

# Zoning Verification Types, Guidelines and Requirements

**PLEASE BE AWARE THAT THE OFFICE OF LAW PROHIBITS ZONING VERIFICATIONS BY TELEPHONE DUE TO THE FACT THAT ZONING AND DISTRICT CLASSIFICATION BOUNDARY LINES ARE NOT CONSISTANT WITH PROPERTY ADDRESS AND OWNERSHIP BOUNDARY LINES.**

1. **VERBAL:** Performed at the Zoning Review counter during normal working hours with the planner on duty. No appointment is needed and no fee is charged. Please be aware that this discussion is not binding as a final decision by Zoning Review, but only provides general information. Information which should be provided for the informal review is listed below. Please provide as much as this information as possible when requesting a verbal opinion. Zoning approvals and verifications are not to be considered an approval for any other agency or as legal advice. **General zoning questions may be answered by phone. Emailed general zoning information requests are considered to be written verifications unless a telephone # and contact name are provided for a (verbal) telephone response.**

For a verbal review at the zoning counter please bring as much of the following information as is available:

- A. An ALTA Survey or other accurate (as built) engineer scaled site drawings with a north arrow, buildings, uses, property location and dimensions along with distance to, and name of nearest public road.
- B. The street address and 10 digit Tax Account number(s).
- C. The property Record Plat book and folio reference with block/section reference and lot number(s).
- D. Any prior zoning hearing case numbers or copies of prior zoning review / approval actions.
- E. The last approved use(s) and any proposed use(s) and parking calculations for both.

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## WRITTEN VERIFICATIONS (SEE PAGE 2 FOR ADDITIONAL REQUIREMENTS)

2. **WRITTEN--TYPE A:** FOR ZONE VERIFICATION OR GENERAL ZONING QUESTIONS ONLY. Provide a written request clearly stating what is to be reviewed /approved, including a plan with the information listed on page 2. The applicant is responsible for the accuracy of all plan and verification information submitted and the accuracy of the verification depends on the accuracy of the information provided.
3. **WRITTEN--TYPE B:** REQUESTS FOR APPROVAL OF PARTICULAR USES, SETBACKS, PROPOSED OR EXISTING BUILDINGS, ETC. require more detailed submittals, which includes all of the information listed on page 2 the required fees and as-built site plans with the non-residential building permit checklist or other pertinent information to be submitted for review. Please discuss these requirements with a planner before submitting your formal request and fee. The applicant is responsible for the accuracy of all plan and verification information submitted and the accuracy of the verification depends on the accuracy of the information.
4. **WRITTEN--TYPE C:** QUESTIONS INVOLVING POTENTIAL SUBDIVISION OR BUILDABLE LOT VERIFICATION OF R.C. OR D.R. ZONED LOTS usually requires certain information particular to the property and the zone in which it is located. Discuss these requirements with a Zoning Review planner prior to verification submittal. The applicant is responsible for the accuracy of all plan and verification information submitted and the accuracy of the verification depends on the accuracy of the information.
5. **WRITTEN--TYPE D:** A Spirit and Intent Letter to determine if a new hearing is required may be requested when minor changes are proposed to an approved zoning hearing plan more than 30 days after the order date. A letter detailing the exact changes along with 2 (red-lined for the changes) approved zoning hearing plans and a copy of the order with the appropriate fee is required for the review. Discuss this with a planner before submittal.
6. **PUBLIC HEARINGS :** Certain verifications will require a public hearing. Discuss details with a planner.

# **ADDITIONAL REQUIREMENTS FOR ALL WRITTEN VERIFICATIONS** **(TYPE A THROUGH D ):**

Written verifications **for zoning compliance** are available from the Baltimore County Department of Permits, Approvals and Inspections, Zoning Review Office. **Zoning approvals and verifications are not to be considered an approval for any other agency, and they are not legal advice.**

**PROCESS AND FEES:** The normal response time is 21 days from the date that the letter is received at the zoning office. Expedited responses can be made for a substantially higher fee. Discuss this increased fee with staff prior to mailing. Single family residential lot owners may obtain verification on their property for a \$20.00 fee. The fee for all others is \$200.00. Fees must accompany each written request. Each address will require an additional fee payment. Make fees payable to Baltimore County, Maryland. Checks and Money orders are accepted. Please do not send cash. Fees are subject to change without notice, Contact the Zoning Office at 410-887-3391 for fee confirmation.

The following list of requirements **is advisory**, but it is strongly recommended that you provide as much of the information as possible. The accuracy of the response that can be given is directly proportional to the quality of the information that is provided for zoning review. Please be aware that the response from this office is limited to zoning review only and it is not to be considered legal advice, or to answer questions that are unrelated to zoning issues. For example: Building code or occupancy permit approval information is available from Building Inspections. Call: 410-887-3953. Code violation information for a location is available from Code Enforcement. Call: 410-887-3351

- **INFORMATION NECESSARY FOR A WRITTEN VERIFICATION:** (see \*\* below)

Along with your letter, containing a contact name and daytime telephone contact number, and stating the exact type and nature of the zoning verification information being requested, provide:

- A. An ALTA Survey or other accurate (as built) engineer scaled site drawings with a north arrow, buildings, uses, property location and dimensions along with distance to, and name of nearest public road.
- B. The street address and 10 digit Tax Account number(s).
- C. Any Record Plat book and folio reference with block/section reference and lot number(s).
- D. Any prior zoning hearing case numbers, orders, approved plans, and prior zoning reviews / approvals.
- E. The last approved use(s) and any proposed use(s) and parking calculations for both.
- F. The appropriate fee(s) paid by check or money order payable to Baltimore County, MD.

**DIRECT ALL CORRESPONDENCE TO:**

ATTENTION: Zoning Review Office  
Department of Permits, Approvals and Inspections  
Baltimore County Office Building  
111 West Chesapeake Avenue, Room 124  
Towson, Maryland 21204

**Some important information:**

**\*\*The zoning records are available at this office for research by the public. If detailed history records information is needed from this office, it may be obtained in person by the interested party or a representative. Zoning verification letters are not intended to provide records research. That is the responsibility of those seeking the zoning history information for a site.**

The Zoning Regulations, the unofficial zoning map and various zoning forms, checklists and site plan requirements are available online at: <http://www.baltimorecountymd.gov> the **unofficial maps** and the **Zoning Regulations** are the second and third links on the left side of the home page. For the zoning forms/checklists; type "**zoning forms**" in the search window and follow the link. **For any questions, please call Zoning Review at: 410-887-3391**

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