



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

APPLICATION FOR WAIVER TO DESIGN STANDARDS OF THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

Submittal Requirements:

- Original Application and 10 copies
- 11 copies of any supporting information
- Filing fee (please consult [current fee schedule](#))

Case No. _____
Office Use Only

Accepted: _____
Office Use Only

Developer/Applicant Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Attorney (legal counsel is not required, but if an attorney will represent you, please complete this section):

Name of Attorney: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Location of Property: _____ Acreage: _____
(Please include street address, if known)

City Unique ID Number: _____ Zoning District: _____

Applicant's Interest in Property:

- Owner (including joint ownership) Other (describe your interest in the property on the lines below and provide the name, address, and telephone number of the owner. **Attach written authorization from the owner of the property that they consent to this appeal, or have them sign this application form as a co-applicant.**

Go to Page 2 →

Waiver Request(s): Attach additional sheet if necessary

	Section of Subdivision and Land Development Ordinance (Article 5, LMC)	Type of Regulation (Landscape Buffers, Architectural Design, etc.)	Ordinance Requirement	Proposal (Waiver Requested) *See Below
Example	I.4.j.	Landscape Buffer Yards for CR zoning against adjacent "R" zoning district	35 feet	25 feet
1.				
2.				
3.				
4.				

* The waiver requested is the new proposed dimension. Using the example above, if the landscape buffer requirement for a CR district against an R zoning district is 35 feet and you propose to reduce the buffer by 10 feet, the waiver request is 25 feet.

Example: Requirement (35 feet) minus reduction of landscape buffer requirements (10) feet = Waiver (new buffer yard) requested (25 feet).

A. Briefly describe the use of the property, including any existing or permitted uses of the property that would be conducted on the site:

B. Provide an explanation as to why a waiver to the requirements of the Ordinance should be approved, citing such factors as unique circumstances of the property, existing improvements, etc. (use additional sheets as necessary):

C. Waiver Exhibit: When a waiver request will be considered by the Planning Commission in conjunction with approval of a site plan, subdivision plan, or development plan, no additional exhibit is necessary. In cases where the waiver is requested in advance of Planning Commission review of a plan, the applicant shall with this application a drawing of the property, showing property lines, the property's relationship of adjacent streets and buildings, the location of existing buildings on the site and proposed improvements that would occur if the waivers(s) is (are) granted.

Statements

I understand that site plan or subdivision approval by the Hagerstown Planning Commission does not constitute permission to construct. Appropriate permits must be obtained from the City Engineer's Office and Utilities Department before construction may commence. **This statement must be signed before application will be accepted for processing.**

I understand that the Planning and Code Administration Department reserves the right to bring this plat before the Planning Commission for final approval even when no waivers are requested or required.

Owner's Signature

Applicant's Signature (if different from owner)

Date

City of Hagerstown, Maryland
Planning and Code Administration Department
One East Franklin Street, Suite 300
Hagerstown, MD 21740
T | 301.739.8577, Ext. 138
F | 301.790.2650

Form Created: 12/16/2016