



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

BOARD OF ZONING APPEALS – APPLICATION FOR VARIANCE TO FLOODPLAIN MANAGEMENT ORDINANCE

Submittal Requirements:

- Original application with original signatures and 9 copies
- 10 copies of all site drawings and any additional supporting documentation
- Filing fee (please consult [current fee schedule](#))

Case No. Z - _____

Office Use Only

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

Size of Property (acres/square feet): _____

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.**

Applicant's Name: _____

Trading As (if applicable): _____ Email: _____

Mailing Address: _____

Daytime 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: _____

This Chart for Staff Use Only	Munis #:	
	Date Accepted for Processing:	Drawing Attached: Yes No
Zoning District:	Posting Deadline:	
Assigned Hearing Date:	Opinion Due:	

Variance Requests:

	**See Below	Section of Floodplain Management Ordinance (Article 6, LMC)	Type of Regulation	Ordinance Requirement	Variance Requested or Proposed Volume of Fill
Ex.		D.7.a.	Accessory structures in flood hazard areas	No more than 300 square feet in floor area	400 square feet in floor area
1.					
2.					
3.					

** For applications involving multiple lots or properties, use this column to identify the specific lot that is the subject of this individual request. If only one property is involved in this application, please disregard this column.

Description of Existing and Proposed Uses:

A. Present or most recent use of the subject property:

B. Proposed use of property, including any existing or permitted uses of the property that would be conducted on the site, size of proposed improvements (if construction is proposed):

Variance Exhibit:

In order for the Board of Zoning Appeals to have a clear understanding of the unique conditions of your property and your variance request(s), you must submit with this application a drawing of the property, showing the property lines, the property's relationship to adjacent streets and buildings, the location of existing buildings on the site, and proposed improvements that would occur if the variance(s) is/are granted. Attach a copy to the original application form and each of the nine copies submitted.

Attached to this application is a sample drawing for you to use as an example and guide in preparing a drawing for your application.

Board of Zoning Appeals Criteria for Floodplain Management Ordinance Variance Requests:

The Board will make a decision on your application based on conformance with the following criteria. The space following each criteria is provided to you to assist you in preparing your testimony to the Board. (For additional space, please attach additional sheets.)

A. There shall be a showing of good and sufficient cause.

B. Explain how failure to grant the variance(s) requested would result in exceptional hardship due to the physical characteristics of the property. Increased cost or inconvenience of meeting the requirements of these regulations do not constitute an exceptional hardship to the applicant.

C. Explain how the granting of a variance for development within any designated floodway, or flood hazard area with base flood elevations but no designated floodway, will not result in increased flood heights beyond that which is allowed in these regulations.

D. Explain how the granting of a variance will not result in additional threats to public safety; extraordinary public expense, nuisances, fraud or victimization of the public, or conflict with existing local laws.

E. Explain how the building, structure, or other development is protected by methods to minimize flood damages.

F. Explain how the variance is the minimum necessary to afford relief, considering the flood hazard.

Maryland Department of the Environment Action:

Have you attached a copy of relevant correspondence from the Maryland Department of the Environment pertaining to this request, including their final decision?

Yes No

Additional Materials, Fees, Posting, and Advertising:

A. If desired, supplemental pages may be attached to this application.

This original application form and nine (9) copies of the application must be submitted. If the applicant desires to submit additional materials, pages, etc., ten (10) copies are required. However, additional copies of original photographs and large graphic exhibits are not required. Single copies of original photographs and large graphic exhibits are sufficient. Please do not mount large exhibits to foam core or other rigid backing, as the exhibit can be damaged when removed for placement in the file.

B. The undersigned agrees to properly post the property at least ten (10) days immediately prior to the hearing and maintain the poster(s) during the period the property is required to be posted. Failure to comply with this requirement will delay the Board hearing the case.

C. The undersigned agrees to pay all costs in accordance with the current fee schedule adopted by the Mayor and City Council. Checks are to be made payable to the "City of Hagerstown."

Signatures

The undersigned hereby affirms that all of the statements and information contained in, or filed with, this petition are true and correct. The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.

Attorney's Signature (if applicable)

Applicant's Signature (if different from owner)

Property Owner's Signature (if other than applicant)