

BALTIMORE COUNTY BOARD OF APPEALS

GUIDE FOR PREPARATION OF RECLASSIFICATION PETITIONS

Each Petition Request Must Include:

1. Three (3) completed printed or typewritten petition forms, indicating the existing and requested zoning. If applicable, the special exception use, the section number of the Baltimore County Zoning Regulations (BCZR) from which an accompanying variance is requested, as well as the nature and extent of the variance requested. All petition forms must be signed (original signature and title, if applicable; xerox copies are unacceptable) by the petitioner, contract purchaser or his legally authorized representative and the attorney. For persons signing in place of the legal owner or contract purchaser, an authorization letter or copy of the power of attorney is required at the time of petition filing.
2. Four (4) copies of the property description (saving and excepting all adjacent areas of public right-of-ways) FOR THE AREA OF RECLASSIFICATION ONLY, prepared and sealed by a surveyor or civil engineer. (See #4 of the reclassification checklist for sites where additional hearings are requested.)
3. Four (4) copies of a brief or an explanation of the reasons why, in the petitioner's opinion, the reclassification sought should be made, set forth in sufficient detail to properly advise the county authorities required to review the petition of the petitioner's case. Any allegation of change in conditions as justification for the action sought shall be supported in the petition by precise description of such change, and any allegation of error shall be so supported in similar detail and as further required by Section 2-356.(j) of the Baltimore County Code (BCC). If the petition filed is not a documented conditional use request, then this brief cannot document a proposed use without filing a complete documented petition, pursuant to Section 2-356.(l), BCC.
4. Four (4) xerox copies each of that part of the appropriate official 1" = 200' and 1" = 1,000' scale zoning maps, with the scaled outline of the property to be reclassified.
5. The appropriate filing fee and sign posting fee should accompany the petition request. An advertising form must be submitted; advertising costs will be billed by the appropriate newspaper and should be paid as soon as possible. Opinions may not be issued until all such costs are paid.
6. Fourteen (14) copies of a site plan, the boundaries and location of which have been certified (sealed) by a registered surveyor or professional (civil) engineer. The site plan shall include all applicable items on the attached checklist for reclassification petitions.

7. DOCUMENTED --- If the petition includes a "documentation" which identifies a proposed use and development of the property, that documentation must include the following information:
 - A. Seven (7) copies of an environmental impact statement, as defined in Section 101 of the BCZR, that concerns the proposed use of the property under petition and that has been completely prepared and certified (sealed) by a professional engineer or planner of appropriate qualifications.
 - B. All information (items 1-22) on the attached checklist.
 - C. If a precise building envelope is used in lieu of the exact positioning of the building(s) on the site plan, the proposed building(s) floor plan and elevation, including character and exterior materials, must be shown elsewhere on the site plan or on attached plans together with other documentation required in the aforementioned checklist. Said envelope may be larger than the actual proposed building, but must be precise enough in size and location to allow for a complete functional site layout, including but not necessarily limited to: entrances, driveways, parking and loading facilities, paved areas, proposed landscaping, screening, and major vegetation to be retained, etc. If an envelope is used, the envelope must meet all bulk and parking requirements or variances must be included in the petition.
 - D. No such petition may be accepted for filing unless it complies with these rules of practice and procedure, and all other pertinent zoning laws and regulations. These include the informational requirements of the current zoning public hearing checklists, which are required for determination of zoning compliance.
- * 8. OPEN --- The petitioner may choose to submit "open" plans that do not show any proposed use of the property under petition, regardless of any requirement in these rules to the contrary. If an intended use is not indicated, the site plans must indicate only items 1-8 on the attached checklist. (Also, no existing buildings or uses can be shown on this "open" plan.)

