

INTER-OFFICE CORRESPONDENCE
RECOMMENDATION FORM

TO: Director, Office of Planning
Attention: Lynn Lanham
Jefferson Building
105 West Chesapeake Avenue, Room 101
Towson, MD 21204
Mail Stop 3402

Permit or Case No. _____

Residential Processing Fee Paid (\$60.00) Accepted by _____ Date _____

FROM: Arnold Jablon, Director
Department of Permits, Approvals and Inspections

RE: Undersized Lots

Pursuant to Section 304.2 (Baltimore County Zoning Regulations) effective June 25, 1992, the Zoning Review Office of PAI is requesting recommendations and comments from the Office of Planning prior to Zoning Review Office approval of a dwelling permit.

MINIMUM APPLICANT SUPPLIED INFORMATION:

Print Name of Applicant	Address	Telephone Number	Email Address
Lot Address _____	Election District _____	Councilmanic District _____	Square Feet _____
Lot Location: N E S W/side/corner of _____ (street)		feet from N E S W corner of _____ (street)	
Land Owner(s): _____		10 Digit Tax Account Number _____	
Address: _____		Telephone Number () _____	
		Email Address _____	

CHECKLIST OF MATERIALS (to be submitted at the filing appointment for design review by the Office of Planning)

APPLICANT MUST PROVIDE 1 THROUGH 6

Planner Acceptance Check Off

	YES	NO
1. This Recommendation Form (3 copies)	<input type="checkbox"/>	<input type="checkbox"/>
2. Permit Application	<input type="checkbox"/>	<input type="checkbox"/>
3. Site Plan Property (3 copies)	<input type="checkbox"/>	<input type="checkbox"/>
4. Building Elevation Drawings	<input type="checkbox"/>	<input type="checkbox"/>
5. Photographs (please label all photos clearly) Adjoining Buildings	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding Neighborhood		
6. Current Zoning Classification: _____		

TO BE FILLED IN BY THE OFFICE OF PLANNING ONLY

RECOMMENDATIONS / COMMENTS:

Approval Disapproval Approval conditioned on required modifications of the application to conform with the following recommendations:

Signed by: _____
For the Director, Office of Planning

Date: _____

SCHEDULED DATES, CERTIFICATE OF FILING AND POSTING FOR A BUILDING PERMIT APPLICATION PURSUANT TO SECTION 304.2

A FILING REVIEW APPOINTMENT IS REQUIRED

**Department of Permits, Approvals and Inspections (PAI)
County Office Building
111 West Chesapeake Avenue
Towson, Maryland 21204
410-887-3391**

The review application for your proposed Building Permit has been reviewed and is accepted for filing by _____ on _____.
(Name of Planner) Date (A)

A sign indicating the proposed building/development must be posted on the property for fifteen (15) days before a decision can be rendered. The cost of filing is \$60.00. The applicant is responsible for the posting and costs. An approved sign poster must be used. The fee is subject to change. Confirm all current fees prior to filing the application.

The Planning Office decision can be expected within approximately four weeks. However, if a valid hearing demand is received by the closing date, then the decision shall only be rendered after the required public special hearing.

SUGGESTED POSTING DATE* _____ D (15 Days Before C)
DATE POSTED _____
HEARING REQUESTED YES NO DATE _____
CLOSING DAY (LAST DAY FOR HEARING DEMAND) _____ C (B-3 Work Days)
TENTATIVE DECISION DATE _____ B (A + 30 Days)

***Usually within 15 days of filing**

CERTIFICATION OF POSTING

District: _____

Location of Property: _____

Posted by: _____ Date of Posting: _____

Number of Signs: _____