

DEVELOPMENT REVIEW COMMITTEE APPLICATION

DRC# _____ Tracking# _____ Date Stamp: _____
County Use Only County Use Only DM date stamp above

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PROPOSAL INFORMATION (REQUIRED - Use N/A where applicable)

Project Name: _____
Project Address: _____ Zip Code: _____
Council District.: _____ State Election District: _____ Lot Acreage: _____ Proposed Build Sq. Ft: _____
Property Tax Account #(s): _____
Zoning: _____ PAI No.: _____

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APPLICANT INFORMATION (REQUIRED - Use N/A where applicable)

Applicant: _____ Phone #: _____
Address: _____ Zip Code: _____
Applicant Name: _____ Email: _____

Engineer Firm: _____ Phone #: _____
Address: _____ Zip Code: _____
Engineer Name: _____ Email: _____

Attorney Firm: _____ Phone #: _____
Address: _____ Zip Code: _____
Attorney Name: _____ Email: _____

APPLICANT REQUESTED LIMITED EXEMPTION: (REQUIRED)

<u>Check one</u>	<u>Add Exemption Number</u>
<input type="checkbox"/> General Exemption pursuant to Baltimore County Code 32-4-105	[]
<input type="checkbox"/> Limited Exemption pursuant to Baltimore County Code 32-4-106	[][][]
<input type="checkbox"/> Waiver pursuant to Baltimore County Code 32-4-107	[][][]
<input type="checkbox"/> Other Requested Actions: _____	

Is this a Tower? No Yes, what type: _____

Note: Applicants requesting a Limited Exemption pursuant to Baltimore County Code 32-4-106(a)(1)(vi) or 32-4-106(b)(8) must follow the sign posting requirements outlined in BCC 32-4-106(e)(3).

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Development Management Use Only

DRC Recommendation: _____

DRC APPLICATION CONTINUED

Instructions: All checklist items must be completed. Failure to complete all items may result in the rejection of this application.

- 1. **Seven (7) copies of a completed DRC Application.**
 - 2. **Seven (7) copies (one attached to each DRC Application) of a detailed letter of request to the DRC containing the following:**
 - a. Request must be in form of a letter, legibly printed or typed.
 - b. Letter must have the name, address, email, and phone number of the applicant.
 - c. Letter must be a detailed explanation of the request.
 - d. Letter must be signed by the applicant.
 - 3. **Nine (9) copies of the DRC plan, folded to 8 ½ x 11 inches, depicting the following:**
 - a. A plan title box noting "Plan to accompany DRC request."
 - b. North arrow.
 - c. Vicinity map.
 - d. Election district.
 - e. Council district.
 - f. Property tax account numbers.
 - g. Site property owner's name and address.
 - h. Scale of the drawing.
 - i. Boundaries of the property lines are shown in heavy bold lines.
 - j. Lengths of property lines
 - k. Area of the project site in square feet and acreage.
 - l. Proposed structures, heights, and dimensions.
 - m. Setbacks and Limited Area of Disturbance [LOD]
 - n. Location of existing wells and septic systems.
 - o. Estimated proposed average daily vehicle trips based on the proposed use
- ***Note: For refinements and material changes to previously approved plans you must use copies of the last approved plan to show items 3a-o listed above. Show all changes in red.**
- 4. **Zoning Information:**
 - 1. Current zoning of the property.
 - 2. List all case numbers of any zoning hearings and date of zoning orders
 - 3. Indication of what was granted or denied by the administrative law judge
 - 4. Submit One (1) copy of all zoning order(s)
 - 5. **Email digital DRC plans to Evelyn Sihota at fahmed@baltimorecountymd.gov**
 - 6. **Check for \$150.00 for a Limited Exemption request or check for \$375 for a waiver request. Payable to: Baltimore County, MD (This fee is non-refundable) (Do not staple check to forms).**
 - 7. **Submit the application and payment to:
Development Management, 111 W. Chesapeake Ave, Rm 111, Towson, MD 21204**

The applicant/engineer has reviewed the DRC application, documents, and proposed plan using this checklist to insure that this DRC application submission is complete. The applicant/engineer understands that an incomplete application submission may cause the DRC to delay, reject or not issue an action on this request.

Signature: _____ **Date:** _____

Print Name: _____

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DRC Application is available at County Office Building-Development Management, Rm 111 and PDF writeable online <https://www.baltimorecountymd.gov/departments/pai/development-management/forms>