



# CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

## LOCAL CONVERSION OVERLAY REZONING APPLICATION

### Submittal Requirements:

- Original Application and 17 copies
- 18 copies of concept plan
- Filing fee (please consult [current fee schedule](#))

Case No. ZM - \_\_\_\_\_  
Office Use Only

**APPLICANT INFORMATION:** *Application may only be made by property owner or his/her authorized agent, or any other person(s) with a 50 % or more contractual or proprietary interest in the area covered by the zoning map amendment application.*

Applicant Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**OWNER INFORMATION:** *Owner's Affidavit must be submitted with application, if not the same as applicant.*

Property Owner Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*All correspondence will be sent to applicant. If the owner also wishes to receive a copy, please check box.*

### PROJECT INFORMATION:

Project Location (Street Address): \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Year Built: \_\_\_\_\_

Size of Property: \_\_\_\_\_ Square Footage of Building: \_\_\_\_\_

Current Use of Building: \_\_\_\_\_

Proposed Use (Area and types of commercial uses, number of dwellings)

Are there existing or enclosed storefronts present? Approval of the Local Conversion Overlay District requires the reopening and reestablishing previously enclosed storefront windows. If construction is required, please provide concept drawings.

Describe any proposed additions for outdoor dining and seating area, including fencing, pavers and furniture, and any proposed landscaping.

Describe any other proposed improvements to the site intended to improve its condition and appearance for compatibility with the surrounding area.

**CONCEPT PLAN:**

A concept plan shall be submitted with this application. The concept plan should include the following:

- A scaled drawing showing the building footprint, the street, and all property lines
- Any proposed additions (*subject to limitations in City's Land Management Code, Art. 4, Section J.3.i.*)
- Existing off-street parking spaces, if any
- Any proposed fencing and landscaping
- Illustrations showing the general size, location, illumination, and nature of signage
- Any new site lighting proposed
- Front elevations of the building, including what the storefront will look like

**STATEMENTS:**

I understand that zoning approval by the Mayor & City Council or site plan approval by the Planning Commission does not constitute permission to construct. Appropriate permits must be obtained from City of Hagerstown Planning & Code Administration Department before construction may commence. I hereby attest or affirm that all the information provided in this application is correct and true to the best of my knowledge and understanding. **Applicants that are not signed will not be accepted.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
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