



City of Annapolis
Department of Planning & Zoning
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

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Administrative Adjustment Application

Property Information

Site address _____
Total site area _____ Limit of disturbance _____
Critical Area designation _____ BEA Yes No
Zoning district _____ Number of lots _____ Number of units _____

Owner Information

Owner of property _____
Mail address _____
City _____ ST _____ Zip _____
Phone(s) _____ Email address _____
Agent (if not owner) _____ Phone _____
Tax ID number _____

Project Description

Project type Administrative Adjustment (ADJ)
Sub-type (mark one) Setbacks Parallel expansion (also see Chapter 21.54.170)
 Parking distance Maritime planting

Description of proposed project:

- On a separate sheet of paper, please address the following review criteria from City Code [Section 21.18.040](#):
- A. *Practical Difficulties*. The particular physical surroundings, shape or topographical conditions of the specific property involved result in practical difficulties for the owner, which have not been created by any persons having an interest in the property.
 - B. *Unique Conditions*. The conditions upon which an application for an adjustment is based are unique to the property for which the administrative adjustment is sought, and are not applicable, generally, to other property within the same zoning classification.
 - C. *Public Safety and Welfare*. The granting of the adjustment will not be detrimental to the public safety or welfare or injurious to other property or improvements in the neighborhood in which the property is located.
 - D. *Transportation Plan*. In the case of an adjustment to the maximum distance that required parking spaces are permitted to be located from the use served, that the adjustment will be in support of a transportation plan adopted by the City Council. (Ord. O-1-04 Revised (part), 2005).

Submittal Requirements Checklist (Mark each box as completed)

Completed Application Form, including written responses to all applicable review criteria

Application fee (see Fee Schedule)

List of persons and their addresses having a financial interest/ownership in the property

Vicinity map showing location of subject property

Architectural plans, as applicable:

Exterior building elevations/facades showing existing and proposed improvements

Interior floor plans of existing and proposed structures, as applicable

Site Plan (which may include the following information, as applicable):

Layout of existing and proposed improvements

Metes and bounds (surveyed boundaries and dimensions) of the property

Landscaping

Tree preservation/conservation areas

Critical area mitigation/lot coverage tabulations/BEA policy standards, as applicable

Lighting and utilities (sewer, water and power)

Utility plan (sewer, water, power)

Grading/sediment control plan

Land use information (use, zoning and owners of adjoining properties)

Additional information, such as traffic impact studies, tree inventories, landscape maintenance agreements and moderately priced dwelling unit agreements, may be required in conjunction with a specific application.

A dated picture of the Public Notice Sign posted in front of the property is also a required part of the application. Sign will be available from Planning and Zoning when the application is determined to be otherwise complete. The sign must be posted for 15 days.

Signature of property owner

Date

For more information on the application process, please visit www.annapolis.gov and refer to the City Code, [Chapter 21.18](#) Administrative Adjustments.

You can also track the progress of your application under "Project Search" at the City's on-line permitting site: <http://etrakit.annapolis.gov/index.asp>.