



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

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Appeal of an Administrative Decision to the Board of Appeals Application

Property Information

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

Appellant Information

Name _____
Address _____
Phone number _____
E-mail address _____
Agent (if not appellant) _____ Phone _____
E-mail address (agent) _____

Project Description

Project type: Appeals (APL)
Description of and reason for appeal (please include Planning and Zoning File Number)

Section 21.30.020 Procedures

An appeal may be taken within fifteen days after the decision or the action complained of, by filing with the director from whom the appeal is taken a notice of appeal specifying the grounds of the appeal. The director from whom the appeal is taken shall, at the expense of the appellant, forthwith transmit to the Board of Appeals all of the papers constituting the record upon which the action appealed from was taken.

Submittal Requirements Checklist (Mark each box as completed)

Ten (10) copies are required for each submittal and all submittal items should be folded and assembled as individual packages. If your drawings are 28"x18" or larger, please submit one full-size packet and nine (9) packets in reduced 11"x17" size.

Completed Application Form, including a written statement describing the appeal and citation of the applicable City Code sections

As applicable, any other documents to support the appeal (you do not need to include documents already on file with the Department of Planning and Zoning)

Application fee (see Fee Schedule)

One (1) listing of all property owners within 200 feet of the subject property.

Two (2) sets of #10 envelopes, with postage, addressed to all property owners within 200 feet of the subject property. Applicant must coordinate the mailing of the public notice with the Department.

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 appellant _____ Date _____

For more information on the application process, please visit www.annapolis.gov and refer to the City Code, Chapter 21.30 Appeals.

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>