



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

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Non-conforming Uses 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 _____

Owner Information

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

Project Description

Project type: Nonconforming Uses (NCU)

Sub-type (mark one)

- Determination of
- Change of
- Other Expansion of

Description of proposed project:

On a separate sheet of paper, please address the applicable criteria from the following City Code Sections, depending on the application subtype:

1. Determination of nonconforming use status: See [Section 21.68.050](#)
2. Expansion of nonconforming uses: See [Section 21.68.070](#)
3. Change of nonconforming use: See [Section 21.68.80](#)

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 [21.68](#) Nonconforming Uses and Structures.

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