



## 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 ext. 8552  
 MD Relay: (800) 735-2258 | Fax: (410) 414-3092  
 Email: [BOA@calvertcountymd.gov](mailto:BOA@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>	Critical Area Zoning District:	Historic District:	Agricultural Preservation District:
Permit #:	Enforcement case #:	BOA case #:	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:	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:	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.

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

Accepted forms of payment are cash, personal checks, and money orders. Checks and money orders should be made payable to "Calvert County Treasurer" and should include your case number (provided by the BOA Clerk upon receipt of the completed application) in the memo line. Multiple fees for the same case may be paid at the same time.

The staff referral fee is required for all applications referred to the Board of Appeals (as noted by † below) and must be paid at the same time as the application fee, and for each item being applied for.

The cost below is for **each** item being applied for. Please mark the number of each item and multiply the cost to get the total. (i.e. if you apply for two variances, the cost is \$500 each, plus the referral fee)

## FEES

Use this section to calculate the fees due with your application.

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 (check all that apply)	Qty	Cost (per variance)	Total	BOA Review
<input type="checkbox"/> Staff Referral to BOA		\$75		<input type="checkbox"/>
<input type="checkbox"/> Variance, Non-Critical Area		\$500†		<input type="checkbox"/>
<input type="checkbox"/> Variance, Critical Area		\$600†		<input type="checkbox"/>
<input type="checkbox"/> Special Exception/Conditional Use		\$750†		<input type="checkbox"/>
<input type="checkbox"/> Non-Conforming, Expansion of Structure or Change in Use		\$700†		<input type="checkbox"/>
<input type="checkbox"/> Decision on Alleged Error		\$1,200†		<input type="checkbox"/>
<input type="checkbox"/> Communication Tower Request		\$2,500†		<input type="checkbox"/>
<input type="checkbox"/> After-the-Fact Variance or Special Exception (in addition to Application fee)		\$500		<input type="checkbox"/>
<input type="checkbox"/> Modification to Referral (after submittal)		\$50		<input type="checkbox"/>
<input type="checkbox"/> Modification to Variance, Non-Critical Area (after notices are posted)*		\$350		<input type="checkbox"/>
<input type="checkbox"/> Modification to Variance, Critical Area or Environmental - Article 8 or 11 (after notices are posted)*		\$450		<input type="checkbox"/>
<input type="checkbox"/> Modification to Special Exception Request (after notices are posted)*		\$425		<input type="checkbox"/>
<input type="checkbox"/> Modification to Non-Conforming, Expansion of Structure or Change in Use (after notices are posted)*		\$425		<input type="checkbox"/>
<input type="checkbox"/> Subpoena Request		\$75/witness		<input type="checkbox"/>
<input type="checkbox"/> Postponement/Continuance of Case - at applicant's request		\$400		<input type="checkbox"/>
<input type="checkbox"/> Extension of Time for Special Exception		\$500		<input type="checkbox"/>
<input type="checkbox"/> Reconsideration of Previous BOA Decision		\$400		<input type="checkbox"/>
<input type="checkbox"/> Revision to a Previously Approved Variance		\$400		<input type="checkbox"/>

†Referral fee required

\*Applicants also charged for the cost of legal advertising

**Total Amount Due:**

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

**For Staff Use Only**

Date of Payment:

Receipt:

Initials:

## WHAT TO INCLUDE WITH YOUR APPLICATION

<input type="checkbox"/> <b>For a Variance(s) (including Critical Area):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed BOA Application Form</li> <li><input type="checkbox"/> The use/development plan provided to Planning and Zoning (usually the permit application, site plan application, or subdivision application, or similar)</li> <li><input type="checkbox"/> A drawing or diagram, to scale, of the proposed development</li> <li><input type="checkbox"/> A printout of your property's information from the <a href="http://dat.maryland.gov">Real Property Database</a> at <a href="http://dat.maryland.gov">dat.maryland.gov</a></li> <li><input type="checkbox"/> Any other information you feel is relevant</li> <li><input type="checkbox"/> BOA Contact Form</li> </ul>
<input type="checkbox"/> <b>For a Special Exception:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed BOA Application Form</li> <li><input type="checkbox"/> The use/development plan provided to Planning and Zoning (usually the permit application, site plan application, subdivision application, or similar)</li> <li><input type="checkbox"/> A drawing or diagram, to scale, of the proposed development</li> <li><input type="checkbox"/> A printout of your property's information from the <a href="http://dat.maryland.gov">Real Property Database</a> at <a href="http://dat.maryland.gov">dat.maryland.gov</a></li> <li><input type="checkbox"/> Any other information you feel is relevant</li> <li><input type="checkbox"/> BOA Contact Form</li> </ul>
<input type="checkbox"/> <b>For a Decision on Alleged Error:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed BOA Application Form</li> <li><input type="checkbox"/> The document upon which the appeal is based</li> <li><input type="checkbox"/> A letter or memo of explanation</li> <li><input type="checkbox"/> A printout of your property's information from the <a href="http://dat.maryland.gov">Real Property Database</a> at <a href="http://dat.maryland.gov">dat.maryland.gov</a></li> <li><input type="checkbox"/> Any other information you feel is relevant</li> <li><input type="checkbox"/> BOA Contact Form</li> </ul>
<input type="checkbox"/> <b>For a Reconsideration Request:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed BOA Application Form</li> <li><input type="checkbox"/> The Order upon which the appeal is based</li> <li><input type="checkbox"/> A letter or memo of explanation</li> <li><input type="checkbox"/> A printout of your property's information from the <a href="http://dat.maryland.gov">Real Property Database</a> at <a href="http://dat.maryland.gov">dat.maryland.gov</a></li> <li><input type="checkbox"/> Any other information you feel is relevant</li> <li><input type="checkbox"/> BOA Contact Form</li> </ul>
<input type="checkbox"/> <b>For Any Other Application Type:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check with Board of Appeals staff.</li> </ul>

## 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			