



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

REZONING APPLICATION & REVIEW CHECKLIST

Submittal Requirements:

- Original Application and 16 copies, including Checklist
- 17 complete sets of plan
- Filing fee (please consult [current fee schedule](#))

Case No. ZM - _____
Office Use Only

Name of Project: _____

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

Deed Reference: _____ Liber: _____ Folio: _____ Zoning District: _____

Proposed Work (i.e. addition, accessory building, parking; please include size of addition and amount of disturbed area):

Engineering/Survey Company Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Developer/Applicant Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Property Owner Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

This Chart for Staff Use Only	1 st Review	2 nd Review
Date Accepted for Processing		
Review Date		
Returned to Design Firm		

Related Planning File References (Site Plans, Preliminary Plats, BZA Cases, HDC Cases); if none, state so:

Instructions to Engineer/Surveyor: In the column marked "Engineer/Surveyor," identify each page which the required item appears on the plan. For items that appear on each page of the plan, use "All." If the item is not applicable, address as not applicable in a note on the plan and reference the page of the plan on which the note appears in the column below. PCAD = Planning and Code Administration Department.

Application Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
Sheet size: 24" x 36"				
Scale shown and labeled				
North arrow				
Copy of deed or deeds and purchase option (if applicable)				
Owner authorization, if different than applicant				
Vicinity map with scale of 1" = 2,000' or greater				
Vic. map shows municipal boundaries				
TITLE BLOCK Name and address of land owner				
Name, address and telephone number of engineer/surveyor				
City Unique ID Number				
Tax Map and Parcel Number				
Current zoning district				
Proposed zoning district				
Election district				
Original drawing date				
Subsequent revision dates				
Location (address, city, state)				
Tract area				
Area of parcels where multiple parcels comprise tract to be rezoned				
Plan shows remaining lands of tract				
Plan shows owners, their addresses of record, and zoning of adjoining lands (see end of checklist)				
Boundary of tract to be rezoned shown in heavy solid line				
All existing buildings within tract, with addresses and current use				
All existing easements on tract				
Width of ex. utility rights of way				
Location of ex. public rights of way				
Width of ex. public rights of way				

Application Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
Location of ex. railroad rights of way				
Width of ex. railroad rights of way				
Location of ex. drainage rights of way and 100-year floodplain				
Width of ex. drainage rights of way				
FOR PUD OR OTHER PROPOSAL-BASED REZONINGS, A CONCEPT PLAN SHOWING THE FOLLOWING FEATURES				
Proposed rights of way for public streets				
Proposed uses, showing maximum number of dwelling units (broken down by type), and/or square footage of industrial, office and retail space				
Conceptual lot or project layout				
Conceptual location of forest preservation/aforestation areas				
Location and list of proposed amenities (parks, recreation facilities, school sites, etc.)				
Proposed location of major regional stormwater management facilities				
Plans folded to be able to fit into an 11x9" file				
Map Amendment File Number (ex. ZM-2016-01) on bottom right hand corner of the first page.	NA	NA		Can only be added after plat has been submitted and case file number assigned. This will not be required if this addition will be the only change required after initial staff review.
Addressed Engineering comments?		NA		
Addressed Water Dept. comments?		NA		
Addressed Sewer Dept. comments?		NA		
Addressed Light Dept. comments?		NA		
Addressed all other Department comments?				DO NOT SUBMIT REVISED PLANS UNTIL COMMENTS FROM ALL REVIEW AGENCIES HAVE BEEN COLLECTED AND ADDRESSED.
Are all applicable fees paid in full?				
Three review copies for Planning Commission provided?				
Colored exhibit provided?				

Rezoning Narrative Addendum:

Note: Zoning change requests must be accompanied by documentation explaining the basis for change or mistake, boundaries of the neighborhood subject to change, and any other facts supporting the Applicant’s position.

_____ Has the applicant provided an addendum with the application that addresses the legal justification for the rezoning and provides a definition of neighborhood?

- _____ Change in Character of Neighborhood
- _____ Mistake in Original Zoning
- _____ Both
- _____ Not Applicable (for overlays)

_____ Has the applicant provided a separate list of adjacent property owners and addresses provided?

Instructions to Engineer/Surveyor:

This checklist is the format used by the Planning and Code Administration Department to review and comment on your plan. It will be/has been returned to you so you can address the issues raised throughout the checklist. **When you have completed the necessary revisions to this plan, submit the following number of copies along with this checklist to the Planning and Code Administration Department.**

- Planning and Code Administration Division 2 copies
- Copies for Engineering, Electric Division, Water Division, Wastewater Division (Even if the plan has been reviewed and approved by these agencies) 4 copies
- Copies for any other agency with outstanding comments As Needed

Statements

I understand that site plan 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 design of the site plan must conform to the requirements of the City’s Land Management Code, unless waivers are granted by the Planning Commission. If waivers from a design standard stated in Article 5, Subdivision and Land Development, are requested, final approval of the plan by the Planning Commission may be required.

I understand that the Planning and Code Administration Department reserves the right to bring this plan 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

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Planning and Code Administration Department
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