application. Sign will be available from Planning and Zoning when the application is determined to be otherwise complete. The sign must be posted for 15 days.

Signature of property owner _____ Date _____

For more information on the application process, please visit www.annapolis.gov and refer to the City Code, [Chapter 21.28](#) Variances.

You can also track the progress of your application under "Project Search" at the City's on-line permitting site: <http://etrakit.annapolis.gov/>.