RECLASSIFICATION PETITIONS - CHECKLIST FOR SITE PLANS

- * 1. North arrow (indicating the direction of north). Scale of drawing (engineer's scale).
- * 2. Title plan: "Undocumented Plan to Accompany Reclassification Petition" or "Documented Plan to Accompany Reclassification Petition" (whichever applies). Include name, address, telephone number, and signed certification seal of engineer or surveyor preparing the plan.
- * 3. Election district, councilmanic district, and whether or not the property is located in the Chesapeake Bay Critical Area (CBCA). Note on the plan that the site is or is not in a 100 year floodplain. Note on the plan if the site is within a moratorium area or in an area where failure of the basic services maps currently exists per Section 4A02 (BCZR). Identify the nature of the moratorium area or basic service failure. Any zoning variance requests from a failed basic services map is a "special variance" requiring additional fees and information. If this is to be requested, contact Zoning Review (410-887-3391) for additional information before filing the petition.
- * 4. Dimensions of the property TO BE RECLASSIFIED (including bearings). Parcel under petition should be in bold outline. If separate areas within the area of reclassification require individual zoning hearings, these must be shown on all separate bearings and distances and individually described as required on guide sheet (#2).
- * 5. Relation of tract in question to additional property owned and ownership of all adjacent properties, including the adjacent public roads.
- * 6. Area of property to be reclassified (acres or square feet). If separate areas in reclassification require zoning hearings, these areas must be shown also.
- * 7. Distance from property line (corner) to nearest intersecting street or county road and a scaled vicinity sketch, clearly outlining the area of the petition request.
- * 8. Existing and proposed zoning of the property under petition and adjoining properties.
- 9. Uses, locations, coverage, floor areas, heights (including engineered scaled and dimensioned elevation drawings), dimensions, character and exterior materials of all proposed and existing structures to be retained. Also, all existing structures to be removed must be indicated.
- 10. Location, use, and orientation of all principal building(s) within a distance of 200 feet from each joint side property line. Distance from said buildings to centerline of street must be shown in order to determine street setback line of proposed building(s) on the subject site.
- 11. Hours of operation, maximum number of employees, and maximum levels of emanations (including sound and other vibrations, dust, odors, gases, light, and heat). In cases where method of operation is not obvious, an explanation of same must be provided (i.e., proposed nursery school should include days and hours of operation, maximum number of teachers and students, method of transportation, etc.).
- 12. Existing and proposed public and quasi-public facilities on, and adjacent to, the site, including storm drain systems, water lines, sewerage, streets and drives, and railroad sidings. In the event public water and/or sewer do not exist, location of the private system must be indicated.

RECLASSIFICATION PETITIONS - CHECKLIST FOR SITE PLANS

PAGE 2

13. Existing ponds, streams, natural drainage courses and other bodies of water, watercourses, 100-year floodplains, major vegetation, unusual natural formation, and proposed changes with respect to any of these must be indicated.
14. Dimensions of existing and proposed right-of-ways and types of paving of any street adjacent to the site.
15. Location and width of proposed ingress and egress and all directional arrows indicating interior circulation of traffic.
16. Parking and loading facilities in accordance with Section 409 (BCZR).
17. Screening and landscaping must be indicated as required in the Baltimore County Landscape Manual and the BCZR.
18. Existing topography and proposed major changes in grade.
19. Location, dimension height, square footage, single/double-face, illumination, and content of all signs visible outdoors. Must be shown to comply with the BCZR or a variance must be included in the reclassification petition.
20. Buildings must meet building code, as well as fire code, requirements with regard to type of construction, windows, etc.
21. Location of all existing and proposed fire hydrants.
22. A scaled location plan, inserted on the site plan, must accurately reflect the outline of the parcel(s) for zoning action.
23. All site plans must be folded to 8-1/2 inches by 11 inches, with clear distinct lettering.

In order to alleviate any future delays, prior to preparing the required plan, the petitioner or his/her engineer should contact PDM, Zoning Review, and the following agencies and/or State agency, if located on a state road, for pertinent information that may be required:

Permits and Development Management, Zoning Review	410-887-3391
Environmental Protection and Resource Management	410-887-3980
Public Works, Development Plan Review and Traffic	410-887-3751
Planning and Community Conservation	410-887-3211
Recreation and Parks	410-887-3822
Fire Department	410-887-3985
Solid Waste Management	410-887-3185
Permits and Development Management, Land Acquisition	410-887-3217
House Numbers and Street Names	410-887-3710
State Highway Administration (Access Permits)	410-545-5600
Assessments	410-321-2272