

**BALTIMORE COUNTY  
DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS  
DEVELOPMENT REVIEW COMMITTEE (DRC) APPLICATION**

DRC# \_\_\_\_\_ /Tracking# \_\_\_\_\_  
County Use Only County Use Only

This application must be accompanied by the following:

1. One copy of the completed DRC checklist.
2. Three copies of this DRC application, completed in full.
3. Three copies of a letter of request (attach one to each DRC application).
4. Nine copies of the plan folded to 8 1/2 x 11 inches.
5. \$100 fee for limited exemption request; \$375 for waiver request (check made payable to Baltimore County, MD and are non-refundable; Applicant shall deliver check to County Finance Office cashier. Submit paid receipt w/package.

Filing Date: \_\_\_\_\_  
Stamp in w/PAI date stamp here

Project Name: \_\_\_\_\_ PAI File No.: \_\_\_\_\_

Project Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ ADC Map #: \_\_\_\_\_

Councilmanic District: \_\_\_\_\_ Election District: \_\_\_\_\_ Project Acreage: \_\_\_\_\_

Tax Account No(s): \_\_\_\_\_ Zoning: \_\_\_\_\_

Engineer: \_\_\_\_\_ N/A: \_\_\_\_\_ Engineer's Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_  
(City)

Applicant: \_\_\_\_\_ Applicant's Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_  
(City)

Attorney: \_\_\_\_\_ N/A: \_\_\_\_\_ Attorney's Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_  
(City)

Is this a tower? \_\_\_ Yes \_\_\_ No If "Yes" check one of the following: Cellular \_\_\_\_\_ Water Tower \_\_\_\_\_ MonoPole \_\_\_\_\_  
(CAC) (WTC) (CFC)

**REQUESTED ACTION (TO BE COMPLETED BY THE APPLICANT)**

- |  |   |
|--|---|
| <input type="checkbox"/> Limited Exemption under Section 32-4-106 (____) (____) (____)<br><input type="checkbox"/> Plan Refinement<br><input type="checkbox"/> Planned Shopping Center Designation under Section 101 of BCZR<br><input type="checkbox"/> Waiver under Section 32-4-107 (____) (____) (____)<br><input type="checkbox"/> Requires a Zoning ( ) Special Hearing; ( ) Special Exception; ( ) Variance<br><input type="checkbox"/> Lot Line Adjustment (LLA)<br><input type="checkbox"/> Other _____ | <b>(County Use only)</b><br>Action: _____<br>_____<br>_____ |
|--|---|

This application must be accompanied by a written request. That request must be in the form of a letter, legibly printed or typed, and signed by the applicant. The letter must contain the name, address and telephone number of the applicant and must provide details of the request. A copy of the checklist must be completed and included along with this DRC application. Please note that a DRC application form and checklist is available in room 123 of the County Office Building and on the County web site [www.baltimorecountymd.gov/Agencies/permits/pdm\\_devmanage/pdmfdmgt.html](http://www.baltimorecountymd.gov/Agencies/permits/pdm_devmanage/pdmfdmgt.html)  
Please see page 2 for the checklist of complete submittal requirements

c: Council, Planning, DEPS, Zoning

**BALTIMORE COUNTY**  
**DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS**

Development Review Committee (DRC)  
Application Form Checklist

**All applications to the DRC must include the following:**

- \_\_\_\_\_ 1. Three copies of the DRC Application.
- \_\_\_\_\_ 2. Three copies (one attached to each DRC Application) of a letter of request to the DRC containing the following:
  - \_\_\_\_\_ a. Name, address and phone number of the applicant
  - \_\_\_\_\_ b. Explanation of the request to the DRC.
  - \_\_\_\_\_ c. Signature of the applicant.
- \_\_\_\_\_ 3. Nine copies of a plan\*\*\* showing the following:
  - \_\_\_\_\_ a. A plan title box noting "Plan to accompany DRC request."
  - \_\_\_\_\_ b. North arrow.
  - \_\_\_\_\_ c. Vicinity map.
  - \_\_\_\_\_ d. Election district.
  - \_\_\_\_\_ e. Councilmanic district.
  - \_\_\_\_\_ f. Property tax account numbers.
  - \_\_\_\_\_ g. Site property owner's name and address.
  - \_\_\_\_\_ h. Scale of the drawing.
  - \_\_\_\_\_ i. Boundaries of the property lines shown in heavy bold lines.
  - \_\_\_\_\_ j. Lengths of property lines
  - \_\_\_\_\_ k. Area of project site in square feet and acreage.
  - \_\_\_\_\_ l. Proposed structures, heights and dimensions.
  - \_\_\_\_\_ m. Setbacks.
  - \_\_\_\_\_ n. Location of existing wells and septic systems.
  - \_\_\_\_\_ o. Zoning information:
    - \_\_\_\_\_ 1. Current zoning on the property.
    - \_\_\_\_\_ 2. Case numbers of any zoning hearings.
    - \_\_\_\_\_ 3. Dates of zoning orders.
    - \_\_\_\_\_ 4. Indication of what was granted or denied by the zoning commissioner.
    - \_\_\_\_\_ 5. Copies of zoning orders attached to the DRC Application.
- \_\_\_\_\_ 4. One copy of this checklist completed and signed by the applicant or the consultant.
- \_\_\_\_\_ 5. Check for \$100 for limited exemption request or check for \$375 for waiver request , payable to Baltimore County, MD-non-refundable. **(Do not staple check to forms) Applicant shall deliver payment to County Finance Office cashier. Submit paid receipt with this package.**

\*\*\*Note: For refinements and material changes to previously approved plans you must use copies of the last approved plan to show items 3a-o listed above. Please show all changes in red.

I have reviewed the DRC application and plan using this checklist to insure that the application and plan are complete. I understand that an incomplete application or plan may cause the DRC to delay its action on this request.

Signed \_\_\_\_\_

\_\_\_\_\_ Date

Print Name \_\_\_\_\_